

**Parent - Student
2020-2021 Handbook
Grades PreK-12**



Excellence in Education

Important Notice:

All parents and students must complete:

- **Page 29** (Bus Parent Checklist)
- **Pages 35-84** (Code of Student Conduct)
- **Page 81** (Technology Acceptable Use Agreement & Parental Release for Media Recording)
- **Page 83** (NCPS Personally Owned Computing / Network Device Acceptable Use and Device Agreement Permission Form)
- **Page 84** (Parental Statement of Receipt of Standards of Student Conduct)

Upon completion of forms, please return them to your child's school.

WHEN IS SICK TOO SICK FOR SCHOOL?



Send me to school if...

I have a runny nose or just a little cough, but no other symptoms.

I haven't taken any fever reducing medicine for 24 hours, and I haven't had a fever during that time.

I haven't thrown up or had any diarrhea for 24 hours.



Keep me at home if...

I have a temperature higher than 100 degrees even after taking medicine.

I'm throwing up or have diarrhea.

My eyes are pink and crusty.



Call the doctor if...

I have a temperature higher than 100 degrees for more than two days.

I've been throwing up or have diarrhea for more than two days.

I've had the sniffles for more than a week, and they aren't getting better.

I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler).



Adapted with permission from Baltimore City Public Schools.



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*Sign and Return Pages 29, 81, 83 and 84

1. Introduction

Dear Students and Parents:

Welcome to the 2020-2021 school year. This Parent-Student Handbook contains important information for students and parents. Please read all items carefully. Students are responsible for knowing the contents of this handbook. The handbook is broken into 11 sections with subheadings outlined in the table of contents. We are looking forward to making this a successful and positive learning experience for the students of Nottoway County Public Schools. If we can assist you in any way, please feel free to contact us. We are here to serve you.

Dr. Tameshia V. Grimes, Division Superintendent

NOTTOWAY COUNTY SCHOOL BOARD

William "Bill" Outlaw - District 1
Jamie Higgins, District 2, Vice Chair
Clive Pettis, Sr. - District 3
James Fowlkes - District 4
Shelli Hinton, Chair - District 5, Chair

CENTRAL ADMINISTRATION

Dr. Tameshia V. Grimes, Division Superintendent
Dr. Joan Dooley, Director of Exceptional
Education

Marcia Martin, Director of Instruction, Grants,
Technology and Finance
Dr. R. J. Greger, Director of Human Resources,
Community Relations and Testing
VACANT, Director of Finance
Robbie Templeton, Maintenance Supervisor
James Strawser, Transportation Supervisor
Charlyn Pierce, Food Service Supervisor
Charlotte Wood, Clerk, Admin. Assist. to Supt.
Donna Wade, Deputy Clerk, Accts. Payable Mgr.
Ashley Freese, Truancy Coordinator

Nottoway County Public Schools

Blackstone Primary School

615 East Street
Blackstone, VA 23824
434-292-5300
Dr. Carrie Gravely, Principal
Robi Armstrong, Secretary

Crewe Primary School

1953 Sunnyside Road
Crewe, VA 23930
434-645-8149
Lloyd Page, Principal
Shonte Braxton, Secretary

Nottoway Intermediate School

5285 Old Nottoway Road
Crewe, VA 23930
434-292-5353
Dr. Chandra Lewis, Principal
Shiras Craig, Secretary

Nottoway Middle School

5279 Old Nottoway Road
Crewe, VA 23930
434-292-5375
Jane Geyer, Principal
Gwen Johnson, Secretary

Nottoway High School

5267 Old Nottoway Road
Crewe, VA 23930
434-292-5373
Reggie Wilson, Principal
Candace Barnette, Assistant Principal
Peter Jones, Administrative Assistant/Athletic
Director
Charlene Phillips, Secretary

Amelia-Nottoway Technical Center/Alternative School

148 VoTech Road
Jetersville, VA 23083
434-645-7471
434-645-7854
Valarie Harris, Principal
Arlene Robertson, Secretary

Central Office

P.O. Box 47
10321 E. Colonial Trail Hwy.
Nottoway, VA 23955
434-645-9596
FAX 434-645-1266

"Providing opportunities that enable students to enjoy life, contribute to others' well-being,
and become responsible, productive citizens in a global community."

Student Calendar

2020-2021 School Calendar - Students

July 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

- 1 New Year's Day Holiday
- 18 Martin Luther King Jr. Day Holiday
- 11 SOLs Begin- NHS
- 22 SOLs End- NHS
- 25/26 "A" Day Exams
- 28/29 "B" Day Exams

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February

- 1 End of 2nd Grading Period - 45 days
- 2 Teacher Workday/Student Holiday
- 8 Report Cards

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September

- 3 Open House- by appointment
- 7 Labor Day
- 8 First Day of School

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March

October 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October

April 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April

- 2 Early Dismissal at 12:30 pm
- 5-9 Spring Break
- 13 End of 3rd Grading Period - 45 Days
- 20 Report Cards

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November

- 3 Teacher Workday/Student Holiday
- 10 End of 1st Grading Period - 45 days
- 17 Report Cards
- 25-27 Thanksgiving Break

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May

- 24 SOLs Begin- all schools
- 31 Memorial Day Holiday

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December

- 21-31 Winter Break

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June

- 10 Exam 1st Block/ SOLs End- all schools
- 11 Exam 2nd Block
- 14 Exam 3rd Block
- 15 Exam 4th Block
- 16 Last Day of School/Report Cards
- End of 4th Grading Period - 45 days
- 18 Graduation

*The student calendar is subject to change in the event circumstances warrant for a new adoption by the Nottoway County School Board.

**The current student calendar will be updated with any changes that may occur and is available on our website:

www.nottowayschools.org

2. Instructional Programs

PIEDMONT ALTERNATIVE SCHOOL

The Piedmont Alternative School began in September, 1996 and was designed to help students that have a difficult time in a conventional school setting. It is located at the Amelia-Nottoway Technical Center in Jetersville. A full array of academic classes plus career/technical training is offered. In addition to academic and career/technical classes, classes are offered in GED prep and the ISAEP (Individual Student Alternative Education Plan).



CHANGING COURSES

Grades 7-12

During the school year, each student will follow the schedule selected and approved. The only schedule changes that we will consider in the fall will be those resulting from error or credit received in summer school. **Students will not be permitted to DROP or ADD a course after the fifth day of class.** Because students are required to carry a full course load, a student may not drop a course without permission from the principal.

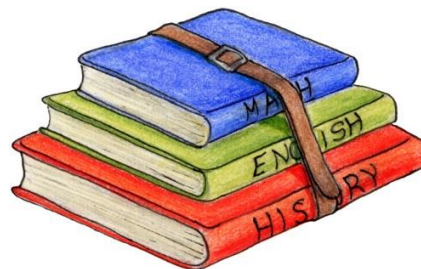
CLASSIFICATION OF STUDENTS

Grades 9-12

Homeroom placement for the school year is determined by the number of units a student has earned:

<i>9th grade</i>	<i>Promotion from the 8th grade</i>
<i>10th grade</i>	<i>6 Units</i>
<i>11th grade</i>	<i>13 Units</i>
<i>12th grade</i>	<i>19 Units</i>

Grade classifications will not be changed at the end of the first semester.



COURSE LOAD

All students must maintain a full-day schedule of classes according to the Virginia State Standards of Accreditation. Any exceptions to this must be requested in writing by the parent and approved by the principal.

Grades 9-12

Students will enroll in four classes each semester. The Superintendent of schools may grant waivers to this rule. Students may audit a course only with the principal's permission.

CREDIT BEARING COURSES

Grades 7-8

Level one of a foreign language shall be available to all eighth grade students. In any high school credit-bearing course taken in the middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. Notice of this provision must be provided to parents with a deadline and format for making such a request. Nothing in these regulations shall be construed to prevent a middle school from offering any appropriate credit bearing course for graduation.

Nottoway County Public Schools Waiver Policy for Middle School Students

Parents, requesting waivers for high school credit bearing classes taken on the middle school level, must put their request in writing prior to April 15th of the current school year. Students selecting this option may not use this grade toward their grade point average at the high school and may not count this credit for high school at any time.

Section 2 cont.

No student will be allowed to enroll in a second level/third level course once a waiver has been granted without first retaking the previous level course.

Students will not take the SOL test for waived courses at the middle school but will be required to take SOL test (if applicable) when the class is retaken at the high school.

Parents, requesting waivers for credit bearing courses offered at the middle school, will meet with the Principal and/or designee. Waivers will be granted after a conference and/or signing a waiver form. The child's schedule will be changed to reflect this waiver and course selection.



DRIVER EDUCATION: Nottoway High School pleased to announce that students can take the Virginia DMV learner's permit test online at the school. Students will be eligible to test if they are 15 years 6 months or older on the date that the test is scheduled. Students must register online at the following link:

<http://www.vadmvexam.com>

--A customer number is not required, but if you have a DMV ID card you must enter the name, DOB and customer number exactly as it appears on your DMV ID card. Otherwise, enter your full legal name and date of birth and leave the customer number field blank.

--Before taking the two part knowledge test, please **STUDY** the Driver's Manual located on DMV's web site using the following link:

<http://www.dmv.virginia.gov/drivers/#manual.html>.

On the test date please bring:

- Completed, and signed DTS 41 consent form. The form is available at <http://www.dmvnow.com/webdoc/pdf/dts41.pdf> or from the driver education teacher.
- A picture ID to verify identity. If the student does not have a picture ID, take a picture, write the student's full legal name under the picture, and have a teacher sign to verify the student's identity.
- The student will be issued a test receipt after passing the learner's permit test. Take this receipt to DMV to apply for the learner's permit and to expedite the application process within 6 months or a retest is required.

At the DMV customer service center:

- the student must prove that they are 15 years and 6 months old
- pass a vision test
- provide DMV approved documents to prove residency and identity, http://www.dmv.virginia.gov/drivers/#applying_learners.asp
- take a picture
- pay the fee for the learner's permit and driver's license.



EXAMINATION SCHEDULE AND PROCEDURES

Grades 8-12: The examination will count as one-fifth of the final grade. Exams will be given at the end of each course. All exam dates are subject to change because of inclement weather. Two exams will be given each day. The ANTC School, Governor's School, and Dual Enrollment classes may follow different schedules.

EXAM EXEMPTIONS POLICIES

Grades 8-12: To be eligible for exemption from an exam, a student is required to have all "As" and "Bs" (no "C's") for all nine weeks. Students who have five or more unexcused absences each semester are not eligible for exemption. Students with outstanding school financial obligations, such as overdue books, library fines or activity fees, will not be granted exemption. All students taking dual enrollment classes must take the dual enrollment exam. Students may exempt final exams as follows:

- 8th grade – no exemption
- 9th grade - one exemption second semester
- 10th grade - one class each semester
- 11th grade - two classes each semester, with the exception of dual enrollment courses
- 12th grade - all classes, both semesters, with the exception of dual enrollment courses

Students must apply to individual teachers for exemption confirmation one week prior to the beginning of exams.

Any student who passes a state end-of-course Standards of Learning Test will be given an exam exemption in that course. Any student who does not pass a state end-of-course Standards of Learning Test will not qualify for exam exemption in that course.

Section 2 cont.

FAMILY LIFE PROGRAM

Nottoway County believes that every student should receive education to promote the emotional, intellectual, and physical growth, which will enable him or her to live healthy, productive, and rewarding lives in society.

In order to nurture students so that they become responsible citizens of the community, we must assist them in developing skills and attitudes, which will promote positive self-esteem, healthy interpersonal relationships, and decision-making abilities. Our goal is to provide basic instruction on the natural developmental stages of human life. With the support of family and community, the schools will offer current, unbiased, factual information that will allow our youth to grow to their fullest potential. We recognize that the family is the most important and influential unit in the development of attitudes, habits and personalities of youth. Our students need to form a clear concept of family dynamics and relationships. It is the family, which can provide the mechanisms for coping with the peer pressures and stresses of modern life. Our schools will offer educational supports to this end.

Our Family Life Program has standards of learning objectives for each grade level. These objectives can be obtained from the school office. All parents will be notified when the family life program will begin and what objectives will be taught. An opt-out form will be sent home with each student before the program begins.

GIFTED PROGRAM

Nottoway County offers additional instruction for each student in grades K-12 who has been identified as gifted according to established criteria in the area of general intellectual aptitude. The emphasis of the program is based on the concept that a child who is gifted is gifted all the time, not simply once a week for a two-hour period. To fulfill this concept, it is essential that the classroom be the main setting for meeting the academic needs of the gifted child.

The focus is on the development of skills in critical thinking, inductive reasoning, creative problem solving, and individual investigation in areas of exceptionality throughout the instructional program. Students can be referred by parents or legal guardians, teachers, professionals, students, peers, self or

others. All students in Grade 2 & 6 are administered screening tests and may be referred for further evaluation.

Grades 9-12

DUAL ENROLLMENT AGREEMENT

The school division encourages students to enroll in college dual enrollment courses sponsored by the school division. The school division pays the full cost of the tuition for successful completion of these courses. Any student enrolled in a dual enrollment class choosing to drop a class must do so prior to the drop/add date set by the college. Students dropping a class after the drop/add date will receive an "F" in the class and must reimburse the school division the full cost of the tuition for the class. Likewise, students with a final grade of "D" or lower for a dual enrollment class paid for by the school division will be required to reimburse the School Board for the full amount of the tuition. Students and parents must complete the Dual Enrollment Agreement before taking dual enrollment classes.



GRADING SYSTEM

The grading system for Nottoway County Public schools is as follows:

A=100-93 B=92-85 C=84-77
D=76-70 F=below 69-0

Grade Point Average

All courses in which a Carnegie unit is awarded are included in the calculation of the GPA. In computing class rank, all grades are used, including physical education and high school courses completed in the middle school. Grade point values used for computing scholastic standing (class rank) are listed below:

Honors/Dual Enrollment

A= 4.5, B=3.5, C=2.5, D=1.5, F=0

All other classes

A= 4.0, B=3.0, C=2.0, D=1.0, F=0

Final

GPA and Class Rank are calculated using all final grades in all courses, except for Governor's School where 1st semester grades are also used in the calculation.

Section 2 cont.

GRADUATION REQUIREMENTS

The requirements for a student to earn a diploma are those in effect when he or she enters ninth grade for the first time. High school courses taken in the eighth grade will satisfy graduation requirements, and do count in computing GPA.

After the age of 19, any student not having an Individualized Educational Plan (IEP) must be progressing toward an established educational goal to remain a student at Nottoway High School. The superintendent and principal must approve mid-year graduations. Your goal is to receive as many credits and educational experiences as possible.



Standard Diploma Credit Accommodations for Students with Disabilities:

The Board of Education requires provisions for students with disabilities to earn a standard diploma through credit accommodations. Credit accommodations for the Standard Diploma shall be determined by the student's Individualized Education Program (IEP) team or 504 plan committee, including the student where appropriate, at any point after the student's 8th grade year. The school must secure the informed written consent of the parent/guardian and the student, as appropriate, to choose credit accommodations after review of the student's academic history and full disclosure of the student's options.

Applied Studies Diploma:

Students with disabilities who complete the requirements outlined in their Individualized Education Plan (IEP), but do not meet the requirements for any other diploma program shall be awarded Applied Studies Diplomas.

General Educational Development (GED):

The Board of Education has established a program of testing for general educational development (GED) through which persons may earn a high school equivalency certificate or a General Achievement Diploma.

"Providing opportunities that enable students to enjoy life, contribute to others' well-being, and become responsible, productive citizens in a global community."



**Standard Diploma Course Requirements (8VAC20-131-51) for Students Entering Ninth Grade
for the First Time in 2018-2019 and Beyond**

Subject Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	3	1	Courses completed to satisfy this requirement shall include at least two different course selections from among: algebra I, geometry, algebra functions, and data analysis, algebra II, or other mathematics courses approved by the board to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	3	1	<p>Courses completed to satisfy this requirement shall include course selection from at least two different science disciplines: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.</p> <p>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for either a laboratory science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.</p>
History & Social Science	3	1	<p>Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.</p> <p>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for either a laboratory science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.</p>
Health & Physical Education	2	0	N/A
World Language, Fine Arts or Career & Technical Education	2	0	Per the Standards of Quality, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education. Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical course credit.
Economics & Personal Finance	1	0	N/A
Electives	7****	0	<p>Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.</p> <p>*** The Virginia Department of Education requires school divisions to have a minimum of 22 credits. Nottoway requires students earning a standard diploma to have a minimum of 8 electives which brings the total credits needing to graduate to 25 credits.</p>
Total Credits	25	5	

Advanced Diploma Course Requirements (8VAC20-131-51) for Students Entering Ninth Grade for the First Time in 2018-2019 and Beyond

Subject Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	4	1	Courses completed to satisfy this requirement shall include at least three different course selections from among: algebra I, geometry, algebra II, or other mathematics courses above the level of algebra II. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	4	1	Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve additional courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.
History & Social Science	4	1	Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.
World Language	3	0	Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
Health & Physical Education	2	0	N/A
Fine Arts or Career & Technical Education	1	0	Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical credit.
Economics & Personal Finance	1	0	N/A
Electives	5****	0	Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality. **** The Virginia Department of Education requires school divisions to have a minimum of 26 credits. Nottoway requires students earning an advanced diploma to have a minimum of 5 electives which brings the total credits needing to graduate to 28 credits.
Total Credits	28	5	

Additional Requirements for Graduation

- **Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential** - In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, honors, or International Baccalaureate course, or (ii) earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
- **Virtual Course** - Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in [8VAC20-131-420 B](#).
- **Demonstration of the five Cs** - Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the board.

Section 2 cont.



**SCHOOL COUNSELING
PROGRAM**

The guidance and counseling program in the Nottoway County Schools is a reflection of the policy as set forth by the Nottoway County School Board. The Nottoway County School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any personal or social counseling program to which the student's parents object. Academic and career guidance programs are exempt from the opt-out policy.

For the purposes of this policy, the following definitions apply:

Academic Counseling - Guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.

Career Counseling - Guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities. At the high school level, students and parents are assisted with the college application process and in acquiring information regarding financial aid. Students are encouraged to think about their future and formulate plans to achieve their ultimate goals.

Personal/Social Counseling - Counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals which reflect their interests, abilities, and aptitudes. Such counseling may be provided either in groups in which generic issues of social development are addressed or through structured individual counseling that focuses on the specific concerns of the participant(s).

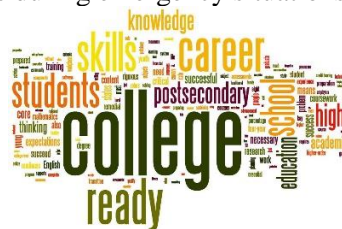
At least annually, parents shall be notified in writing about the academic and career guidance programs and the personal/social counseling programs that are available to students within the school division. Parents will be advised concerning the purpose, general description of the programs, how parents may review materials to be used in the programs, and procedures by which parents may limit the students' participation in the program. Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law.

Materials and programs used by guidance are available for review by parents. Please call for an appointment.

It shall be the policy of the Nottoway County School Board with respect to **personal/social** counseling that parents will notify the school division in writing if the student is not to participate in the **personal/social counseling** program.

Counseling techniques that are beyond the scope of the professional certification or training of counselors, including hypnosis or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology, are prohibited.

The Nottoway County Crisis Management Team provides crisis-counseling services during emergency situations.



Section 2 cont.

CHARACTER EDUCATION

The NOTTOWAY School Board provides, within its existing program or as a separate program, a character education program in its schools. The character education program may occur during the regular school year, during the summer in a youth development academy offered by the school division, or both. The purpose of the program is to foster civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems and develop civic-minded students of high character. The program is cooperatively developed with students, parents and the community. Specific character traits emphasized may include trustworthiness, respect, responsibility, fairness, caring and citizenship.

Character education is interwoven into the school procedures and environment so as to instruct primarily by example, illustration and participation, in such a way as to complement the Standards of Learning. Classroom instruction may also be used to supplement the program. The program also addresses the inappropriateness of bullying, as defined in Va. Code § 22.1-276.01. Parents have the right to review any audio-visual materials that contain graphic sexual or violent content used in any anti-bullying program. Prior to the use of any such material, the parent of a child participating in such a program is provided written notice of the parent's right to review the material and the right to excuse the child from participating in the part of such program utilizing such material.

The character education program:

- specifies those character traits to be taught, selecting from those which are common to diverse social, cultural and religious groups;
- is implemented at the elementary and secondary levels;
- provides for relevant professional development and adequate resources; and
- includes a method for program evaluation.

Character education is intended to educate students regarding those core civic values and virtues which are efficacious to civilized society and are common to the diverse social, cultural, and religious groups of the Commonwealth. It shall not include indoctrination in any particular religious or political belief. Consistent with this purpose,

Virginia's civic values, which are the principles articulated in the Bill of Rights (Article I) of the Constitution of Virginia and the ideals reflected in the seal of the Commonwealth, as described in Va. Code § 1-500, may be taught as representative of such civic values.



HOMEWORK

Homework can provide an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and his/her family, can be greatly enhanced by a sound program of homework. In addition, homework should be an important tool in developing independent thought, self-direction, and self-discipline. It can assist the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

1. Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
2. Homework should be assigned in such a manner that it will be clearly understood by all students.
3. Homework should serve a valid purpose and be closely related to classroom activities.
4. A student's access to resource materials should be considered when making assignments.
5. Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort and competency should be recognized and rewarded.
6. Teachers should seek to determine the causes if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
7. Excessive homework, like the absence of homework, should be avoided.
8. Homework should not be used for disciplinary purposes.
9. Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.

Responsibilities of the Teacher, Student and Parent

The teacher shall:

1. Assign homework in a clear and concise manner, making sure that each student understands what is required.
2. Assign meaningful homework that will reinforce previously taught skills and activities.
3. Encourage all students to complete assignments and to take pride in their work.
4. Evaluate homework as soon as possible.
5. Review homework with students making a learning experience of the situation.
6. Communicate with parents concerning homework whenever necessary.

The student shall:

1. Pay attention when the assignment is made, and ask questions if he does not understand what is expected.

2. Take home the necessary materials required to complete the assignment.
3. Allow him/herself the needed time to satisfactorily complete the assignment.
4. Do the work accurately (and neatly if it is a written assignment).
5. Return completed homework to the teacher.
6. Correct mistakes and review areas of weakness.
7. Communicate with his parents about his homework.

The parent shall:

1. Provide a quiet, comfortable place for the child to work.
2. Encourage the student to complete his assignments.
3. Assist the student in oral drill, reviewing, and when it is apparent that the student cannot proceed on his own. (The parent should not do the work for the child.)

INTERNET USE BY STUDENTS

The Nottoway County School Division has implemented both a local area network and a wide area network bringing Internet access to the classroom and offers students access to the electronic communication system. Students are able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

Part of the division's responsibility in preparing students for the 21st Century is to provide them access to the tools they will be using as adults. The global information network will be one of those tools. Through the Division's system, students have access to countless databases, libraries, and computer services from all over the world. We accept the responsibility for teaching students about their roles as "network citizens" and the code of ethics involved with this "global community," through an Internet Safety Plan.



With this educational opportunity also comes responsibility for students. It is important that parents and students read and discuss the Division Policy IIBEA-R, administrative regulations and agreement form when given to the students at the beginning of the school year. The Division takes a "no tolerance" approach to accessing inappropriate material. Precautions will be taken to prevent unauthorized access, but it is not possible to prevent such access completely. The Division policy contains the following documents: (1) An agreement for students to read and sign stating his/her agreement to follow Division policies and regulations regarding the Internet. The agreement requires your signature and must be renewed each year and kept on file at the school. (2) The Division's Internet Policy and Acceptable use regulations.



The librarians make resources available to students and teachers through a carefully selected collection within the school and through access to resources outside the school. Access to the library collection is provided by an accurate and efficient computer system that tracks the location of resources. Students will receive assistance in identifying, locating, and interpreting information from a variety of sources.

The library is available to students during normal school hours. Students are encouraged to use the facility whenever they have free time; however, a note from a teacher will be required. All students must follow the general school rule as well as any library rules when using the facility. Overdue books, unpaid fines, and payments for lost or damaged books will cause a student to be considered not in good standing/good conduct.

PROGRAMS FOR STUDENTS WITH DISABILITIES

The school board will ensure that a free, appropriate public education will be available for all special needs students, ages birth through 21, who are residents of Nottoway County. The school board will ensure that students with disabilities and their parents or guardians are guaranteed the appropriate procedural safeguards in the process of identification, evaluation, placement and provision of an appropriate education program. To the maximum extent appropriate, students with disabilities will be educated with students who do not have special needs. The student's parents or guardians will be participants in the special education process. Prior to the identification, evaluation, placement, or provision of a free appropriate public education to a student with disabilities, a full explanation of all procedural safeguards is made available to parents.

An Individualized Education Program (IEP) will be designed and maintained for each child enrolled in a special education program. The program will be developed in a meeting with the teachers, parent, student (when appropriate) and the principal or his or her designee. This IEP is reviewed at least annually. The IEP will be inclusive of areas specified by state and federal regulations. Students with IEP's may earn either an advanced, standard, or applied studies diploma.

PROMOTION AND RETENTION GUIDELINES

In 1997, the State Board of Education proposed new Standards of Accreditation for public schools in the Commonwealth of Virginia. With the adoption of these new standards, the Virginia General assembly and Governor have challenged public school to adopt high standards for all students. Measurement of achievement shall be documented by state assessments in the form of Standards of Learning (SOL) tests, attendance, and academic success in the classroom. To assist students in meeting these new standards, Nottoway County Public School administrators, teachers and parents have developed a revised Promotion and Retention Policy. This new policy specifies the definition of academic success necessary for student advancement to the next grade level.

Promotion Criteria - Grades K-4

In order to be promoted to the next grade level, the student should meet the following criteria:

1. Be reading on grade level or no more than one half year below grade level.
2. Have a passing final grade in reading.
3. Have a passing final grade in mathematics.
4. Other factors as appropriate may be considered (i.e., attendance, age, teacher recommendations, performance on standardized assessments).

Promotion Criteria - Grades 5-8

In order to be promoted to the next grade level, the student should meet the following criteria:

1. Pass three out of four core subject areas (English, mathematics, science, and social studies).
2. Other factors as appropriate may be considered (i.e., attendance, age, teacher recommendations, performance on standardized assessments).

Promotion Criteria - Grades 9-12

In order to be promoted to the next grade level, the student shall meet the following criteria:

1. The following number of credits are required to be classified as:
Grade 9 - 0-5 credits*
Grade 10 - 6-12 credits*
Grade 11 - 13-18 credits
Grade 12 - 19 credits
2. Students shall fulfill requirements for graduation as stated in the Virginia Standards of Accreditation.

*A credit is given upon successful completion of class (i.e. A, B, C or D).

ACADEMIC ADMINISTRATIVE PLACEMENTS

The School Board recognizes that it is occasionally necessary for a principal to promote an elementary or middle school student to the next grade level notwithstanding the fact that the student has not met the necessary promotion requirements set forth. Under such circumstances, a principal has the authority to promote an elementary or middle school student based on the principal's review or relevant information. Other relevant information that the principal may take into consideration when deciding whether to promote a student by means of an academic administrative placement includes, but is not limited to, the student's:

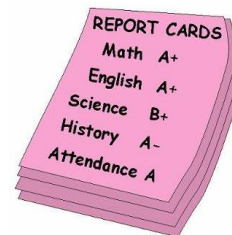
1. developmental maturity
2. achievement in reading and mathematics
3. achievement in history, science and other subjects in which there are SOL assessments
4. attendance
5. the number of previous retentions
6. English language acquisition
7. performance in summer session courses, and/or
8. other relevant factors

In the event an elementary principal wishes to make an academic administrative placement to the fifth grade or a middle school principal wishes to make an academic administrative

placement to the ninth grade, it shall be the responsibility of the principal to contact the principal of the receiving school. Such contact shall be made as early as possible following the decision to make an academic administrative placement, but no later than July 1 prior to the school year in which the placement is to become effective.

REPORT CARDS

Students will receive a grade on work completed and evaluated in each subject area at the end of the nine-week grading period. Each nine weeks is composed of 45 school days unless noted in the school calendar or changed due to inclement weather. The report card represents one communication link among teachers, parents, and students dealing with student academic progress. It is hoped that parents will request conferences with teachers to explore concerns related to their child's academic progress.



Honor Roll Principal's List Merit List

Grades 1-12

Pupils who are in good standing, and have no grade lower than a "C" while maintaining a "B" average (one "A" for each "C") are considered to have made the Merit's List.

Pupils who are in good standing, and have no grade lower than a "B" are considered to have made the Honor Roll.

Pupils who have no grade lower than an "A" are considered to have made the Principal's List, if they do not have an unsatisfactory on citizenship and are in good standing.



PROTECTIVE ORDERS AND ORDERS PROHIBITING CONTACT WITH A CHILD

Any school principal who receives notice that a circuit court, general district court, juvenile and domestic relations district court, or magistrate has issued a protective order for the protection of any child who is enrolled at the school, or any other order prohibiting contact with such a child, notifies licensed instructional personnel and other school personnel who (i) provide direct educational or support services to the protected child or the child subject to the order, (ii) have a legitimate educational interest in such information, and (iii) are responsible for the direct supervision of the protected child or the child subject to the order that such order has been issued.

MANAGEMENT OF STUDENT RECORDS NOTICE

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible student”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days following a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given within 14 days or less from the receipt of the request.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask Nottoway County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school division decides not to amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school division discloses educational records without consent to officials of another school division in which a student seeks or intends to enroll.



4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address or the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

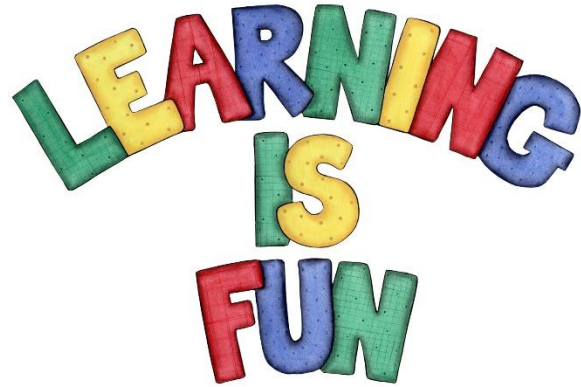
Note: Cumulative records exist for every student in Nottoway County Public Schools and contain the student's name, address, birth date, name and address of parents, program of studies plan, scholastic work completed, grades, grade point average, type of diploma, test data, cumulative health record, and records of employment counseling and placement. Cumulative files may also contain records of counseling contact but not content.

STANDARDS OF LEARNING TESTS

In grades K-8 students are exposed to a curriculum aligned with the Standards of Learning. The students in grades 3-8 are expected to participate in the SOL testing program for each grade level. NCPS does not have an opt-out policy. Schools will use the SOL test results in third through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students.

Each student in middle and secondary school will take all applicable end-of-course SOL tests. Students who successfully complete the requirements of the course and achieve a passing score on an end-of-course SOL test will be awarded a verified unit of credit in that course. Students may earn verified credits in any courses for which end-of-course SOL tests are available. Middle and secondary schools may consider the student's end-of-course SOL test score in determining the student's final course grade.

Students with disabilities for whom participation in the SOL testing program is deemed inappropriate according to their Individualized Education Program (IEP) or 504 plan will be expected to demonstrate proficiency on an alternative assessment prescribed by the Board of Education in accordance with federal laws and regulations beginning with the school year 2000-2001.



VDOE SCHOOL QUALITY PROFILES

The Commonwealth of Virginia is committed to providing quality education for all students. This commitment includes keeping parents and the public informed through the VDOE School Quality Profiles of the progress of our schools in raising student achievement and enhancing the learning environment. The VDOE School Quality Profiles provide information about student achievement, accreditation, and other subjects for individual schools, school divisions and the entire state. To view the VDOE School Quality Profiles, please access the Internet to www.nottowayschools.org and click on the link provided. If you do not have access to the Internet, please contact your child's school and they will provide a copy for you.



Nottoway County Public Schools' website:

www.nottowayschools.org

Excellence In Education

3. Extra-Curricular Activities

ATHLETIC PARTICIPATION

Grades 6-12

The various team sports are quite different in terms of the demands made on participants. Therefore, it should be understood that each sport will vary as to its requirements for participation, especially those sports that have a limited roster. With this in mind, students & parents of students considering participation in a sport should attend the parent/athlete meeting offered at the beginning of each sport. At these meetings, coaches will communicate participation requirements for their particular sports. Questions concerning participation for a sport should be directed to the athletic director. Students who wish to participate in athletics or any other extra-curricular activity must meet the eligibility requirements as determined by the Virginia High School League or Southside Middle School Conference. It is the responsibility of each athlete to inform the coach/sponsor of that activity of any difficulties that he or she may be having which might affect eligibility or good standing with the school.

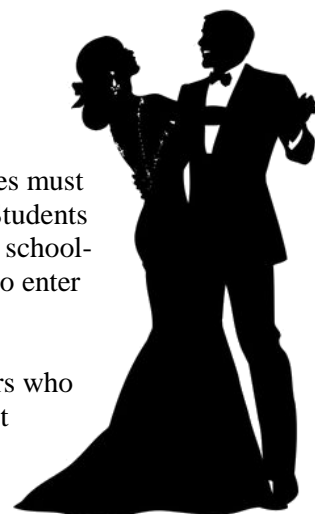


(interims, quarterly, semester), identify those at risk of not maintaining VHSL standards for eligibility, and coordinate efforts with teachers and parents to help the student achieve those standards by the next grading period. Athletic directors will document all aspects of the grade improvement process including one-on-one meetings with student athletes, parent contact and conferences, and meetings with coaches and teachers as they relate to the success of student athletes in maintaining their VHSL eligibility for participation. The overall goal is to achieve and sustain 100% eligibility status for all our student athletes at the middle school and high school.

PROM

Grades 9-12

The Prom is for juniors and seniors in good standing and their dates (dates must be at least in high school). Students must present their unaltered, school-issued invitations as tickets to enter the Prom.



All junior and seniors who want to attend the Prom must sign up with the designated junior sponsor within the announced sign-up periods. After the sign-up period, if a change in a student's invitation must be made, a fee determined by the junior class officers and sponsors will be charged and must be paid before the change will be made. This charge is to cover the cost of the invitation and the time involved in making the change. If extenuating circumstances arise which might mean a change in an invitation after the sign-up time, the head sponsor who can issue the new invitation will consider these circumstances. Guests must be in at least the 9th grade, and if they attend NHS, must have paid their dues and be in good standing. Guests who are not students at NHS must be approved by the administration before they will be allowed to attend. **Guests must be 19 years of age or under to attend.**



STUDENT ATHLETES EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Grades 6-12

The middle school and high school athletic directors and coaches will monitor student athletes' grades at every grading period

4. Attendance



1. Good attendance is essential for learning, passing classes, and demonstrating good work ethics. Businesses do not want to hire employees

with poor attendance records. For this reason, Nottoway County Schools will hold students to strict attendance regulations. These regulations are part of the Code of Virginia (22.1-254) and are enforced by the courts. Exceptions will not be made, so please heed the guidelines in this area.

2. Students who are absent are required to bring a note from their parent or guardian the first day they return to school following the absence. Excused notes are given after presenting a parent's note, medical slip, or court excuse for up to seven absences. After seven absences from any class, only medical notes, court subpoenas, or death in the family will receive excused notes.

3. Parents must contact the school office as soon as possible when they know that their son or daughter will be out for an extended period of time. Schoolwork can be sent home for excused extended absences with a 24-hour notice to the school.

4. If a student arrives after the tardy bell, he or she is required to check in at the office and receive a tardy pass before going to class.

5. Teachers will allow one day to make up work for each day missed. If an assignment was due on the day a student was absent, then it is due on the first day he or she returns to school.

6. If a student is missing from class and not on the daily absentee list, it will be necessary for the teacher to verify that the student is not skipping class. Any student who leaves the school grounds before the dismissal bell or without an official early dismissal will be guilty of a first offense disciplinary violation.

After School Activities and Absences

For a student to participate in school sponsored activities, he or she must be in school at least one-half of the day of the school event or the day before the event if it is on a weekend and be a student in good standing. *(The principal must approve the rare exceptions to this rule in advance.)*

An attendance officer, or a division superintendent or the superintendent's designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228. 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.

COMPULSORY ATTENDANCE PROCEDURES

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused". Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a pupil 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 pupil'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 principal's designee shall make a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal's designee, 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 Additional Absences Without Parental Awareness and Support

If the pupil is absent for more than one additional day after direct contact with the pupil's parent and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal or principal's designee shall schedule a conference with the pupil, the pupil's parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Report for Suspension of Driver's License

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

Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

Dismissal Precautions

Principals do 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 are released only on request and authorization of parent or guardian. The superintendent establishes 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 is maintained in each school.

EARLY DISMISSALS

Early dismissal requests should be for crucial and unavoidable situations. Parents picking up students must come to the office and sign-out their child.



Grades 9-12

Before a student can be given an early dismissal from school unaccompanied by a parent, a note from a parent must be given to the office personnel. A phone number(s) should be on the note. Office personnel will make verification of the early dismissal through contact with a parent or guardian. If the early dismissal cannot be verified and approved, permission for the student to leave school will be denied. **Early dismissal will not be granted over the telephone unless there is an extreme emergency.** If the early dismissal note cannot be verified over the phone, then the student will not be allowed to leave unless the parent or guardian picks the student up or comes by school to verify the dismissal. Early dismissal requests should be for crucial and unavoidable situations. Parents picking up students should come to the attendance office. ***Remember! Absences from classes because of early dismissals or tardies are counted as class absences under the attendance policy.***

5. Safety

SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLAN

Each school will develop a written school crisis, emergency management and medical emergency response plan.

EMERGENCY PROCEDURES (Fire, Injury, Illness or Threatening Behavior)

Nottoway County Public Schools' (NCPS) crisis plans outline procedures for students and staff to follow in case of emergencies such as a bus accident, fire, injury, illness, intruder, tornado or violent/threatening behavior. Emergency drills for a fire evacuation, tornado, bomb threat and intruder/lock-down situations are conducted on a regular basis.

All schools undergo a comprehensive safety audit annually. Each school's Crisis Management Team reviews and updates existing safety procedures yearly and ensures coordination with county officials. The plan shall be discussed with staff and students during the first week of each school year.

We have plans in place for appropriate responses to various situations. For security reasons, specific details of crisis plans are not made available to the public to maintain confidentiality and integrity of the plans for the safety of our students and staff. In the event of a local or national emergency, NCPS will broadcast pertinent school information as soon as possible.

DRILLS

Fire drills are conducted at least once a week during the first month of school and at least once each month for the remainder of the school term. Evacuation routes for students shall be posted in each room.

Two (2) simulated lockdown drills must (or will) be held in the first 20 days of school. One lockdown drill must (or will) be held after the 60th day of school.



EMERGENCY EVACUATION DRILLS

Evacuation drills will be scheduled throughout the year. Students should comply with the following instructions:

1. When the alarm sounds, **EVERYONE (including VISITORS)** leaves the building no matter whether it is before school, class time, lunchtime, during change of class or after school.
2. When leaving rooms, the classroom doors should be closed but not locked; the lights turned off.
3. The class roll will be called immediately after the class has regrouped outside the building.
4. Students should quietly form single lines facing away from the building. Do not talk so all can hear instructions that may be issued.
5. Students must never re-enter the building until the drill is over. School officials will give the "all clear".

LOCKDOWNS

What is an internal lockdown? During an internal lockdown, all school interior doors are locked and students are confined to their classrooms and no entry or exit of the school is allowed. This takes place if there is a threat or possible threat inside the school.

What is an external lockdown? During an external lockdown, all school exterior doors are locked. This takes place if the threat is outside of the school.

What does Shelter-in-Place mean?

Shelter-in-place means selecting small, interior rooms in the school, with no or few windows, and taking refuge there until it is safe to release students. This is a precaution aimed to keep our students safe from hazardous materials that may have been released into the atmosphere. (This is not the same thing as going to a shelter in case of a storm.) This procedure is implemented if it is determined that evacuation or dismissal could possibly place students at risk.

6. Health



HEAD LICE (Pediculosis)

When a student contracts Head Lice, it does not indicate neglect on the part of the parent, nor does it indicate that the child has not kept proper hygiene. Head Lice is sometimes difficult to detect. A close examination should be made if you observe your child scratching his/her head. Look for tiny pearl eggs (which are called nits) attached to the hair near the scalp. Unlike dandruff, these eggs cannot be easily “flicked” off, but actually must be pulled away from the hair shaft. Usually the nits first appear above the ears and neckline. The actual Head Lice is a small, wingless insect brown in color. They can usually be seen when the hair is parted exposing the scalp.

Treatment...

If you suspect your child has Head Lice you may contact your doctor, health clinic or school nurse. Once determined that your child does indeed have Head Lice, treatment can be made by prescription shampoo. Also, there are several over-the-counter shampoos on the market, but there is a suspicion that the Head Lice are becoming resistant to the ingredients in over-the-counter Head Lice shampoos. Each person in your household will need to be treated with the medicated shampoo as per instructions on the shampoo bottle. As a last resort, cover the hair with petroleum jelly, mayonnaise or olive oil and place a shower cap over scalp and hair. After a few hours, wash out thoroughly. A small amount of Wisk may help to remove the residue. Please make sure you protect your child’s eyes with any of the above treatments. Your druggist may be able to suggest other helpful hints. After shampoo treatment, you will need to use a special fine-tooth comb to remove all nits from the hair shaft.

Once Head Lice has been detected, and shampoo and comb treatment have been administered, wash all bed linens, towels and clothing. If any items are not washable, place in a sealed plastic bag for four days and then clean. All mattresses, pillows, carpets, draperies, overstuffed furniture, stuffed toys, and cars should be thoroughly vacuumed and sprayed with a Head Lice (Pediculicide) spray. It has been discovered that if eggs are less than four days old they do not have developed central nervous systems and the medicated shampoo will not kill them. This means that often additional treatments are necessary.

School Attendance...

Children with Head Lice (Pediculosis) will be excluded from school until they have been properly treated with an appropriate pediculosis (head lice) shampoo. For reoccurring incidences, **all nits** (tiny pearl eggs) will have to be removed from your child. The designee or school nurse will check this child's hair upon his/her return to school.

Notification...

If a student in your child’s classroom contracts Head Lice, a note will be sent home with every student in that particular classroom. No names will be identified in the note home. This notification is a warning to all exposed students and it is recommended that you monitor your child carefully for several weeks. Treatment is not necessary until child has been diagnosed with Head Lice (Pediculosis). The school nurse can answer any questions that you may have.

BED BUG PROTOCOL FOR SCHOOLS

Response for a bed bug found on a student or in a classroom:

1. If a suspected bed bug is found on a child’s clothing or in a school, efforts should be made to collect a specimen. The specimen should then be placed securely in a sandwich size plastic bag or sealed with tape. **Take care not to crush the specimen and please do not staple the bag.**
2. Live specimen can be stored in a sealed plastic bag in the freezer until ready to transport.
3. School principal, or designee, should complete the “Bedbug Specimen Data Submission Form” (Addendum A) and a designated school staff member should take the specimen and form to:
 - NCPS contracted Pest Control services
 - Nottoway County Health Department
4. The Environmental Health Division will identify the specimen, within one business day, and will notify the NCPS Health Services Coordinator who will notify the School Principal.
5. Ongoing individual student case management will be provided by School Health Services. Principals will alert the School Nurse to facilitate this intervention.
6. **If a suspected bed bug is found on a student, he or she should not be sent home.**

Section 6 cont.

- a. It is not necessary for the student to be isolated from other students.
 - b. Without drawing significant attention to the student, check the areas where the student sits or affected belongings may be placed for extended periods of time.
 - c. The student should be temporarily removed from the classroom so the school nurse or a qualified individual can perform an inspection of the student's clothing and other belongings (including: hat, shoes, jacket, backpack, and school supplies).
 - d. Try to collect any additional specimens for identification. **Keep specimens as intact as possible** (squashed specimens may not be identifiable).
7. If a student is believed to have brought a positively identified bed bug to school, consider notifying the student's parent or guardian and giving them the following suggestions:
- a. If the home is being rented, notify a landlord immediately if an infestation is suspected.
 - b. If the home is owned by the parent or guardian and an infestation is suspected, a professional pest management company should be consulted immediately.
 - c. Send only essential items to school with the student.
 - d. Keep school items sealed in a plastic bag or plastic storage box with a lid at home to limit the likelihood of re-infestation.
 - e. Keep clean clothes sealed in a plastic storage box with a lid or trash bag until the student puts them on in the morning.
8. **Notification of other parents should only occur if a classroom infestation is identified.**
9. Custodial staff should be instructed to vacuum the room where the bed bug was found (this should be conducted in the evening). Isolate vacuum.
10. Staff should monitor for additional signs of bed bugs over the following days.

Response for a bed bug infestation in a classroom or school:

1. In the event that a classroom (or multiple classrooms) is suspected of having bed bugs, the Nottoway Health Department will work

- with the Health Services Coordinator and the Principal to determine if the school needs professional extermination inspection/services.
2. Principal will notify the NCPS Facilities Department to schedule a Pest Management consultation.
3. Pest Management will schedule a service date.
4. A complete inspection of the room where the specimen was captured will be performed.
5. Licensed pest control specialists will remediate as needed.
6. Do not remove anything from the affected area until directed to do so by a pest management company or the Nottoway County Health Department. We want to limit the possible spread of the insects by transporting them to other areas of the school. If no other insects are found on inspection of the classroom, it is not necessary to vacate the space prior to a pest management inspection.
7. The school principal should provide the school community with the following information:
 - a. Nottoway Health Department pamphlet "The Facts on Bed Bugs and Schools"
 - b. Parent or Guardian notification letter (Addendum B). **The Health Services Coordinator and Health Department Director must be consulted prior to sending this letter home.**

How to keep bed bugs out of the classroom:

1. Keep the classroom, especially coat and backpack closets, as clean and free of clutter as possible.
2. Hard surfaces can be cleaned by custodial staff with approved cleaning products to remove eggs.
3. Custodians should vacuum areas that students typically store their belongings in (example: coat closet) as well as the baseboards where the carpet meets the wall.
4. Custodians should dispose of vacuum bag immediately after vacuuming and isolate the machine used. Eggs can attach to bristles on the vacuum.
5. Consider assigning students their own plastic storage box with a tightly sealed lid. This will help keep the bed bugs on one student's belongings from infesting another

Section 6 cont.

student's belongings. If possible, use a white box. This will make it easier to identify any bed bugs that remain in the box.

6. For more information, visit the Nottoway County Health Department website or call the Environmental Health Division.

Additional Resources:

Bed Bug Action Plan for Schools Dini M. Miller, Ph.D.,
Department of Entomology, Virginia Tech
<http://pubs.ext.vt.edu/ENTO/ENTO-129/ENTO-129-pdf.pdf>
Virginia Department of Agriculture and Consumer Services:
<http://www.vdacs.virginia.gov/pdf/bb-book.pdf>

EATING DISORDERS

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades. If you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse or one of the resources provided to you.

FOOD ALLERGIES

Food items for parties, etc. must be prepackaged and in the original container. Homemade items are NOT allowed for activities or student events.

MEDICINES AT SCHOOL

Prescription Medications

Nottoway County Public School personnel may give prescription medication to students only with a physician's or nurse practitioner's written order and written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student. ***Forms are available from school nurse.***



Nonprescription Medications

Nottoway County Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required

dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student.

Forms are available from school nurse.

Self-Administration of Medication

Self-administration of any medication with the exception of asthma medication as discussed below, is prohibited for students in grades kindergarten through eight.

Students in grades nine through twelve may be allowed to possess and self-administer non-prescription medicine if:

- *written parental permission for self-administration of specific non-prescription medication is on file with the school;*
- *the non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions;*
- *the student's name is affixed to the container; and*
- *the student possesses only the amount of non-prescription medicine needed for one school day/activity.*

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

<<<Any medication that is not picked up by last day of school will be destroyed.>>>

Self-Administration of Asthma Medication and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, the following conditions must be met:

- written parental consent that the student may self-administer inhaled asthma medications must be on file with the school;
- written notice from the student's health care

Section 6 cont.

provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication;

- an individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and
- information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications will be effective for a period of one school year, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication may be limited or revoked after appropriate school personnel consult with the student's parents.



PANDEMIC PLANNING

Pandemic influenza is a global outbreak of disease that occurs when a new influenza virus appears in humans, causes serious illness and then spreads easily from person to person worldwide. Nottoway County Public Schools works with the county government and local health department on the community-wide response for pandemic influenza.

School based infection control measures (including hand washing and surface cleaning) and universal hygiene measures have been found to be effective in preventing and mitigating the spread of influenza. These and other preventive measures are in place in our schools.

Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available. Avian (or bird) flu is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness.

Source: www.pandemicflu.gov

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath / difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call your medical provider for any other symptoms that are severe or concerning to you.

Source: cdc.gov

Stay at home if you are sick. STUDENTS SHOULD BE FEVER and SYMPTOM FREE FOR 24 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL.

Helpful links:

- √ Nottoway County Health Department
- √ Virginia Department of Health
- √ National Institute of Allergy and Infectious Diseases (NIH)
- √ PandemicFlu.gov
- √ U.S. Department of Health and Human Services Pandemic Flu web page
- √ Centers for Disease Control (CDC)

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REQUIRED SCREENINGS

Virginia regulations require that all K, 3rd grade and transfer students, within 60 business days of initial enrollment in a public school, be screened in the following areas: (1) Motor Skills; (2) Speech/Voice/Language; and (3) Vision and Hearing. Grades 7 & 10 will be screened for Vision and Hearing. Students will be referred to the special education administrator no more than five business days after any of the above screenings if results suggest that a referral for evaluation for special education & related services is indicated.

SCOLIOSIS FACTS

OVERVIEW

Scoliosis is an abnormal curvature of the spine. While the normal spine has gentle natural curves that round the shoulders and make the lower back curve inward, scoliosis involves a deformity of the spinal column and rib cage. To varying degrees, the spine curves from side-to-side, and some of the spinal bones may rotate slightly, making the hips or shoulders appear uneven. This curving of the spine cannot be corrected by practicing good posture.

It occurs in healthy school-age children, showing signs usually during the ages of 10-14 when a growth spurt may occur. The majority of Scoliosis cases are caused from an unknown source.

This condition may run in families and is seen more often in girls than boys. A large number of young people have minor curves that will not progress. Early screening and treatment may prevent scoliosis from progressing to a stage where it interferes with mobility or activities.



EARLY SCREENING

Scoliosis can go unnoticed in a child because it is rarely painful in the developmental years. Early detection is important to make sure the curve does not progress. If detected early, many cases can be controlled by a brace and exercise program. If surgery is indicated the best results are obtained if it is completed before the curve is severe.

Parents should watch for the following symptoms of scoliosis beginning when their child is about eight (8) years of age:

- ❖ A tilted head that does not line up over the hips
- ❖ Uneven shoulders or a protruding shoulder blade
- ❖ Uneven waist
- ❖ One hip that is higher than the other causing an uneven hem or shirt line
- ❖ Leaning more to one side than another

The family doctor, pediatrician, or orthopedist should examine your child when any one of these signs is present.

TREATMENT

The type of treatment used depends on the cause and how severe the curve. Spinal curvature is measured by degrees. Most curves remain small and need only to be watched by a doctor for any signs of progression.

If a curve does progress, your physician may use an orthopedic brace to prevent it from getting worse. Children who require treatment with orthopedic braces can continue to participate in the full range of physical and social activities. If a scoliosis curve is severe when it is first seen, or if treatment with a brace does not control the curve, surgery may be necessary. In most cases surgery has been found to be a highly effective and safe treatment.

NOTTOWAY COUNTY MEDICAL FACILITIES

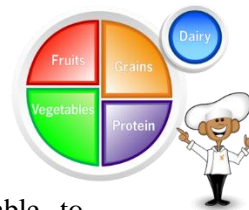
Nottoway County Health Department,
Nottoway, VA - 434-645-7595

Bon Secours Blackstone Family Practice
Center, Blackstone, VA - 434-292-7261

Centra Burkeville Medical Group, Burkeville,
VA - 434-767-5511

Crewe Medical Center, Crewe, VA -
434-645-9191

7. Food Service



CAFETERIA menus will be posted monthly on our website. Both breakfast and lunch are served. All students, including those who bring their lunches, will be expected to eat in the cafeteria or other designated areas.

Students are expected to remain orderly while eating and assist in keeping the cafeteria clean by returning trays to the window and putting all paper and leftover food in the proper receptacle.

Nottoway County Public Schools participates in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). What does this mean for you and your children attending any school in the division? Great news for you and your students! All enrolled students of Nottoway County Public Schools are eligible to receive a healthy breakfast

and lunch at school at no charge. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. If you have questions or need help, please contact: Charlyn Pierce P. O. Box 47 Nottoway, VA 23955 434-645-9596 Fax 434-645-1266 or pierce.charlyn@nottowayschools.org.

All students are issued numbers that are used in the cafeteria. Severe food allergies must be reported to the cafeteria manager.

Adult Meal Prices

Adult Price - Breakfast 2.35, Lunch 3.85

Prices are subject to change.

This institution is an equal opportunity provider.

8. School Closing



SCHOOL CLOSING PROCEDURES – Should the superintendent of schools deem it necessary to close the schools because of weather conditions or other reasons, an announcement will be made over the local radio stations, television (Channels 6, 8, and 12) and School Messenger telephone communication. An announcement is also available on our website: www.nottowayschools.org and Nottoway County Public Schools' official Facebook page. If conditions prevail after that time which would prevent school opening, the announcement will be made prior to 7:00 A.M. If you do not hear an announcement that the Nottoway County Public Schools are closed, then assume they are open.

9. Transportation



ARRIVAL AND DEPARTURE FROM SCHOOL

Students are not to report to school prior to **8:00 A.M.** unless riding bus. Upon arriving at school, students may not leave the grounds for any reason without official dismissal. This applies to all students whether they walk, ride a bus, or come on a private vehicle. After the dismissal bell, all students remaining at school **must be under the supervision of a faculty member or tutor.** Teachers supervising after-school activities will identify those students who have permission to remain at school; all other students shall leave the school grounds.

A complete copy of the School Bus Safety Rules follows on the next three pages. Please review carefully. If you have any questions, please do not hesitate to call the Transportation Supervisor, James Strawser, at the bus shop, 434-292-5621.



SAFETY RULES

Expected student behavior on the bus is in accordance to the Code of Student Conduct. **Riding the school bus is a privilege.** Any violations of the Code of Student Conduct will result in disciplinary action by the principal, or designee, and may result in the suspension and/or loss of this privilege.

MEETING THE BUS - STUDENTS MUST:

1. Go directly to the stop and remain until the bus arrives.
2. Walk as far off the road as possible, to the left facing traffic.
3. Arrive at stop, with school supplies in backpack, **five minutes before** regular pick-up time.
4. (If student must cross the street to board the bus.) Check traffic, wait for the driver's signal to cross, look again to be sure all traffic has stopped then **cross only in front** of the bus.
5. Know the danger zone. Walk at least **10 feet away** from the bus.
6. Never push or shove other students. Enter the bus in an orderly fashion and use the handrail.

ON THE BUS - STUDENTS MUST:

1. Promptly follow the driver's instructions.
2. Move directly to a seat, sit facing front, hold belongings in lap, and remain seated while bus is in motion.
3. Keep aisle clear and keep arms, legs, and head inside the bus.
4. Speak quietly, talk to driver only in emergencies.
5. Use emergency doors, roof hatches, and windows only in emergencies or during official practices.
6. Never bring radios, glass containers, inflated balloons, pets, (or any live animals), water pistols, water balloons, pea shooters, laser guns or weapons of any type on the bus. (**Musical items with head phones only.**)
7. Sit in assigned seat.
8. Open and close windows only with driver's permission.
9. Never eat, chew gum, or bring drinks on the bus.

LEAVING THE BUS - STUDENTS MUST:

1. Use the same bus and bus stop morning and afternoon. No change may be made without written request from parent and prior approval by school officials. Driver may only stop at designated and approved bus stops.
2. Remain properly seated until the bus comes to a full stop.
3. Leave bus in an orderly fashion, allowing students in front seats off first.
4. Move away from the danger zone immediately.
5. If students must cross street, wait at end of crossing arm in front of bus until driver signals it is safe to cross. Stop at the traffic side of the bus and look to see if it is still safe, then cross but do not run.
6. Leave anything that may be dropped outside the bus. Get permission from driver to pick it up so that driver is aware of location.
7. Never run beside, try to touch, or cross behind the bus as it leaves. Remember the danger zone.
8. Never throw an object of any type on, from or at the school bus. A student involved in such an action may be charged with a felony.

SCHOOL BUS SAFETY IS EVERYBODY'S JOB

Students:

- Learn and follow the safety rules.
- Know the danger zone.
- Are to be courteous.

Parents:

- Help your children understand that the rules are for their safety.
- Complete and return the Parent Check List to your child's school.
- **Ensure you or a reliable designee accompany your child (PreK-4th grade) to and from the bus stop to make sure they get on and off the bus safely.**
- Do not engage in conversation with the driver or board the bus at the bus stop. (If you wish to talk with the driver, please schedule a meeting at your child's school.)

Motorists:

- Know the school bus stop law and obey it.
- Watch for children in the morning and afternoon when schools are in session.

Administrators:

- Support and reinforce the importance of school bus safety practices.
- Recognize safe practices.

Teachers:

- Teach safe riding practices.
- Provide instructional time for demonstrations and practices of safe rules.

Drivers:

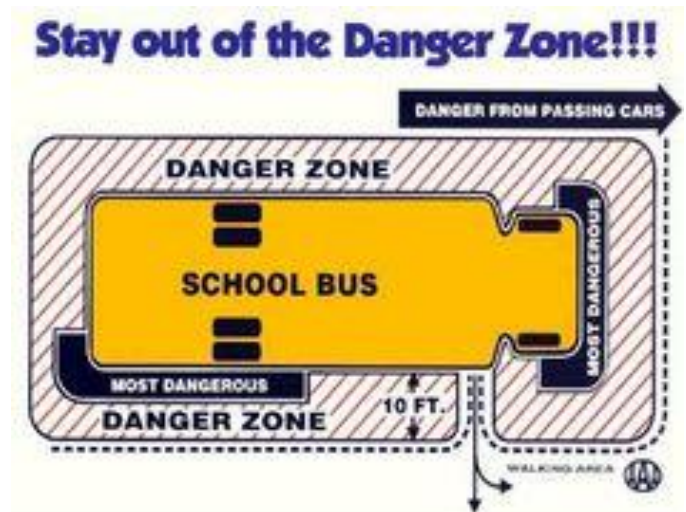
- Drive safely at all times and obey all traffic laws.
- Check the bus before and after each trip, and be on time at each stop every school day.
- Maintain a safe environment on the bus.

DANGER ZONE - the area around a school bus where the driver cannot see you!

- Take 10 giant steps away from the bus when getting off.
- Always cross in front of the bus.
- Look at the bus driver and wait for the driver's signal before crossing the road.
- If you drop anything outside the bus, leave it. Get permission from the driver before picking it up.

BE CAREFUL....

Sixty percent of the estimated 23 million children who ride buses daily are of elementary school age.



Two-thirds of all loading zone fatalities a year are children who were struck by their own bus. Five and six-year-olds are the most frequent victims.

SAFETY TIPS FOR PARENTS

Your bus drivers are responsible for the safety of your children, but they can only fulfill this responsibility with your help and assistance. Encourage your child to follow the safety rules. When any student jeopardizes the safety and well-being of other students, the driver is required to write a report to the principal. Nottoway County Public Schools has set high expectations for student behavior on buses as well as in the classroom. Bus transportation may be denied to any student whose behavior poses a safety problem. Bus transportation is provided as a privilege. We believe that the cooperation of students, parents and drivers will make it possible for us to continue to provide a safe system of pupil transportation. To assist us, we ask that you:

- Review all bus safety rules with your child. This will reinforce their importance and will increase your child's respect for the bus drivers and their very important job.
- Visit the bus stop with your child. This will help you explain the safest route to the stop, where to wait, exactly how far from the road or street he/she should stand, and to check for any unsafe situations. A young child always should be accompanied by a parent or designee to and from the bus stop.
- Backpacks are important for keeping all school supplies intact and freeing hands for holding handrails when entering or exiting bus. Do not attach items to outside of backpack which could be caught on handrails or the door.
- Help your child be on time. Rushing to a bus stop can cause carelessness and is dangerous.
- Always be alert when driving on school grounds. Watch for children in every direction. Use designated areas on school grounds to drop-off or pick up your child. Stop if red traffic warning lights on a school bus are flashing, even on school grounds.
- Have a plan for emergencies such as missing the bus, delayed openings and early closings. Discuss these plans with your child so they know what to do.
- Help your child understand and recognize danger zones around the school bus.
- If there are problems or questions concerning bus transportation, call the transportation office at 434-292-5621 or your school.

PARENT CHECKLIST / EXPECTATIONS

- √ I have discussed with my child basic traffic safety practices, school bus safety, and the importance of safe behavior while riding on the bus.
- √ I have removed drawstring and dangling straps from my child's clothing.
- √ I have reinforced the importance of using extra caution during bad weather.
- √ I am aware of proper procedures for use of parent pick-up and drop-off areas on school grounds.
- √ I have made a visit to the bus stop with my child.
- √ I have checked and selected the safest and most direct route to and from the bus stop.
- √ I, or a designee, have arranged to accompany my young child to and from the bus stop. **(PreK – Fourth Grade MUST have a parent or designee accompany them.)**
- √ **I understand that failure to pick up or being available to receive my child may result in a referral to Social Services.**
- √ My child is aware of the danger zone.
- √ My child has a backpack.
- √ My child is aware of where he/she needs to go when leaving the bus.
- √ I have discussed with my child what to do if he/she misses the bus, or if school closes early.

I have reviewed and discussed this pamphlet with my child. (Please sign and return to your child's teacher.)



Parent's Signature

Child's Name

School _____ Grade _____ Bus # _____ Date _____

10. Notices

GRIEVANCE PROCEDURE

Any student or employee of this school division who believes he or she has been discriminated against, denied a benefit, or been excluded against, or been excluded from participation in any division education program or activity on the basis of sex in violation of this policy, may file a written complaint with the division Title IX compliance administrator. A written response will be mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided the Superintendent of Schools and each member of the Nottoway County School Board. If the complainant is not satisfied with such response, he or she may submit a written appeal to the School Board indicating with particularity the nature of the disagreement with the response and his or her reason underlying such disagreement.

The Nottoway County School Board shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response.

The Nottoway County School Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

RIGHTS/APPEALS FOR STUDENTS

RIGHTS: Every student in Nottoway County School System is guaranteed the full exercise of his or her civil rights as guaranteed by the Constitution and laws of the United States, and by the Constitution and laws of the Commonwealth of Virginia. While at school, students are free to exercise their individual rights so long as their behavior does not materially or substantially interfere with discipline in the operation of a school or school-sponsored activity, or pose threat of harm to others, or prevent others from exercising their rights and freedoms.

APPEALS: Whenever a parent (legal guardian) of a student enrolled in the Nottoway County Public Schools believes that his or her child has been denied his or her rights or has been mistreated, he or she may call the matter to the attention of the child's school principal. If said parent (legal guardian) is not satisfied with the principal's action, he or she may appeal in writing to the division superintendent or his designee. Said written appeal must be filed within five school days following the principal's decision, and must state the specific nature of the complaint. Finally, if not satisfied with the superintendent's decision, a written appeal may be taken to the school board. Said appeal must be in writing and filed with the chairperson of the board within five days following the superintendent's decision. In all matters, the decision of the Nottoway County School Board is final.

(The above grievance procedure is in accordance with Title IX of the 1972 Education Amendments and utilization of these procedures is not a prerequisite for filing of complaints with the Office Civil Rights.)

SCHOOL SAFETY HOTLINE

By using your cell phone, you can text your anonymous concern regarding BULLYING, DRUGS, THREATS, DEPRESSION and OTHER CONCERNS to the following number:

847847

For Nottoway High School - Text: @cougars, a space, then your anonymous tip.

For Nottoway Middle School - Text: @wildcats, a space, then your anonymous tip.

For Nottoway Intermediate School - Text: @tigers, a space, then your anonymous tip.

or submit your tip online at:
www.schooltipline.com

VISITORS

We are interested in providing a safe and secure environment. All visitors who need to conduct school business are welcome. Please report to the office to state your purpose when you arrive, and wait to receive a visitor's pass.



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STUDENT PARKING REGULATIONS

Grades 9-12

Student Parking: Permits cost \$20.00 per year. Second semester only fee is \$10.00.

1. All student vehicles must be registered and have a student parking permit displayed.
 2. Sitting in parked cars is prohibited at all times. When the car is parked, all students must leave the vehicle.
 3. When cars are parked, it is advised that they be locked with windows up. The school is not responsible for items missing from cars.
 4. The speed limit on school ground is 5 M.P.H.
 5. Students may not have loud music playing while on school grounds.
 6. There will be no parking outside designated areas, especially in the faculty parking lot.
 7. The school reserves the right to search vehicles on school grounds.
 8. The parking lot is a restricted area. Do not loiter. Any student loitering in the parking lot may be suspended.
 9. Riding in the back of a pickup is prohibited.
- The school reserves the right to determine what are appropriate signs or bumper stickers on students' vehicles. (*See Dress Code*)

Temporary Parking Permit: Any student who drives a non-registered motor vehicle to school must obtain a temporary parking permit from the office and display the temporary permit in the windshield. The temporary permit is only valid for one school day and does not replace a regular parking sticker.

Enforcement: There is no warning for infractions. Students who violate these regulations are subject to having their vehicles towed and/or loss of parking privileges.

RIGHT-TO-KNOW NOTIFICATION

As a parent of a student in the Nottoway County Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and

- whether any teacher's aides or similar paraprofessional provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please call the principal of your child's school. BPS 292-5300; CPS 645-8149; NIS 292-5353; NMS 292-5375; NHS 292-5373. We appreciate your continued support of our schools.

Equal Educational Opportunities shall be available for all Nottoway County Public School students, without regard to race, color, national origin, gender, ethnicity, religion, disability or marital or parental status. Further, educational programs shall be designed to meet the varying needs of all students. No student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or denied equal access to educational and extracurricular programs and activities. The Nottoway County School Board is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, religion, handicap, (as directed by Regulation 504) race, color or national origin.

NHS MILITARY & COLLEGE RECRUITMENT OPT-OUT NOTICE

Recognizing the challenges faced by the military recruiters, the No Child Left Behind Law requires high schools to provide to military recruiters, upon request, access to names, addresses and phone numbers of high school juniors and seniors. The law also requires high schools to release information to colleges or other higher learning institutions, upon request.

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. Please notify in writing Nottoway High School, Attn: Opt-Out, 5267 Old Nottoway Rd., Crewe, VA 23930 by **September 30, 2020**. If we do not receive notification that you do not want your child's name, address or telephone number disclosed, we will release student information to military or college recruiters upon request. If your child is over 18, he or she must submit written notification.

A list of guidelines on military recruiters' and colleges' access to information can be found at the following website: www.ed.gov/offices/OM/fpco/hot_topics/ht_10-09-02.html. If you have any questions, please do not hesitate to call Nottoway High School at 434-292-5373.

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DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Nottoway County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Nottoway County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school division to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Nottoway County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Nottoway County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school division in writing by **September 30, 2020**. Nottoway County Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address

- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- The most recent educational agency or institution attended

⁽¹⁾These laws are: Section 9528 of the ESEA (20.S.C.7908), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L.107-107), the legislation that provides funding for the Nation's armed forces.



PPRA NOTICE

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct or surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

-Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;

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7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

-Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

-Inspect, upon request and before administration or use:

1. Protected information survey of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Nottoway County Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Nottoway County Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Nottoway County Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of the school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

PARENTAL RIGHTS AND RESPONSIBILITIES

- A. When parents of a student are estranged, separated, or divorced, building personnel will uphold the parental rights of both parents. Unless there is a court order to the contrary, both parents have the right to:
1. view the child's school records, in accordance with Policy JO;
 2. receive school progress reports, the school calendar, and notices of major school events;
 3. visit the school in accordance with Policy KK;
 4. participate in parent-teacher conferences; in the case of the noncustodial parent, after a timely request is made; and
 5. receive all notifications in accordance with the Individuals with Disabilities Education Act;
 6. receive notice of the student's extended absence, as defined in and pursuant to Policy JED, if both parents have joint physical custody.



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- B. Parent Responsibilities - The custodial parent has the responsibility to:
1. keep the school office informed as to the address of residence and how he or she may be contacted at all times;
 2. on the Nottoway County Schools registration form, list the current address and phone number of the noncustodial parent, unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the parent; and
 3. provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent. The noncustodial parent has the responsibility to keep the school office apprised of changes in his or her current phone number and address. Further, the noncustodial parent may make timely requests to participate in parent-teacher conferences. At the request of a noncustodial parent, such parent will be included as an emergency contact for the student's activities unless a court order has been issued to the contrary.

TITLE I AND PARENTAL INVOLVEMENT

Nottoway County Public Schools operates schoolwide Title I programs in each of the elementary schools: Blackstone Primary, Crewe Primary and Nottoway Intermediate School. In addition, a Title I Targeted Assistance program is operated at Nottoway Middle School. Each school has an increased focus on parent and family involvement. Opportunities for parent and family involvement vary at each school. Examples of activities for parents and families included: STEAM Night, Reading and Math Nights, and volunteer programs. All family members are encouraged to attend the family engagement events. Flyers, social media, the website and other avenues are you to promote activities with families.

For more information and parent and family engagement in Nottoway County Public Schools, go to our website at www.nottowayschools.org. Once there click on the "Parent Resources" link.

SEX OFFENDER REGISTRY NOTIFICATION

The Nottoway County school division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Nottoway County school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police).

Annual Notification - May access information in the Sex Offender and Crimes Against Minors Registry at the website (<http://sex-offender.vsp.state.va.us/cool-ICE/>).

Requests for Registry Information - Anyone requesting registry information from the school division shall be referred to the State Police.

QUESTIONS

If you have any questions or we can be of assistance, please feel free to contact one of the following school counselors:

Nottoway High School (292-5373)
Laneisha Barner & Jonathan Staylor

Nottoway Middle School (292-5375)
VACANT

Nottoway Intermediate School (292-5353)
Savannah Squyars

Crewe Primary School (645-8149)
Melissa Powers

Blackstone Primary School (292-5300)
Angie Dumond

11. Code of Student Conduct



CODE OF STUDENT CONDUCT

2020-2021

The *Standards of Student Conduct* are designed to define the basic rules and major expectations of students in the public schools of Nottoway County. The purpose of this publication is to provide students, parents, school personnel, and the public with a concise and comprehensive description of the minimum standards of behavior for all students enrolled in the public schools of Nottoway County.

The *Standards of Student Conduct* - a notice of the requirements of section 22.1-279.3 of the Code of Virginia, 1950, as amended - and a copy of the compulsory school attendance law shall be 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 shall also be sent. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school shall maintain records of the signed statements.

These standards apply and students may be disciplined for acts committed while they are

- in school or on school property,
- on a school vehicle,
- 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
 - a ruling of delinquency or a conviction from an office listed in §16.1-305.1 of the *Code of Virginia* (unlawful purchase, possession or use of a weapon, homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana, arson, and related crimes, and burglary and related offenses), criminal street gang activity or recruitment for such activity, or an act of violence by a mob, or
 - a charge that would be a felony if committed by an adult.

Definitions

Alternative Placements/Suspensions/Expulsions - Any student who has been charged with an offense relating to the Commonwealth's laws or a violation of School Board policy dealing with weapons, alcohol, drugs or intentional injury to another may be required to attend an alternative placement. Any student found guilty or not innocent of a crime required to be disclosed under Virginia Code § 16.1-305.1 may be suspended, expelled or required to attend an alternative placement after a hearing by the Superintendent or designee. This section applies regardless of the location of the incident. Refer also to File JGD/JDE "Suspension or Expulsion."

Alternative School Program – Although traditionally linked to serving students with disciplinary infractions, in Nottoway County Public Schools, the alternative school program is an instructional program that is much broader and intended to meet students' educational, behavioral, and/or medical needs that cannot be adequately addressed during a traditional school day and/or environment.

Appeal - To make a request to a higher authority for the review of a disciplinary case.

Arson – Deliberately setting a fire on school property which endangers life, limb, or property.

Assault/Battery – The willful use of physical violence which is intended to result in bodily injury or the use of a dangerous object in an effort to cause bodily injury to an individual. Includes intentional touching or striking of another person against his/her will.

Bodily Injury – (A) a cut, abrasion, bruise, burn or disfigurement; (B) physical pain; (C) illness; (D) impairment of the function of a body part or mental faculty; or (E) any other injury to the body, no matter how temporary.

Bomb/Explosive Device – Any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion in accordance with §22.1-279.3:1 of the Code of Virginia.

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

Community Service - Authorized work in the building, grounds, and/or other appropriate services provided by the student to the school or the community.

Confiscation - Any item prohibited by this Code of Student Conduct or the law will be removed from the student's possession.

Court Referral – The student is taken to court in the case of a drug offense, assault, weapon possession, truancy, or other violation of the Code of Virginia. The Truancy Officer will initiate appropriate legal action.

Criminal Street Gang – Any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.

"Too Good for Drugs" Officers - A Nottoway County Police Officer is assigned to each middle and high school to assist with the maintenance of safe school environments and to support the administration and staff whenever his/her assistance is required. "Too Good for Drugs" officers are Nottoway County Police Officers assigned to elementary schools and are responsible for preventive drug education programs. They also assist with the maintenance of a safe environment.

Destructive Device - (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; 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" shall 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.

Detention – An intervention employed by any teacher or administrator to keep a student before or after school hours or on Saturdays in hope of correcting inappropriate behavior. Parents must be notified.

Disciplinary Review Hearing – The Superintendent coordinates and enforces the school division's efforts to maintain safe, healthy learning environments in each school. The Superintendent/Designee conducts interviews and hearings that are required due to the severity of a student's behavior.

Dispositions - Recommended actions administrators are to use in handling alleged infractions of the Code of Student Conduct.

Disruptive Behavior - A violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.

Drug Paraphernalia – Those items described in Section 18.2-265.1 of the Code of Virginia, including items such as pipe fittings, stems, bowls, or bongs.

Exclusion - A 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 – Expulsion is the immediate and permanent cessation of all services, including Adult Education and the G.E.D. program, provided by the School Board of Nottoway County. An expelled student is considered a trespasser if that student is present on any School Board property or at any school activity. Students may be expelled only by a majority vote of the School Board of Nottoway County. Expelled students are eligible to return to school under conditions outlined in "Readmission." A student is ineligible for readmission for 365 calendar days, in accordance with the Code of Virginia, Sections 22.1-277, 22.1- 277.07.

Enrollment Hearings

- A. **Expulsion** - A hearing must be initiated with the Superintendent for any student who has been expelled and seeks readmission. The parent may initiate contact with the Superintendent to schedule the hearing 60 calendar days prior to the expiration of the 365-calendar-day expulsion time frame.

- B. **Detention, long-term suspension, expellable offense, charge or violation of the law** – A hearing must be initiated with the Superintendent for any student who has been discharged from a detention facility; been long-term suspended; committed an expellable offense while attending another school, public or private; or been charged or found guilty of a violation of the law. The hearing will determine if the student will be allowed to enroll in NCPS. The Superintendent’s decision will be final unless the parent files a written request for review by the School Board within 10 school days of the Superintendent’s written decision. The School Board will make a determination based on the record.

Firearm - Any weapon prohibited on school property or at a school-sponsored activity pursuant to Va. Code § 18.2-308.1, or (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; (3) any firearm muffler or firearm silencer; (4) any destructive device; or (5) any unloaded firearm in a closed container.

Habitual Offender – A student who commits eight (8) or more violations of the Code of Student Conduct, in the areas of disruptive classroom behavior and fighting/assault/threats (Sections 4 and 5 of the Code of Student Conduct). The student has had at least two (2) ten-day out of school suspensions AND there has been a minimum of two (2) formal face-to-face conferences between the principal/designee and parent/guardian.

Habitual Offense - A habitual offense shall include, but not be limited to, situations when a student violates one or more sections of the Code of Student Conduct (excluding attendance) and the school has addressed these behaviors with the student with no marked improvement in the student’s behavior.

Harassment – Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile education or work environment.

Hazing – Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the Principal or Superintendent, who shall report it to the local law enforcement agency.

Instructional Support Services Intervention - When a student experiences repeated problems in school, the school personnel may refer this student to the child study team. The student is counseled and, if necessary, evaluated for alternative placement and educational program modifications.

Jurisdiction - The Code of Student Conduct and these related policies apply to any Nottoway County Public School student. It is enforced when he/she is on school property, while traveling to school or from school, to, from and at bus stops, in School Board vehicles, in attendance at school or at any school-sponsored activity. In addition, the Code applies to incidents off school property as referred to in definitions Alternative Placements/Suspensions/Expulsions. The Code also applies to a student’s conduct which interferes with or obstructs the orderly operation of the school system or the safety or welfare of students, employees, or volunteers. Students who observe or are subjected to inappropriate actions as described in the Code are expected to report such incidences to their school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment.

Law Enforcement Agencies - In cases of serious violations of the Code of Virginia, the Nottoway County Police, Child Protective Services, and Juvenile Probation Departments may be included in the disposition.

Long-Term Suspension – A disciplinary action whereby a student is not permitted to attend school for a period of more than ten (10) days, but less than 46 days. A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in [§ 22.1-277.07](#) or [22.1-277.08](#) or involves serious bodily injury or (ii) the school board or division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department. Such definition shall include a consideration of a student's disciplinary history.

Look-alike Imitation Drugs – A pill, capsule, tablet, or other item, which is not a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana, but which by overall dosage unit, appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet, or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.

Mediation/Conflict Resolution - Mediation/Conflict Resolution is a process led by either student and/or staff mediators in which disputants in a conflict are encouraged to meet and resolve their dispute.

Nicotine Vapor Product - Any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

One Year - 365 calendar days as required in federal regulations.

Parent/Guardian - A parent is considered a natural parent, parent by legal adoption, or court appointed legal custodian. Teachers, counselors, and administrators are expected to contact parents by phone or letter in an effort to keep them informed of their child's conduct.

Readmission - A hearing must be initiated with the Superintendent for any student who has been expelled and seeks readmission. The parent may initiate contact with the Superintendent to schedule the hearing 60 calendar days prior to the expiration of the 365-calendar-day expulsion time frame. The review will be based on written information only unless otherwise requested by the School Board. In the event approval for readmission is granted, the School Board will determine appropriate school placement and the date of reentry.

Restitution - The replacement of or payment for property taken, damaged, or destroyed will be required.

School Conference with Parent - Parents are encouraged to set up an appointment with any teacher, counselor, or administrator to discuss their son's or daughter's progress or problems. If a student is suspended, a parent may be asked to come to school to initiate reinstatement of the student.

School Property and Activities - Includes real and personal property owned, leased or operated by or on behalf of the School Board. It also includes any school-sponsored event, bus stops, and activity to and from school and bus stops.

Search and Seizure - School authorities reserve the right to conduct random searches of lockers, desks, computers, computer hardware and software and other property, as well as individuals and their belongings. This action will be taken to protect the safety and security of the school environment. School authorities may also conduct a search when there is reasonable suspicion for believing that items will be found that violate the law or school policy, rules, and regulations. The search should be reasonable in scope, duration, and intensity in relation to the item being sought. Students shall be held responsible for all items in their lockers and vehicles. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored activity. If articles violate school policy, rule, regulation, or the law, they will be taken by an administrator. Illegal articles will be turned over to a police officer.

1. **Automobiles** - Parking on school grounds is a privilege. All personal vehicles parked on school property may be searched as part of a random search or with reasonable suspicion. Parking on school property shall be deemed a consent to such search.
2. **Canines** - In an effort to ensure that each school maintains a safe environment, police dogs will be brought onto school property to inspect school premises, including, but not limited to, students, lockers, desks, back packs, instrument cases, hand bags and vehicles.
3. **Surveillance Cameras** - Surveillance cameras may be used in buses, in school facilities, and around school grounds in order to monitor and maintain order, discipline, and school safety.

Serious Bodily Injury – Bodily injury which involves (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a body part or mental faculty.

Shortened School Day - The school administrator may recommend shortening a student's day if such a move is deemed beneficial to the school and/or student.

Short-term Suspension – A disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten (10) school days.

Student Conference - The first line of discipline is with the classroom teacher. Formal and informal conferences are held between the student and teacher. If problems become more serious, the administrator will hold a conference with the student in an attempt to improve behavior. The student's counselor often will be included in the conference.

Superintendent's Designee – a (1) trained hearing officer or (2) professional employee with the administrative offices of the school division who reports directly to the division superintendent and who is not a school-based instructional or administrative employee.

Tobacco Product - any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

Truancy Sweep – An activity that is performed routinely in a predetermined school zone that involves identifying, locating, picking up and processing truant students in the community. Truancy sweeps are performed by authorized county personnel from the schools, police and courts.

Verbal Assault – The act of cursing, threatening, or using abusive language or written remarks, intended to demean or harm a student, staff member, or visitor.

Video Surveillance – As a component of a comprehensive safe school plan, video surveillance, with or without audio capability, may be used in the common areas of certain schools and on school buses to maintain the security of students, staff members and visitors. Surveillance equipment may or may not be monitored at any time. Video recordings may be used for disciplinary purposes. To protect the confidentiality of all students, only school personnel may view video recordings that include more than one student. Law enforcement representatives in the course of a criminal investigation may view video recordings.

TECHNOLOGY RELATED TERMS

Application – A program that helps the user accomplish a specific task. Examples include word processing programs or spreadsheet programs.

Cyber Bullying – Abusive behavior including, but not limited to, taunting, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic devices.

Extensions – Small programs that add to or extend the capabilities of the computer’s system software.

Hacker – One who uses programming skills to gain illegal or unauthorized access to computers, computer networks, or files.

Preferences – Settings that are altered by the user to personalize the computer. Examples include track pad, date, time, internet settings, and network settings.

Software Image – The pre-set software image is defined as the configuration of the system software, preferences, and extensions that reside on the computer.

System Software – The programs and routines that control the functioning of the hardware and direct its operation.

Rights and Responsibilities

The School Board expects a high standard of conduct from all students. The superintendent, principals, teachers, and other school personnel have a responsibility of implementing the *Standards of Student Conduct* to create a safe, supportive, effective school in an atmosphere that is supportive of learning and honoring each individual’s rights while remaining free from disruption, harassment, bullying, and/or threat to person or property.

- A. **School Board** - It is the responsibility of the 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. Section 22.1-279.4 of the Code of Virginia states: School Boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § 22.1-279.3.

- B. **Superintendent** - The superintendent shall issue annually *Standards of Student Conduct* and a list of possible corrective actions for violation of the standards.
- C. **Principal/Designee** – The principal/designee "is recognized as the instructional leader of the school and is responsible for effective school management that promotes positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources"; the principal/designee shall "ensure that the school division's student code of conduct is enforced and seek to maintain a safe and secure school environment." In addition, Section D of the *Code of Virginia § 22.1-279.3:1* requires that school principals report certain student conduct violations to law enforcement. The same section also states, "Nothing in this section shall require delinquency charges to be filed or prevent schools from dealing with school-based offenses through leveled sanctions or educational programming before a delinquency charge is filed with the juvenile court."

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

The school principal shall inform, consult with, or refer to the Superintendent/designee any discipline matters that require a response at Level 3 or above – including, but not limited to, acts of violence, threats to the school or to others, and accusations/suspicion of harassment of any type – and that involve special circumstances and/or may require special handling.

The principal shall notify the parent(s) or legal guardian(s) of each in-school and out of school suspension and may require a meeting to review the *Standards of Student Conduct* and the parent/guardian's responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory attendance law, and to discuss the improvement of the child's behavior, school attendance, and educational progress prior to the student's readmission to school.

- D. **Teachers/Instructional Staff** - According to the Standards of Accreditation 8VAC20-131-220, "The professional teaching staff shall be responsible for providing instruction that is educationally sound in an atmosphere of mutual respect and courtesy..." Teachers are responsible for establishing and maintaining a safe, supportive environment that is developmentally and culturally appropriate and promotes student academic, behavior and social-emotional development through the development of positive relationships with students that are built on mutual trust and respect – which have been shown to demonstrate some of the highest positive effects on student achievement and behavior.
- E. **Parents** - Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the expectations detailed in the *Standards of Student Conduct* and compulsory school attendance laws. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

- F. **Students** – 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.

Students who observe or are subjected to inappropriate actions as described in this *Code of Student Conduct* are expected to report such incidents to their school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment.

All disciplinary actions shall be taken in accordance with due process requirements.

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/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.

Major Categories of Behavior

This *Code of Student Conduct* specifically outlines 16 (sixteen) major categories of behavior and lists consequences which may occur as a result of misconduct. It is stressed that a) the descriptions include minimum expectations and b) in determining dispositions for a specific action, the student's past history will be considered.

1. *Attendance*
2. *Chemical Abuse*
3. *Dangerous Objects, Firearms, Explosives, Arson, Bomb Threats*
4. *Disorderly Conduct/Disruptive Behavior*
5. *Fighting/Assault/Threats*
6. *Integrity/Larceny/Theft*
7. *Transportation*
8. *Tobacco Products and Nicotine Vapor*
9. *Trespassing*
10. *Vandalism*
11. *Arson – Actual/Attempted*
12. *Reports of Conviction or Adjudication of Delinquency*
13. *Felony Charges*
14. *Sexual Harassment*
15. *Bullying/Harassment*
16. *Technology and the Internet*

When enforcing this *Code of Student Conduct*, students and their property, including but not limited to backpacks, purses, other containers, automobiles, lockers, desks, and computers, may be searched. Metal detectors, surveillance cameras, and detection dogs may be used on school property and at school-sponsored activities in order to maintain a safe and productive learning environment. Search and seizure is defined in more detail in the definition section of this Code.

1. Attendance

Pursuant to Policy JED

I. Student Attendance Policy

Student attendance is a cooperative effort and the School Board involves 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 is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons: funeral, illness (including mental health and substance abuse illnesses), injury, legal obligations, medical procedures, suspensions, expulsions, religious observances, and military obligation.

The superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

The superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless excused by the principal or principal's 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. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations 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

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused." Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. *Upon Fifth Absence Without Parental Awareness and Support*

If (1) a pupil 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 pupil'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 principal's designee shall make a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other

communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal's designee, 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 Additional Absences Without Parental Awareness and Support*

If the pupil is absent for more than one additional day after direct contact with the pupil's parent and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal or principal's designee shall schedule a conference with the pupil, the pupil's parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

III. Report for Suspension of Driver's License

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

IV. Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

V. Dismissal Precautions

Principals do 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 are released only on request and authorization of parent or guardian. The superintendent establishes 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 is maintained in each school.

2. Chemical Abuse

A. Alcohol

B. Drugs

C. Drug Paraphernalia

Each student has the right to learn in an environment free of drugs and alcohol. ALCOHOL AND OTHER DRUGS NOT PRESCRIBED FOR THE STUDENT ARE PROHIBITED. A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, marijuana, or other drugs on school property, on school buses, or during school activities, on or off school property.

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

CHEMICAL ABUSE: possessing, which includes bringing substances onto school property or to a school-sponsored event; using, or having evidence of prior use of illegal chemicals, alcohol, look-alike/imitation drugs, chemicals and alcohol, anabolic steroids, inhalants, any drug not prescribed for the student by a physician, or any substance represented as a drug; theft or attempted theft of student prescription medications, OR possession or use of drug paraphernalia. CHEMICAL ABUSE ALSO ENCOMPASSES MANUFACTURE, DISTRIBUTION, AND INTENT TO DISTRIBUTE, WHICH INCLUDES SALE, GIFT, SHARING, AND TAKING ORDERS FOR OR ARRANGING FOR A SALE BEFORE, DURING, OR AFTER SCHOOL.

Procedures for handling chemical abuse violations:

I. Possession

Possession, Use, or Evidence of Prior Use of Alcohol or Drugs; and Possession or Use of Drug Paraphernalia

Certain circumstances may warrant a recommendation for expulsion; however, the following dispositions will apply:

First Offense Disposition

- Report the incident to the Sheriff's Department, Superintendent or designee.
- A minimum out-of-school suspension of 10 school days is mandatory.
- If a student has an illegal substance in a motor vehicle, parking permit privileges will be revoked for 30 school days. A 30 school day exclusion from all extracurricular activities is mandatory.
- The parents may enroll the student in community drug counseling program of their choice and sign permission to share information between school and program.

Subsequent Offense Disposition

In addition to any of the penalties described under possession, the following will be implemented:

1. Report to Sheriff Department
2. Referral to Superintendent or designee
3. RECOMMENDATION FOR EXPULSION TO THE SCHOOL BOARD

II. Distribution, Bringing onto School Property, or to a School-Sponsored Event

Manufacture, Distribution, Intent to Distribute or Bringing onto School Property or to a School-sponsored Event, any of the following: Alcohol, Drugs, Chemicals or Look-Alike/Imitation Drugs or Chemicals (whether sale, gift, sharing, or taking orders for or arranging for a sale before, during, or after school)

Disposition

In addition to any of the penalties described under possession, the following will be implemented:

1. Report to Sheriff's Department
2. Referral to Superintendent or designee
3. RECOMMENDATION FOR EXPULSION TO THE SCHOOL BOARD

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 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:*
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.

III. Prescription Medications & Non-Prescription Medications

A. Prescription Medications

Nottoway County Public School personnel may give prescription medication to students only with a physician's or nurse practitioner's written order and written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent/ guardian of the student. Forms are available from school nurse.

Disposition:

The following will be implemented:

1. Report to Sheriff Department
 2. Referral to Superintendent or designee
 3. RECOMMENDATION FOR EXPULSION TO THE SCHOOL BOARD
- B. *Nonprescription Medications*
Nottoway County Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student. Forms are available from school nurse.

First Offense Disposition:

One or more may apply:

1. In-School Suspension (3 – 5 days)
2. Behavior Contract
3. Referral to Specialized Instructional Support Personnel or other support personnel

Subsequent Offense Disposition

In addition to any of the penalties described above,

1. Short-term out-of-school suspension

C. Self-Administration of Asthma Medication and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, the following conditions must be met:

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

Permission granted to a student to possess and self-administer asthma medications will be effective for a period of one school year and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication may be limited or revoked after appropriate school personnel consult with the student's parents.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited.

Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

Any medication that is not picked up by last day of school will be destroyed.

3. Dangerous objects, firearms, explosives, arson, bomb threats

Each student has the right to learn in a safe environment with others who respect his/her well-being. Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. The following categories are considered extremely serious violations which threaten a suitable and secure learning environment:

- A. The possession of dangerous objects is prohibited. Dangerous objects include, but are not limited to, bullets, machetes, brass knuckles, razors, switchblades, knives, Chinese stars, mace, laser pointers, firecrackers, fireworks, stink bombs, any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, slingshots, spring sticks, brass or metal knuckles, blackjacks, etc. Possession includes bringing the item(s) onto school property, or to a school-sponsored activity. Also included is the use as a dangerous object of common place objects, including but not limited to keys, locks, etc. Violation of this rule may result in a recommendation for expulsion.
- B. The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property. Possession includes bringing the item(s) onto school property or to a school-sponsored activity.
- C. The use of any objects noted in A or B used or intended to intrude on the security and safety of fellow students and school personnel **WILL RESULT IN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- D. The possession of a firearm or destructive device, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity, is prohibited unless specifically authorized by school officials. Possession includes bringing a firearm onto school property or to a school-sponsored event and storing it in a vehicle, locker, or other receptacle. Firearms include pellet guns, BB guns, CO2 air pistols, air rifles, stun weapon, paint ball guns, 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, any destructive device, or any unloaded firearm in a closed container, and any other device which meets the definition of firearm in the Code of Virginia. Destructive device includes any explosive, incendiary, 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. **VIOLATION OF THIS RULE WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
 1. A student in possession of a firearm on school property or at a school-sponsored activity as prohibited by VA Code 18.2-308.1 or who is in possession of 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.
- E. The use of a firearm or look-alike firearm, whether loaded or unloaded, operative or inoperative, in a manner which threatens a person's safety or health, **WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**

- F. The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials. Possession includes bringing the item(s) onto school property or to a school-sponsored event. Unloaded firearms in closed containers are prohibited.
- G. Students shall not engage in any illegal conduct involving fireworks, cherry bombs, pop rocks, smoke/stink bombs, firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property. Possession includes bringing the items onto school property or to a school-sponsored event.
- H. The use or the intent to use any material which may result in a fire on school property, or setting fire to the property of students, staff, or volunteers is prohibited unless specifically authorized by school officials.

4. Disorderly Conduct/Disruptive Behavior

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written or verbal disturbance, communication or activity, within the school setting or during related activities, which is dangerous to the health or safety of students or others or may interrupt or interfere with teaching and orderly conduct of school activities is prohibited.

- A. **Dress** - A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice. The following dress code applies to all students:
 1. Students are expected to dress appropriately at all times. Clothing should be size appropriate (no oversized shirts, pants, etc.) Students are not to wear any items of clothing that inappropriately expose body parts such as, but not limited to, midriff, cleavage, portions of the body normally covered by undergarments, and undergarments.
 2. Clothing, jewelry, buttons, badges or personal belongings that have a message about gang activity, drugs, alcohol, tobacco, sex, vulgarity, race or gender may not be worn.
 3. Shoes are to be worn at all times for safety and sanitary reasons. For safety purposes students should avoid wearing wheeled shoes - "Heely's" or flip-flops. Bedroom slippers are not to be worn to school. In the event of a medical problem, the student must bring a note from home to be approved by the principal.
 4. Hats (except for Read-Up Hats), hoods and sunglasses are not to be worn in school and during classes. Upon arrival at school these items should be secured with student's belongings until the close of school. If for medical reasons a hat or sunglasses need to be worn during classes, permission should be given by the office and teachers made aware of this by students bringing a note from the office to the teacher.
 5. Head coverings or hairstyles of religious or ethnic significance or required for religious, ethnic, or medical purposes will be allowed.
 6. All shirts must have straps at least one inch thick and fit appropriately under the arms.

If a student does not comply with the dress code, a parent or guardian may bring them a change of clothes or, if there is no way for them to change into appropriate clothing, they will be sent to In-School Suspension for the day.

- B. **Gambling** is prohibited. A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity.
- C. The **possession or distribution of print or electronic materials** which are obscene, violent, inappropriate or significantly disruptive to the educational process is prohibited. Included are inappropriate student expression, threats, hit lists, distribution of non-authorized literature, and illegal assembly. No card playing is allowed unless of an educational activity.
- D. **Possession of Electronic Communication Devices.** Students may possess a beeper, cellular telephone, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during the regular school day unless for instructional purposes directed by the teacher.

INAPPROPRIATE USE OF THE PHONE:

Cellular Phone Violations: Immediate confiscation and revocation of the privilege to possess the device at school. Should a student refuse to hand over a cell phone when requested to do so by school personnel, the consequence will be three (3) days out of school suspension (OSS).

- **1st Offense** – Cellular phone confiscated and returned to parent/guardian at the end of the next school day.
- **2nd Offense** – Cellular phone confiscated for a week (7 calendar days). Parent/guardian may pick up phone on the following school day after the confiscation period.
- **3rd Offense** – Cellular phone confiscated for thirty (30) calendar days. Parent/guardian may pick up phone on the following school day after the confiscation period.
- **4th Offense** – Cellular phone confiscated. Student suspended three (3) days out of school suspension (OSS). Cellular phone will be given to parent/guardian during conference with school administrator.
- **Each additional offense** – out of school suspension (OSS) three (3) to five (5) days.

If a student possesses such a device other than as permitted in this policy, such as CB radios, boom boxes, walkman, laser pointers, etc., in addition to other disciplinary sanctions which may be imposed, the device will be confiscated from the student and returned only to the student's parent.

- E. **Profane, Obscene or Abusive Language.** Cursing, threatening, or using abusive language or remarks intended to demean a person is prohibited. This violation includes, but is not limited to, actions, displays, or written material of an obscene, violent or inappropriate nature and the wearing of clothing or adornments, including inappropriate jewelry, which themselves convey either violent or sexually suggestive messages or offensive statements towards school personnel and/or students, i.e., vulgar language.
- F. Failure to respond appropriately written or verbal directions given by school personnel, chaperones/volunteers, or law enforcement officers is considered **insubordination**. Also included is disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers.
- G. **Gang Activity or Association.** Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e. clothing that symbolizes association, rituals associated with, or activities by an identified group of students). Section 16.1-260.G of the Code of Virginia requires an intake officer to report to the division superintendent any student against whom a petition is filed for certain offenses including, prohibited criminal street gang activity pursuant to 18.2-46.2. and recruitment of other juveniles for a criminal street gang activity pursuant to 18.2-46.3. Students shall not engage in gang activity on school grounds, on school

buses or on any school sponsored activity. 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 activities,
- creation of an atmosphere of fear and intimidation.

- H. **Hazing.** Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.
- I. Other **activities which disrupt** the orderly functions of the school include, but are not limited to: demonstrating hostile or disruptive behavior, habitually committing offences under this Code, sexually explicit behavior, sexual harassment, unauthorized sales by students, possession of inappropriate toys, and inappropriate use of school lockers and facilities, and setting off false fire alarms.

5. Fighting/Assault/Threats

Students and school personnel are entitled to a school environment free from threat and aggression. A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Battery is the unlawful application of force to the person of another.

- A. Actions, comments, or written messages intended to cause others to fight or which may result in a fight are prohibited.
- B. Intentionally hitting, shoving, scratching, pushing, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.
- C. Conveying by gestures, notes, or verbal comments the intent to cause bodily injury or to deprive a student of his rights is prohibited.
- D. **Fighting** involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to either party, bystanders, or school property.
- E. The willful use of physical violence which is intended to result in bodily injury or the use of a dangerous object in an effort to cause bodily injury is prohibited.
- F. Aggression directed toward a teacher, administrator, coach, bus driver, or other School Board employee, Law Enforcement Officer, "Too Good for Drugs" Officer, or volunteer is prohibited. VIOLATION OF THIS RULE WILL RESULT IN AN IMMEDIATE RECOMMENDATION FOR EXPULSION.
- G. Conveying by gestures, notes, or verbal comments the intent to cause bodily injury or to deprive a teacher, administrator, coach, bus driver, or other School Board employee, Law Enforcement Officer, "Too Good for Drugs" Officer, or volunteer of his/her rights, or demonstrating hostile act, is prohibited.
- H. Any inappropriate behavior which is of a sexual nature, including, but not limited to, touching of private areas of a person's body, is prohibited.
- I. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited or for any other reason.

- J. **Bullying/Cyber Bullying.** A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. This includes, but is not limited to, social chat rooms or web space (i.e. Facebook, You Tube, My Space, instant messaging, etc.), physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability. *"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.*
- K. **Assault or assault and battery** with or without bodily injury of any person on a school bus, on school property or at a school-sponsored activity is prohibited.
- L. Unsafe conduct which endangers either oneself or others is prohibited. Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting; or assault and battery which results in 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.

6. Integrity/Larceny/Theft

Students are expected to perform honestly through the production of their own work. They should also demonstrate respect for the belongings and rights of others, including, but not limited to, staff members and volunteers.

The following acts are prohibited:

- A. **Cheating** includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work or tests.
- B. **Plagiarism** includes using or copying language, structure, ideas, and/or thoughts of another and representing it as one's own original work.
- C. **Falsification** includes, but is not limited to, a verbal, written or electronic transmission (i.e., e-mails, images), including the production or use of forgery.
- D. **Theft.** A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.
- E. Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.
- F. Unauthorized use of technology and information accessed through technology without permission is prohibited as specified in School Board Policy IBEA "Acceptable Computer System Use." (See Section 12 of this Code). Student files are subject to search at any time.
- G. Willful or malicious false accusations/reports against school personnel or other students.

7. Transportation

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus to assure that the rights of others, including private residents whose property may be affected by student behavior, are respected. Students must ride the bus to which they are assigned unless granted permission to do otherwise by an administrator.

A. The School Bus

School bus transportation is provided for many Nottoway students. This service exists for elementary, middle, and high school students to and from school, instructional field trips, athletic trips, special after-school activities, as well as for transportation from base schools to locations where specialized educational programs are available.

Riding a school bus is a privilege. Students who violate the *Standards of Student Conduct* and designated bus rules on the school bus may have the privilege of riding revoked for a specified time or permanently. In addition, other dispositions may apply. The driver of the bus has the authority and the responsibility for maintaining order and providing a safe environment. When the driver requires assistance to resolve a potentially harmful situation on the bus, a principal, or designee, of the school served by the driver will render assistance.

Disposition for Bus Discipline

- 1st Bus referral the student receives a warning.
- 2nd Bus referral the student receives 1 day suspension from the bus. 3rd Bus referral the student receives 3 days suspension from the bus.
- Additional bus referrals - suspension may be increased incrementally; 6 days, 10 days, 30 days and finally for the remainder of the school year.

**PreK-2nd grade students - at the discretion of the Principal.*

B. Drivers

Motorized vehicles of any type are not permitted as means of transportation to and from school when driven by students enrolled in the elementary or middle schools of Nottoway County. High school students who meet the requirements and accept the responsibilities of driving vehicles to school are permitted to do so. This privilege depends upon the student's compliance with the parking and vehicle regulations as prescribed by the individual high school, including consent to search. Students are assumed to have knowledge of and will be held responsible for all items in their vehicles. Failure to adhere to these regulations could result in disciplinary action as listed in the recommended dispositions of the Code of Student Conduct, including loss of driving privilege and having one's vehicle booted or towed from the premises at the operator's expense.

C. Bicycle Riders

Bicycles may be ridden to elementary, middle, and high schools. The safety of the riders and the securing of their bicycles are the responsibility of the riders. Improper use of bicycles, such as riding in bus-loading areas, constitutes grounds for the loss of bicycle parking privileges at school. Bicycle riders are prohibited from violating the rights of homeowners, apartment dwellers, and businesses on their way to and from school.

D. Walkers

Students in elementary, middle, and high schools who live within the designated no transportation zones are required to arrive promptly at school. Parents are encouraged to identify and assist in the choice of a safe route. Student walkers are prohibited from violating the rights of others including homeowners, apartment dwellers, and businesses on their way to or from school.

8. Tobacco Products and Nicotine Vapor

Students are prohibited from possessing any tobacco product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity. In addition, the use or distribution of any tobacco product or nicotine vapor product, on a school bus, on school property, or at an on-site or off-site school-sponsored activity is prohibited.

First Offense Disposition

- Short-term out of school suspension (not to exceed 3 days)

Subsequent Offense Dispositions – One or more may apply

- Short-term out of school suspension
- Recommendation for long-term out of school suspension

Definitions

- “Nicotine vapor product” means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.
- "Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

9. Trespassing

The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. Students, patrons, and school personnel are expected to have the appropriate authorization to be on School Board property.

- A. Any student who has been suspended from attendance will be considered a trespasser if he/she appears on any Nottoway County Public School property during the suspension period without permission of the Superintendent or the relevant school principal. Violation of this section will be considered an additional infraction and will require a separate disposition.

- B. Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate authorization and supervision may be considered trespassers.
- C. Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so will be considered trespassing.
- D. No student or other person may attend or visit a Nottoway County school as a guest during the regular school day without authorization from the school's administration.

First Offense Disposition

- Short-term out of school suspension (not to exceed 3 days)

Subsequent Offense Dispositions – One or may apply:

- Short-term out of school suspension
- Recommendation for long-term out of school suspension

10. Vandalism

Members of the school community are entitled to enjoy property free from the abuse of others. Vandalism is the willful marring, defacing, or destruction of School Board property, including leased property or any employee's or other person's property. This section includes, but is not limited to, the buildings, both exteriors and interiors thereof, books, computer equipment and software, school buses, private automobiles, school grounds, and property as designated above. Causing, intent to cause, or attempt to cause damage to school or personal property of others is prohibited.

First Offense Disposition

- In school suspension (not to exceed 3 days)

Subsequent Offense Dispositions

- Short-term out of school suspension

11. Arson – Actual/Attempted

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's resource officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

- A. The use, intent to use, or threat to use an explosive, including, but not limited to, fireworks, cherry bombs, smoke/stink bombs, or any device contributing to a fire or representation of an explosive device, including a bomb threat, is prohibited. These actions include bringing the items on school property or to a school-sponsored event.
- B. The use or intent to use any material (matches, lighters, etc.) which may result in a fire on school property or setting fire to the property of students, staff or volunteers, is prohibited, unless specifically authorized by school officials.

Disposition – One or more may apply:

1. Threat Assessment as indicated by the behavior
2. Referral to law enforcement as required
3. Referral to Superintendent or designee
4. Recommendation for long term out of school suspension, or
5. Recommendation for expulsion to the school board

12. Reports of Conviction or Adjudication of Delinquency

Pursuant to §16.1-305.1

Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, §16.1-305.1, may be suspended or expelled.

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

13. Felony Charges

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

Disciplinary Authority Under Certain Circumstances

The Superintendent may require any student to attend an alternative education program regardless of where the crime occurred if the student has been:

- Charged with an offense relating to Virginia law or with a violation of school board policies, on weapons, alcohol or drugs, intentional injury to another person;
- Found guilty or not innocent of an offense relating to Virginia laws on weapons, alcohol or drugs, or of a crime that resulted in or could have resulted in injury to others, or for which the disposition ordered by a court is required to be disclosed to the Superintendent pursuant to the Code of Virginia section 16.1-305.1;
- Found to have committed a serious offense or repeated offenses in violation of School Board policies;
- Suspended pursuant to Code of Virginia section 22.1-277.05; or
- Expelled pursuant to Code of Virginia sections 22.1-277, 22.1-277.06, 22.1-277.07, or 22.1- 277.08.

14. Sexual Harassment

It is policy of the Nottoway County School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

It is prohibited for any student or employee, male or female, to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature when:

- I. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- II. submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- III. that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of activities which could constitute sexual harassment if it meets the immediately preceding definition include:

- unwelcome, sexual physical contact;
- unwelcome ongoing or repeated sexual flirtation or propositions or remarks;
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
- graphic comments about an individual's body;
- sexual jokes, notes, stories, drawings, gestures or pictures;
- spreading sexual rumors;
- touching an individual's body or clothes in a sexual way;
- displaying sexual objects, pictures, cartoons or posters; and
- impeding or blocking movement in a sexually intimidating manner.

Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

- I. creates an intimidating, hostile or offensive working or educational environment; or
- II. substantially or unreasonably interferes with an individual's work or education; or
- III. otherwise limits a student's ability to participate in or benefit from the education program.

Any student who believes that he or she has been subjected to sexual harassment should file a complaint of the alleged act with the principal or to any school personnel. Oral or written reports shall

be accepted. The principal must immediately report the complaint of the alleged incident to the compliance officer. If the complaint is against the principal, the student shall file the complaint with the Superintendent. The compliance officer is the Superintendent or her designee. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint, and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

15. Bullying/Harassment

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to: physical, verbal, or written intimidation, taunting, name-calling, insults, lies, rumors, social exclusion or isolation, threatening body posture, money or possessions taken or damaged, being threatened or forced to do things, and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or physical abilities or characteristics, or intellectual ability, or associates of the targeted person or group.

Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength is considered bullying and will not be tolerated.

- A. Repeated, unwanted negative overtures and actions over time toward a person or persons are prohibited.
- B. Bullying methods (repeated) such as verbal abuse, social exclusion or isolation, physical abuse, intimidation, lies, rumors, sexual inferences, robbery, damaged personal items, threats, racial attacks, and bullying through electronic devices will not be tolerated.
- C. Electronic bullying and/or cyber bullying related activity of any nature and that which is obscene, pornographic, threatening, or otherwise inappropriate, including (but not limited to) email, instant messaging, web pages, and use of hardware and/or software which substantially disrupts or interferes with the safety and welfare of the school and its students, are strictly prohibited, even if such uses/actions take place off school property (i.e., home, business, private property, etc.).
- D. The principal or his/her designee is directed to notify the parent(s) of any student involved in an alleged incident of bullying and of the status of any investigation within five (5) school days of the allegation of bullying.

- E. Conveying by gestures, notes, or verbal comments with the intent to cause bodily/emotional injury or to deprive a student of his rights is prohibited.
- F. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- G. Cursing, using abusive language, teasing, hazing, or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

Disposition – One or more may apply:

- 1. Threat Assessment as indicated by the behavior
- 2. Referral to law enforcement as required
- 3. Referral to Superintendent or designee
- 4. *Recommendation for short term out of school suspension, or*
- 5. *Recommendation for long term out of school suspension, or*
- 6. *Recommendation for expulsion to the school board*

Nottoway County Public Schools takes bullying seriously; therefore, additional offenses under this category may warrant more serious consequences.

16. Technology and the Internet

NETWORK ACCEPTABLE USE POLICY

The purpose of telecommunications technology in Nottoway County Public Schools (NCPS) is to support research, communication, and education, and to provide access to unique resources and opportunities for collaborative work. The use of NCPS computer networks, including Internet access, must be in support of education and consistent with the educational objectives of Nottoway County Public Schools and the Virginia Board of Education. This policy applies to all users of NCPS electronic information, services, and networks.

The Nottoway School Board approved the following Acceptable Computer System Use policy. The changes reflected in the revised File IIBEA are a result of the federal Children's Internet Protection Act, known as CIPA. These changes are in the Instruction Section of the Policy Manual and coordinate with the Student Section File JFC -Student Conduct and File JFC-R -Standards of Student Conduct.

In accordance with Va. Code § 22.1-70.2, Nottoway County Public Schools requires all students to receive Internet safety training. Through an implementation plan, Internet safety is both taught to and practiced by students, and integrated into the curriculum, K-12. Special emphasis is placed on safety, security, and ethics in the instructional program.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, 18.2-372,17.2-374:1,18.2-390,22.1-70.2, and 22.1-78 18 U.S.C. Section 1460,2256 47 U.S.C. Section 254

ACCEPTABLE COMPUTER SYSTEM USE (File: IIBEA/GAB)

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include:

1. a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
4. provisions establishing that the online activities of minors will be monitored;
5. provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
7. provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
8. a component on Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

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

The School Board will review, amend if necessary, and approve this policy every two years.

Legal Refs: *Code of Virginia*, 1950, as amended, §§ 18.2-372,18.2-374.1:1,18.2-390, 22.1- 70.2, and 22.1-78. 18 U.S.C. §§ 1460,2256. 47 U.S.C. § 254.

Internet Acceptable Use - Parent Letter

Dear Parent or Guardian:

The Nottoway County School Board offers your student the use of electronic communications through the Nottoway County School Division's computer system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the internet and other electronic information systems/networks.

Part of the School Division's responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults. The internet will be one of these tools. Through the Division's computer system your student will have access to databases, libraries and computer services from all over the world. We accept the responsibility of teaching your student about his/her role as a "network" citizen and the code of ethics involved with this new community.

With this educational opportunity also comes responsibility on the part of your student. It is important that you and your student read the enclosed division policy, administrative regulation and agreement form and discuss these requirements. The Division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material and a user may access inappropriate material.

Please review these materials with your student before signing the required agreement form.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state or local law;
 - sending, receiving, viewing or downloading illegal material via the computer system;
 - unauthorized downloading of software;
 - using the computer system for private financial or commercial purposes;
 - wastefully using resources, such as file space;
 - gaining unauthorized access to resources or entities;
 - posting material created by another without his or her consent;
 - submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material;
 - using the computer system while access privileges are suspended or revoked;

- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means;
 - vandalizing or destruction of devices and/or physical components of electronic equipment;
 - intimidating, harassing, or coercing others;
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - Be polite.
 - Users shall not forge, intercept or interfere with electronic mail messages.
 - Use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - Users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - Users shall respect the computer system's resource limits.
 - Users shall not post chain letters or download large files.
 - Users shall not use the computer system to disrupt others.
 - Users shall not modify or delete data owned by others.
 5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
 6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
 7. **Vandalism.** Intentional destruction of physical components or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
 8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
 9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
 10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **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 legal action.**

Violations of the above rules may result in a loss of access to the computer system as well as other disciplinary or legal action.

Disciplining Students with Disabilities

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

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

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

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

If the disciplinary action will result in a long-term removal, the student's parents must be sent notice of the recommendation of discipline the same day as the decision is made for the disciplinary change in placement and must be provided with a copy of the procedural safeguards. The procedures outlined in Section IV must also be followed. A parent may request a due process hearing to challenge the pattern analysis determination. For any disciplinary change in placement, a Manifestation Determination Review ("MDR") must be held and the Individualized Education Program (IEP) team must meet to determine the educational services to be provided during the long-term removal.

II. Short-Term Suspensions

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

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

III. Functional Behavior Assessments and Behavior Intervention Plans

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

- conduct a Functional Behavioral Assessment (FBA) and implement a Behavioral Intervention Plan (BIP), if no FBA was conducted previously; or,
- if the student already has an FBA and BIP in place, review and modify the BIP, as necessary to address the behavior.

If a manifestation is found, the school division and the parent may still agree to a change in placement made through the IEP process. Without this agreement, the student must return to

the placement from which the student was removed. Nothing in this section limits the authority of the school division for the first ten days of removal in a school year or for applicable forty-five school day removals. If the MDR team members determine that there is no manifestation, then the IEP team should decide whether there is a need to conduct or review an FBA and BIP.

IV. Educational Services While Disciplined

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

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

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

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

V. Manifestation Determination Review

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

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

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

DISCIPLINE OF STUDENTS WITH DISABILITIES FOR INTERIM ALTERNATIVE EDUCATIONAL SETTINGS FOR WEAPONS, DRUGS AND INFLICTION OF SERIOUS BODILY INJURY

Students with disabilities 1) who carry or possess a weapon to or at school, or on school premises, or to or at a school function under the jurisdiction of a state or local educational agency; 2) who knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency; or 3) who inflict serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency may be disciplined pursuant to Policies JFCD Weapons in School, JFCF Drugs in School or JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury and may be placed in an interim alternative educational setting for up to 45 school days. These options are available even if a manifestation exists. If no manifestation is found, the student may be disciplined to the extent a student without disabilities would be disciplined.

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

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

Notification to Law Enforcement

Local school board policy must provide for notification of the Superintendent or designee in accordance with [§ 22.1-279.3:1.A.](#) of the *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 § 22.1-279.3:1.A. that may constitute a criminal offense.

However, nothing in § 22.1-279.3:1.D. shall require delinquency charges to be filed or prevent schools from dealing with school-based offenses through leveled sanctions or educational programming before a delinquency charge is filed with the juvenile court.

§ 22.1-279.3:1.A. of the *Code of Virginia* lists offenses that require reporting to the Superintendent or designee as stated below:

- 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, synthetic cannabinoids as defined in § 18.2-248.1:1, 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 therefore.

The superintendent of the school division must also report these incidents to the Department of Education in accordance with § 22.1-279.3:1.C. of the *Code of Virginia*. Incidents reported to the Department of Education annually must accurately indicate any offenses, arrests, or charges as recorded by law enforcement authorities.

The principal or designee must also notify the parent of any student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult, regardless of where the offense is committed, or would be a violation of the *Drug Control Act* if it occurs on a school bus, school property, or at a school-sponsored activity [§ 22.1-279.3:1.B. and C.]. The 2005 General Assembly amended § 22.1-279.3:1.D. to require that principals notify parents 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.

Whenever a student commits a reportable incident named in the *Code of Virginia*, the student shall be required to participate in prevention and intervention activities as determined appropriate by the superintendent or designee (§ 22.1-279.3:1.C.).

Procedures in the Disciplinary Process

Suspensions and Expulsions of Students Generally

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy. Except as provided in subsection C of Va. Code § 277 or Va. Code §§ 22.1-277.07 or 22.1-277.08, no student in preschool through grade three is suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education. Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled from school attendance. The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

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, shall be borne by the parent of the student.

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 shall report the facts of the case in writing to the division superintendent or his designee and the parent of the pupil suspended. The division superintendent or his designee shall review forthwith the action taken by the principal, assistant principal, or teacher upon a petition for such review by any party in interest and confirm or disapprove such action based on an examination of the record of the pupil's behavior.

Long-Term Suspensions

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

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

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

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

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 School Board confirms or disapproves of the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

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

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

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

The School Board establishes, by regulation, a schedule pursuant to which such students may apply and reapply for readmission to school. Such 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.

Readmission of Suspended 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.

A hearing must be initiated with the superintendent for any student who committed an expellable offense while attending another school, public or private, or have been charged or found guilty of all violation of law and/or 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 Schools. 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 local 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 excluding school board shall not impose additional conditions for readmission to school.

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 re-admission, without parent conference, is appropriate for the student. If the parent fails to comply, 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, committee thereof, or superintendent or his 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.

Appealing Suspensions

A decision to suspend a student may be appealed by the student or parent/guardian. An appeal of any suspension shall not hold the suspension in abeyance. A student shall remain on out – of-school suspension while awaiting the appeal. Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A student or parent/guardian may appeal a suspension to the principal of the school, then to the Superintendent or designee in the following manner:

Procedures for Appealing In-School Suspensions / Bus Suspensions:

In-school disciplinary actions and bus suspensions taken by a school administrator other than the principal may be appealed in person to the principal. If the initial action is taken by the principal, parents may appeal to the Superintendent of Schools or designee whose decision shall be final.

Procedures for Appealing Out-of-School Suspensions of ten days or less:

Out of school suspensions of 10 school days or less levied by a school administrator may be appealed in person to the principal, and subsequently to the Superintendent of Schools or designee whose decision shall be final. If the principal levies the initial out of school suspension of 10 school days or less, parents may appeal in person to the Superintendent or designee, whose decision shall be final. The appeal of the principal's decision must be scheduled and held within 10 school days.

Grievance Procedure

Any student or employee of this school division who believes he or she has been discriminated against, denied a benefit, or been excluded against, or been excluded from participation in any division education program or activity on the basis of sex in violation of this policy, may file a written complaint with the division's Title IX Coordinator. A written response will be mailed to the complainant within ten working days after receipt of the written complaint.

A copy of the written complaint and the Title IX Coordinator's response shall be provided the Superintendent of Schools and each member of the Nottoway County School Board. If the complainant is not satisfied with such response, he or she may submit a written appeal to the School Board indicating with particularity the nature of the disagreement with the response and his or her reason underlying such disagreement.

The Nottoway County School Board shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response.

The Nottoway County School Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

RIGHTS/APPEALS FOR STUDENTS

RIGHTS: Every student in Nottoway County School System is guaranteed the full exercise of his or her civil rights as guaranteed by the Constitution and laws of the United States, and by the Constitution and laws of the Commonwealth of Virginia. While at school, students are free to exercise their individual rights so long as their behavior does not materially or substantially interfere with discipline in the operation of a school or school-sponsored activity, or pose threat of harm to others, or prevent others from exercising their rights and freedoms.

APPEALS: Whenever a parent (legal guardian) of a student enrolled in the Nottoway County Public Schools believes that his or her child has been denied his or her rights or has been mistreated, he or she may call the matter to the attention of the child's school principal. If said parent (legal guardian) is not satisfied with the principal's action, he or she may appeal in writing to the division superintendent or his designee. Said written appeal must be filed within five school days following the principal's decision and must state the specific nature of the complaint. Finally, if not satisfied with the superintendent's decision, a written appeal may be taken to the school board. Said appeal must be in writing and filed with the Superintendent within five days following the superintendent's decision. In all matters, the decision of the Nottoway County School Board is final.

(The above grievance procedure is in accordance with Title IX of the 1972 Education Amendments and utilization of these procedures is not a prerequisite for filing of complaints with the Office Civil Rights.)

Managing Student Behavior

Tiered Systems of Support

Nottoway County Public Schools is a member of Virginia Department of Education's *Positive Behavior Interventions and Support (PBIS)* cohort under the Virginia Tiered Systems of Supports (VTSS) model, which is a data-driven decision making framework for establishing the academic, behavioral, and social-emotional supports needed for a school to be an effective learning environment for all students. In this model, positive climates in classrooms and throughout school buildings are necessary for establishing nurturing relationships that support improved student outcomes.

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

As with academic error correction and feedback, responses to student behavior are anchored in an instructional approach that emphasizes teaching and the modeling of desired behaviors in a supportive classroom environment. A combination of teacher and administrative responses should be used with the goal of preventing misbehavior from occurring, encouraging positive student behavior, developing social-emotional skills, and maximizing academic instructional time.

Principals and leadership teams are responsible for engaging staff in data informed decision-making that identifies student behaviors that are teacher managed versus those that are administrator managed. Such decisions must then be documented in writing and include an explanation of the processes and procedures for addressing student behavior.

The delivery of disciplinary responses should only serve four key functions:

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

Teachers are responsible for establishing and maintaining a safe, supportive environment that is developmentally and culturally appropriate and promotes student academic, behavior and social-emotional development. Developing positive relationships with students that are built on mutual trust and respect have been shown to demonstrate some of the highest positive effects on student achievement and behavior. Developing relationships requires “specific skills of the teacher such as the skills of listening, empathy, caring and having a positive regard for others.” Because there is a correlational link among student behaviors, positive school climate, and academic achievement, NCPS teachers’ responsibilities include the following:

- Develop positive relationships;
- Develop a safe and positive physical environment;
- Teach (and re-teach when necessary) behavioral expectations;
- Reinforce positive behavior;
- Provide instructional feedback on behaviors;
- Utilize the school’s tiered framework of interventions and supports for students who are not meeting behavioral expectations;
- Recognize personal stress, reactions that may escalate negative student behavior, and personal bias; and
- Use individual and classroom data to progress monitor student behavior and the teacher’s responses to behavior.

Teacher Responses to Manage Student Behaviors

Prior to administrative involvement in student behavior issues, teachers are responsible for supporting students in acquiring the behaviors expected in the school environment. Below are examples of proactive and instructional teacher actions to assist students in meeting behavioral expectations.

Examples of Proactive Teacher Supports for Classroom Managed Behaviors:

- Develop, teach, and maintain clearly defined classroom expectations that are consistent with schoolwide behavioral expectations and applicable across all classroom settings at all times.
- Build positive relationships with students and families.
- Model and practice expectations in the appropriate settings.
- Reteach/review expectations throughout the school year (i.e., quarterly, after breaks).
- Use pre-correction strategies to remind students of expectations before transitioning between tasks/assignments.
- Use more positive than corrective statements (4:1 ratio).
- Create a classroom acknowledgement system to increase responsible student behavior.
- Implement effective, evidence based instructional practices match to student learning needs.
- Actively engage students in the teaching and learning process.
- Teach prevention lessons that address students' social-emotional competencies. Teach lessons that apply the competencies to situations (i.e., bullying, suicide awareness and prevention, workplace skills, citizenship, character education).
- Flexible classroom arrangements/seating.

Examples of Instructional Teacher Responses for Classroom Managed Behaviors:

- Restructure/revise classroom practices based upon student needs.
- Adjust pacing of instruction to increase on-task behavior.
- Actively observe and plan for ignoring low-level misbehavior.
- Change student seating.
- Provide immediate positive feedback when students engage in expected behavior.
- Respond calmly, restating the desired behavior.
- Use progress-monitoring tools (i.e., behavior chart that includes the replacement behavior, on-task monitoring form, reflection sheets).
- Communicate and collaborate with parents/guardians and the student's counselor and/or case manager regarding student behavior, teacher-based actions, and to problem solve.
- Reteach desired behavior.
- Problem-solve the behavior during a teacher-student conference using active listening.
- Establish and consistently implement corrective responses to student misbehavior [i.e., positive practice, community service, restitution, loss of time for a valued activity, in-class time out (not to exceed ten minutes), time-out in another class under adult supervision, loss of privileges].
- Facilitate restorative practices with the student and person(s) affected by the student's behavior.
- Assign a working lunch to facilitate re-teaching or making up missed work (ex: lunch with teacher to catch up on work, review a social story, and reteach behavior).

Code of Virginia, Section 22.1-254 – Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article

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

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

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

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

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § 22.1-253.13:1 and in § 22.1-254.01. The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or has achieved a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

B. A school board shall excuse from attendance at school:

1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and

2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or
2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

E. Local school boards may allow the requirements of subsection A to be met under the following conditions:

For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

1. Career guidance counseling;
2. Mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such preparatory program or approved alternative education program to such principal or his designee;
3. Mandatory enrollment in a program to earn a Board 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, the Armed Services Vocational Aptitude Battery, or the Virginia workplace readiness skills assessment;
4. Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
5. Counseling on the economic impact of failing to complete high school; and
6. Procedures for reenrollment to comply with the requirements of subsection A.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school

division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

F. A school board may, in accordance with the procedures set forth in Article 3 (§ 22.1-276.01 et seq.) of Chapter 14 and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (iii) suspended pursuant to § 22.1-277.05; or (iv) expelled from school attendance pursuant to § 22.1-277.06 or 22.1-277.07 or subsection C of § 22.1-277, require the child to attend an alternative education program as provided in § 22.1-209.1:2 or 22.1-277.2:1.

G. Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ 18.2-77 et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.

I. The provisions of this article shall not apply to:

1. Children suffering from contagious or infectious diseases while suffering from such diseases;
2. Children whose immunizations against communicable diseases have not been completed as provided in § 22.1-271.2;
3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
5. Children excused pursuant to subsections B and D.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

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

Code of Virginia, Section 22.1-279.3 – Parental responsibility and involvement requirements

- A. 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.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, 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.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, 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.

- E. In accordance with the due process procedures set forth in this article and the guidelines required by [§ 22.1-279.6](#), 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 a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) 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.
- F. 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.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
 - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 - 2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations, as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

Code of Virginia, Section 22.1-274.2 – Possession and self-administration of inhaled asthma medications and epinephrine by certain students or school board employees

- A. Local school boards shall develop and implement policies permitting a student with a diagnosis of asthma or anaphylaxis, or both, to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, during the school day, at school-sponsored activities, or while on a school bus or other school property. Such policies shall include, but not be limited to, provisions for:
1. Written consent of the parent, as defined in [§ 22.1-1](#), of a student with a diagnosis of asthma or anaphylaxis, or both, that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be.
 2. Written notice from the student's primary care provider or medical specialist, or a licensed physician or licensed nurse practitioner that (i) identifies the student; (ii) states that the student has a diagnosis of asthma or anaphylaxis, or both, and has approval to self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, that have been prescribed or authorized for the student; (iii) specifies the name and dosage of the medication, the frequency in which it is to be administered and certain circumstances which may warrant the use of inhaled asthma medications or auto-injectable epinephrine, such as before exercising or engaging in physical activity to prevent the onset of asthma symptoms or to alleviate asthma symptoms after the onset of an asthma episode; and (iv) attests to the student's demonstrated ability to safely and effectively self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be.
 3. Development of an individualized health care plan, including emergency procedures for any life-threatening conditions.
 4. Consultation with the student's parent before any limitations or restrictions are imposed upon a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
 5. Self-administration of inhaled asthma medications and auto-injectable epinephrine to be consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manuals, which are jointly issued by the Department of Education and the Department of Health.
 6. Disclosure or dissemination of information pertaining to the health condition of a student to school board employees to comply with [§§ 22.1-287](#) and [22.1-289](#) and the federal *Family Education Rights and Privacy Act of 1974*, as amended, 20 U.S.C. § 1232g, which govern the disclosure and dissemination of information contained in student scholastic records.
- B. The permission granted a student with a diagnosis of asthma or anaphylaxis, or both, to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, shall be effective for one school year. Permission to possess and self-administer such medications shall be renewed annually. For the purposes of this section, "one school year" means 365 calendar days.

C. By the beginning of the 2013-2014 school year, local school boards shall adopt and implement policies for the possession and administration of epinephrine in every school, to be administered by any school nurse, employee of the school board, employee of a local governing body, or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction.

2000, c. 871; 2005, c. 785; 2012, cc. 787, 833; 2013, cc. 336, 617.

**TECHNOLOGY ACCEPTABLE USE AGREEMENT
&
PARENTAL RELEASE FOR MEDIA RECORDING**

As a user of the Nottoway County Public Schools computer network, I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access and monitor my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature _____ Date _____

Student Name (Printed) _____

I do hereby grant or deny permission to Nottoway County Public Schools to use the image of my child. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, yearbooks, newspapers, videos, and digital images such as those on the Nottoway County Public Schools website.

Please check one of the following options:

I **deny** permission to use my child's image.

I **grant** permission to use my child's image.

As the parent or legal guardian of the minor student signing above, I have read this Agreement and Policy IIBEA/GAB and Regulation IIBEA-R/GAB-R. I understand that access to the computer system is intended for educational purposes and the NOTTOWAY COUNTY School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my student.

I grant permission for my student to use the computer system in accordance with Nottoway County school division's policies and regulations and for the School Division to issue an account for my student.

Parent Signature _____ Date _____

Parent/Guardian Name (Printed) _____

Homeroom Teacher _____



**(Please Sign and Return to your child's school within two (2)
weeks of enrollment of each new school year.)**

Nottoway County Public Schools
Personally Owned Computing/Network Device
Acceptance of Responsibility and Device Use Agreement
Permission Form

The purpose of this document is to inform parents, guardians, and students of the rules governing the use of personally owned electronic / network devices while on school property, in school vehicles, and at school-sponsored activities, as well as the district's technology resources via remote access. Please read the following information before signing the permission form.

Introduction:

Nottoway County Public Schools (NCPS) offers students access to district computers, the Internet, and a variety of technology resources to promote educational excellence. Each student is responsible for his/her use of technology whether personal or district-provided. Use of any electronic device, including but not limited to laptops, iPods, tablets (iPads, etc.), electronic readers (Kindle, Nook, etc) or cell phones, must be in adherence to NCPS Acceptable Use Policy and accompanying regulations. While using district or personal technology resources while on school property, in school vehicles, and at school-sponsored activities, as well as the district's technology resources via remote access, each student must act in a manner consistent with school, district and legal guidelines.

Student Use of Personal Electronic Devices:

NCPS provides the opportunity for students to bring an electronic device to school to use as an educational tool with parental permission. **The use of these devices will be at the teacher's or building administrator's discretion.**

1. Students must obtain teacher permission before using an electronic device.
2. Student use of an electronic device must support instructional activities and must adhere to the Acceptable Use Policy.
3. Students must turn off and put away an electronic device when requested by school personnel.
4. Devices with audio should be muted. Headphones may be used when appropriate and when approved by school personnel. Audio files should be stored on the device and not streamed or downloaded while on the school network without permission.
5. NCPS implements Internet filtering in accordance with the Children's Internet Protection Act. Students are NOT permitted to use their personal electronic device to access the Internet by any manner other than connecting through the secure, wireless network provided by NCPS.
6. A student who brings a privately owned electronic device to school is personally responsible for the equipment. Theft of, or damage to the equipment, and charges related to the use of the device is the responsibility of the individual, not NCPS.
7. District technicians will not support, service, or repair any equipment that does not belong to the District. Students are responsible for ensuring that all personally owned electronic devices are virus free and do not contain any inappropriate or unauthorized files.
8. Nottoway County Public Schools does not guarantee the privacy or security of any item stored on or transmitted by any privately owned electronics devices.

As it relates to privately owned computers or other electronic devices being used in Nottoway County Public School facilities or on the division network, **NCPS reserves the right to:**

1. Monitor and log all activity.
2. Determine when and where privately owned equipment may be connected to the network.
3. Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy.
4. Deem what is appropriate for use of personal computers on District property or on the division network.
5. Remove the user's access to the network and suspend the right to use the privately owned device in District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

Violation of the Acceptable Use Policy on personal computers may also result in disciplinary action in coordination with policies set forth by division School Board or by school administrators. This may include but is not limited to removal of all access rights to the division network.

Nottoway County Public Schools
Personally Owned Computing/Network Device
Acceptable Use and Device Agreement Permission Form

I, _____ agree to allow _____
(Name of Parent or Guardian) *(Name of Student)*
to bring his/her personally owned computing device for instructional use in Nottoway County Public Schools (NCPS). I understand the student named above will be permitted to use his/her personally owned device subject to the conditions in this document.

I understand that by agreeing to allow my child to use his/her own device that Nottoway County Public Schools is not responsible for any data loss, data charges, theft, damage, or other associated costs of replacement or repair incurred during the school day or at home as a result of participating in this program. I understand that NCPS staff will not support, repair, restore or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure the device at all times.

NCPS uses technological measures such as Internet filtering of content to promote Internet safety and to abide by the Children’s Internet Protection Act. Access through cellular networks does not provide the same measures of filtering. Students should only use the NCPS network (not private cellular service) for Internet access while on NCPS property.

I have verified my student is aware that all aspects of Nottoway County Public Schools Acceptable Use Policy applies to the use and care of his/her personal device while on NCPS property or while involved in any NCPS sponsored event.

I understand that the purpose of allowing my child to use his/her own device is to participate in teacher approved activities in support of the NCPS curriculum. Use of devices for non-instructional activities unrelated to the NCPS educational program is prohibited while on NCPS property.

Parent/Guardian Signature _____
Date

Student Acceptance:
I agree to adhere to the AUP guidelines. I will utilize the device identified below for instructional purposes only while at any NCPS school, on NCPS property or NCPS sponsored activity, or while on the NCPS network.

Student Signature _____ _____
Student ID Date

To be filled out by the Parent/Guardian:
Device Type (Make and Model) _____
Serial Number _____



(Please Sign and Return to your child’s school within two (2) weeks of enrollment of each new school year.)

**PARENTAL STATEMENT OF
RECEIPT OF NOTICE OF REQUIREMENTS
OF VA CODE §22.1-279.3 AND
SCHOOL BOARD'S STANDARDS OF STUDENT CONDUCT**

1. I am the parent of the below named child and, by my signature, I acknowledge that I have received a copy of Section 22.1-279.3 of the Code of Virginia (on Pages 69-70) entitled "Parental Responsibility and Involvement Requirements," and a copy of the Nottoway County School Board's Standards of Student Conduct (beginning on Page 32).
2. That I have reviewed the content of the Code of Student Conduct with my child.

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or school division's policies or decisions.

Date: _____

Parent's Signature: _____

Parent's Name (Printed): _____

Name of Child: _____

NOTICE TO PARENT

By signing the above statement of receipt, you shall not be deemed to waive, and you expressly reserve, your rights protected by the constitution of laws or the United States or the Commonwealth, and you have the right to express disagreement with the school's or school division's policies or decisions.

**(Please Sign and Return to your child's school within two (2)
weeks of enrollment of each new school year.)**



"Providing opportunities that enable students to enjoy life, contribute to others' well being, and become responsible, productive citizens in a global community."