

Southampton County Elementary Schools

Riverdale

Elementary

31023 Camp Parkway
Courtland, VA 23837

Nottoway

Elementary

13093 Ivor Road
Sedley, VA 23878



Meherrin

Elementary

28600 Grays Shop Road
Newsoms, VA 23874

Capron

Elementary

18414 Southampton Parkway
Capron, VA 23829

2021-2022 Student Handbook

Elementary Student Handbook

COVID Mitigation Safety Measures

Capron Elementary:

- Arrival time is 8:30 am. Pickup time is 3:45 pm.
- There is before and after school daycare.
- Students with a fever of 100.4 or higher will return home.
- Students arriving after Drop-Off has ended must be escorted to the main entrance with a parent/guardian. Please buzz the alarm, you will then be assisted by a staff member and temperature will be taken before entering the building.
- No visitors are allowed in the building.
- Breakfast and lunch are free for all students.
- If lunches are brought to school, please be aware that we must sanitize before coming into the classroom.
- We are unable to accept any outside food for distribution, ie. birthday celebrations, shared classroom snacks, etc.
- Recess - students must adhere to the 6-foot rule. Please make sure your student dresses appropriately for outside weather

Meherrin Elementary:

- School hours are 8:45am-3:45pm Monday-Friday.
- Car loop for parent drop-off will open at 8:30am. Parents are asked to stay in cars to drive through the loop and refrain from walking students to the door from 8:30-8:55 while the loop is open to ensure student safety. After 8:55, parents are asked to park and walk students to the door for arrival check-in.
- Car loop for afternoon parent pick-up will open at 3:35. Parents are asked to utilize the loop in lieu of walking to the door to ensure student safety. Bus dismissal will begin at 3:40pm in the back of the school.
- The front office **MUST** be notified of any PICK UP changes by 12:00 noon at the latest. Please send in writing to Ms. Joyner or email staceyj@southampton.k12.va.us of any updates. **NO BUS CHANGES ARE PERMITTED AT THIS TIME.**
- Students riding the bus are transported to their 911 addresses ONLY. We are unable to accept any bus notes of students going to other persons' homes due to COVID restrictions.
- Students have assigned seats on their buses and are unable to switch buses at this time.
- Masks are to be worn at all times, daily. Please be sure to send your student to school with a mask each day. Teachers and staff are equipped with extras if needed throughout the day.
- Students who arrive with temps of > 100.4 will return home and must be fever-free 24 hours without fever reducing meds. Please follow the COVID-19 Flowchart for Parents guidance document on the division website. Please notify the Meherrin nurse, Mrs. Angela Belch, for further guidance and next steps should your child show any symptoms.
- Parents are encouraged to check their student's temperature PRIOR to leaving home daily.
- NO VISITORS are allowed in the building at this time.
- School Cafeteria: Breakfast will be Grab-and-Go as students enter the building, and lunches will be served through the line and students will eat in classrooms. **BREAKFAST AND LUNCH ARE FREE FOR ALL STUDENTS THIS YEAR!**

- We are unable to accept any outside food for distribution, ie. birthday celebration, holiday celebrations, shared classroom snacks, etc.
- RECESS will take place, but students will adhere to the 6ft social distancing while outside.
- Releasing students to parents: Emergency Contact Sheets will be sent home for parents to update their contact information, as well as persons who can pick up their child. Identification will need to be provided. Please ensure each student has someone available to pick them up in the case of illness if needed (within one hour of notification).
- We are asking parents to refrain from early pickups unless the student has a doctor's appointment or an emergency. Please also be sure your student is at school no later than 8:45 each day. Every instructional minute is essential this year!

Nottoway Elementary:

- Arrival time is 8:30- 8:45
- Pick-up time is 3:45, but will start to dismiss at 3:30 so that cars are not backed up in the front loop. Bus dismissal will begin at 3:45 in the back of the school.
- Parents dropping students off after bus and car drop off will buzz in and one of our office staff will receive students and escort them to class.
- The front office MUST be notified of any transportation changes, per pick up only, by 12:00 noon at the latest. Please send in writing to Ms. Melbye smelbye@southampton.k12.va.us or Ms. Rose natashar@southampton.k12.va.us of any updates.
- Students riding the bus are transported to their 911 addresses ONLY. We are unable to accept any bus notes of students going to other persons' homes due to COVID restrictions.
- Students have assigned seats on their buses and are unable to switch buses at this time.
- There will be before or after school Cougar Care. This is an optional program. You must prepaid if you want your student to participate.
- Students MUST be picked up NO LATER than 4:00 each day.
- Masks are to be worn at all times, daily. Please be sure to send your student to school with a mask on each day. Teachers and staff are equipped with extras if needed throughout the day.
- Students who arrive with temps of 100.4 will return home and must be fever-free 24 hours without fever reducing meds. Please follow the COVID-19 Flowchart for Parents included in the second nine weeks report card mailings. Please notify the Nottoway Nursing Staff for further guidance and next steps should your child show any symptoms.
- Parents are encouraged to check their student's temperature PRIOR to leaving home daily using the provided thermometers also sent home with the report cards.
- NO VISITORS are allowed in the building at this time.
- School Cafeteria is closed: Breakfast will be Grab-and-Go as students enter the building, and lunches will be delivered to each class where they will eat their lunch. We encourage students to eat school prepared lunches (FREE to all). Students bringing lunch boxes will be sanitized and remain with them in their space throughout the day.
- We are unable to accept any outside food for distribution, ie. birthday celebration, holiday celebrations, shared classroom snacks, etc.
- RECESS will take place, but students will adhere to the 6ft social distancing and wear their mask while outside. Teachers will announce supervised mask breaks. The playground has been closed, therefore homeroom classes have assigned designated play areas on the field. Please make sure students are dressed appropriately. In the event of inclement weather, teachers will plan activities for down time in the classroom.
- RESOURCES will also take place. Students will travel to resources.

- Releasing students to parents: Emergency Contact Sheets have been sent home for parents to update their contact information, as well as persons who can pick up their child. Identification will need to be provided. Please ensure each student has someone available to pick them up in the case of illness if needed.
- Parents picking up students in the Pick-up Loop must have their id.
- We are asking parents to refrain from early pick ups unless the student has a doctor's appointment or an emergency. Please make every attempt to schedule all appointments on the student's non-instructional days to avoid loss of in-person instructional time. Please also be sure your student is at school no later than 8:45 each day.

Riverdale Elementary School:

- School hours are 8:45-3:45 Monday-Friday. We will start to unload buses and cars at 8:20 to prevent traffic back up. Morning drop off will take place behind RES. Buses will unload in the front of RES in the mornings.
- Pick-up time is 3:45, but we will start to dismiss at 3:30 so that cars are not backed up in the front loop. Overflow traffic will be redirected to the access road beside Riverdale to prevent traffic back up on the highway. Bus dismissal will begin at 3:45 in the back of the school.
- Parents dropping students off after 8:45 will park in front, walk up and buzz in at the front door and one of our staff members will receive students and escort them to class.
- The front office MUST be notified of any transportation changes, per pick up only, by 12:00 noon at the latest. Please send in writing to Ms. Eley by email at teley@southampton.k12.va.us of any updates.
- Students riding the bus are transported to their 911 addresses ONLY or to licensed daycares. We are unable to accept any bus notes of students going to other persons' homes due to COVID restrictions.
- Students are unable to switch buses at this time.
- Before School Cardinal Care Hours are 7:00-8:30. After School Cardinal Care Hours are 3:45-5:30. Students MUST be registered for Cardinal Care prior to being allowed to stay. All payments are PREPAID only.
- Masks are to be worn at all times, daily. Please be sure to send your student to school with a mask on each day. Teachers and staff are equipped with extras if needed throughout the day.
- Students who arrive with temps of 100.4 will return home and must be fever-free 24 hours without fever reducing meds. Please follow the COVID-19 Flowchart for Parents guidance document. Please notify the Riverdale Nursing Staff for further guidance and next steps should your child show any symptoms.
- Parents are encouraged to check their student's temperature PRIOR to leaving home daily.
- NO VISITORS are allowed in the building at this time.
- All students will have the option for FREE breakfast and FREE lunch. We encourage students to eat school prepared lunches (FREE to all).
- We are unable to accept any outside food for distribution, ie. birthday celebrations, holiday celebrations, shared classroom snacks, etc.
- RECESS will take place, but students will adhere to social distancing. Teachers will announce supervised mask breaks. Please make sure students are dressed appropriately. In the event of inclement weather, teachers will plan activities for down time in the classroom.
- RESOURCE Classes will also take place. Students will travel to each resource class, which will be sanitized after each class.
- Releasing students to parents: Emergency Contact Sheets will be sent home for parents to update their contact information, as well as persons who can pick up their child. Identification will need to be provided. Please ensure each student has someone available to pick them up in the case of illness if needed.

- Parents picking up students in the Pick-up Loop will have car hangers with numbers that correspond to numbers assigned to their student.
- We are asking parents to refrain from early pick ups unless the student has a doctor's appointment or an emergency. Please make every attempt to schedule all appointments to avoid loss of instructional time. Please also be sure your student is at school no later than 8:45 each day. Our instructional day ends at 3:45, however students may be picked up as early as 3:30 by joining the car pick up line for student pick up.
- The front office must be notified of any early dismissals prior to 12:00 noon and in writing. Please email Riverdale Secretary, Ms. Eley at teley@southampton.k12.va.us of this request. Every instructional minute is essential this year!

THE SCHOOL BOARD

**Dr. Deborah Goodwyn, Chair
BOYKINS DISTRICT**

**James D. Pope, III, Vice Chair
CAPRON DISTRICT**

**AT-LARGE
Gregory Scott**

**William Worsham
AT-LARGE**

**Denise Bunn
NEWSOMS DISTRICT**

**Lynn Bradley
FRANKLIN DISTRICT**

**Christopher Smith, Sr.
JERUSALEM DISTRICT**

**Donna Rountree
DREWRYVILLE DISTRICT**

**Florence Reynolds
BERLIN-IVOR DISTRICT**

MISSION

The mission of Southampton County Public Schools through the combined efforts of staff, students, families, and the community is to ensure a quality education in a safe environment that will prepare students to be successful learners and productive citizens in an ever-changing society.

SUPERINTENDENT’S MESSAGE

Southampton County School Division parents, families, and community stakeholders, thank you for your continued support and collaboration. In what has been an educational year like no other, families, students, teachers, and each member of the Southampton County community has been called on to engage in the educational process in ways that were previously unimagined on such a large scale in our region.

We take pride in being able to sustain our community’s commitment to education during the COVID-19 pandemic. With your help, we continue to strive for educational excellence at all levels.

While we continue to engage on through non-traditional methods, we are thankful that you have continued to entrust your child’s education to us. Be assured that we continue to seek every opportunity to provide a quality education to your child. Southampton County School Division was founded on excellence and continues to thrive in excellence due to the partnership that exists amongst parents, schools, and community members.

I present you with this student handbook. Please review and discuss with your child. This student handbook serves as a guide for all stakeholders and addresses processes, procedures, and topics that frequently arise at both home and school.

This handbook is filled with pertinent information about district policies, procedures, as well as relevant information about student experiences and responsibilities. This student handbook is not all inclusive. Administrative discretion will be used as necessary.

Should you have any questions or concerns, please do not hesitate to contact your child’s building administrator.

We thank you for the opportunity to serve, collaborate, and educate your child. In spite of difficulties, hardships, a global pandemic, we are committed to the Southampton County School community and we aspire to continuously *expand excellence*.

Expanding Excellence,

Gwendolyn P. Shannon

Gwendolyn P. Shannon, Ph.D.
Superintendent of Schools



2021 – 2022 ACADEMIC CALENDAR

[Accessibility: Skip to list of important dates](#)

AUGUST 2021						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 New Teachers	24	25	26	27	28
29	30	31				

- Holiday (Schools closed for students & staff)
- Staff Days (Schools closed for students)
- Interim Reports Distributed
- Report Cards Distributed
- Elementary Parent/Teacher Conference Day
- Secondary Parent/Teacher Conference Day
- End of Grading Period
- Early Dismissal Day

SEPTEMBER 2021						
S	M	T	W	TH	F	S
			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		

Teaching Days 18/Cumulative Days 18

OCTOBER 2021						
S	M	T	W	TH	F	S
					1/19	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

Teaching Days 21/Cumulative Days 39

NOVEMBER 2021						
S	M	T	W	TH	F	S
OCT 31	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				

Teaching Days 19/Cumulative Days 58

DECEMBER 2021						
S	M	T	W	TH	F	S
			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	

Teaching Days 13/Cumulative Days 71

JANUARY 2022						
S	M	T	W	TH	F	S
						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					

Teaching Days 19/Cumulative Days 90

FEBRUARY 2022						
S	M	T	W	TH	F	S
		1/91	2/92	3/93	4/94	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Teaching Days 19/Cumulative Days 109

MARCH 2022						
S	M	T	W	TH	F	S
		1/110	2/111	3/112	4/113	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		

Teaching Days 23/Cumulative Days 132

APRIL 2022						
S	M	T	W	TH	F	S
					1/133	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

Teaching Days 16/Cumulative Days 148








MAY 2022						
S	M	T	W	TH	F	S
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				

Teaching Days 21/Cumulative Days 169

JUNE 2022						
S	M	T	W	TH	F	S
			1/170	2/171	3/172	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		

Teaching Days 13/Cumulative Days 182

ACADEMIC SCHOOL CALENDAR 2021 – 2022

FIRST DAY OF SCHOOL	SEPTEMBER 7
 STAFF DAYS (<i>schools closed for students</i>)	AUGUST 23 - 24 (NEW TEACHER ORIENTATION; RETURNING TEACHERS MAY WORK IN CLASSROOMS) AUG 25 - SEPT 2 (PROFESSIONAL DEVELOPMENT / WORK DAYS) JANUARY 31 (WORK DAY) JUNE 20 & 21
 HOLIDAYS (SCHOOLS CLOSED FOR STUDENTS AND STAFF)	SEPTEMBER 3 & 6 (LABOR DAY) NOVEMBER 2 (ELECTION DAY) NOVEMBER 25 - 26 (FALL HOLIDAY) DECEMBER 20 - 31 (WINTER HOLIDAY) JANUARY 17 (MARTIN LUTHER KING, JR. DAY) FEBRUARY 21 (PRESIDENT'S DAY) APRIL 18 - 22 (SPRING BREAK) MAY 30 (MEMORIAL DAY)
 INTERIM REPORT DISTRIBUTED	OCTOBER 7 DECEMBER 14 MARCH 4 MAY 13
 REPORT CARDS DISTRIBUTED	NOVEMBER 15 FEBRUARY 3 APRIL 11 JUNE 17
 EARLY DISMISSALS (TEACHER WORK DAYS)	NOVEMBER 8 & 9 JANUARY 27 & 28 APRIL 4 & 5 JUNE 16 & 17
EARLY DISMISSALS	NOVEMBER 11 NOVEMBER 24 DECEMBER 17 APRIL 15
 ELEMENTARY PARENT/TEACHER CONFERENCE (4:00 PM – 6:30 PM)	OCTOBER 11 MARCH 7
 SECONDARY PARENT/TEACHER CONFERENCE (4:00 PM – 6:30 PM)	OCTOBER 12 MARCH 8
HIGH SCHOOL GRADUATION	JUNE 18, 2022

This calendar represents 194 Teacher Days with 182 Instructional Days. Teachers are contracted for 200 days.

Inclement weather make-up days will be scheduled for the next scheduled student holiday.

SCHOOL CONTACT INFORMATION

Capron Elementary School

Dr. Allison Francis, Principal
(434) 658-4348

Nottoway Elementary School

Susan Melbye, Principal
(757) 859-6539

Southampton Middle School

Darian Bell, Principal
Patricia Jackson, Assistant Principal
Dr. Billy Jenkins, Assistant Principal
(757) 653-9250

Fresh Start Center

Alfred Charity, Lead Teacher
(757) 562-2903

Meherrin Elementary School

Susan Fowler, Principal
(757) 654-6461

Riverdale Elementary School

Tamee Railey, Co-Principal
Kisha Watford, Co-Principal
(757) 562-3007

Southampton High School

Dr. MeChelle S. Blunt, Interim Principal
Chad Brock, Assistant Principal
Paul Jackson, Interim Assistant Principal
(757) 653-2751

Career Technical Education

Linda Adams, Supervisor
(757) 653-9170

CENTRAL OFFICE

ADMINISTRATION

Superintendent	Dr. Gwendolyn Shannon	(757) 653-2692
Interim Director of Marketing and Human Resources	Debra Hicks	(757) 653-2692

INSTRUCTIONAL PROGRAMS

Director of Curriculum	Kelli Gillette	(757) 653-2692
Director of Special Education and Student Services	Dr. Tonia M. Taylor	(757) 653-2692
Director of Finance	Joy Carr	(757) 653-2692

SCHOOL SERVICES

Coordinator of Auxiliary Services and Transportation	Will Melbye	(757) 653-2692
Coordinator of Federal Programs	Dr. MeChelle Blunt	(757) 653-2692
Supervisor of Food Services	Raquel Locklear	(757) 653-2692
Supervisor of Technology	Bill Hatch	(757) 653-2692
Supervisor of Transportation	Josh Griffin	(757) 653-2692

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SCHOOL POLICIES AND PROCEDURES

Assemblies

Assemblies are an extension of the learning experience offered by Southampton County Public Schools. Whether or not guests are present, students are responsible for the impressions they make of themselves and the overall school community. As an indication of the cultural maturity and appreciation of the student body during assemblies, it is expected that all students will be on their best behavior, at all times. While students are expected to be engaged and involved in assemblies and presentational events, unacceptable behaviors and conduct will not be tolerated. Intentionally disruptive behaviors may include, but is not limited to boisterous, excessive, unnecessary, and unruly conduct such as whistling, clapping, talking during a program or engaging in a manner that it impacts the learning of others.

Attendance

Daily attendance is very important for student performance and academic success. All students must be in attendance for 182 days for the given school year. Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. A student who misses 10% of the school year, 18 days, is chronically absent as defined by the Virginia Department of Education. Chronic absenteeism is a category that adversely affects a school's accreditation rating. If for any reason a pupil is absent for 15 consecutive days, on the 16th day the pupil will be withdrawn from school.

However, students who have an illness or legitimate reason for not being in school are required to bring a medical note indicating clearance to return to school or a note from the parents or guardians upon re-entry of the student stating the reason for their absence. When a pupil returns to school, they will be re-entered. If a student is absent repeatedly or for long periods of time, they may not benefit from the instruction presented. The student that has been determined to be increasingly far behind in their work because of absences risks the possibility of not being promoted to the next grade level or course sequence.

The school day begins at 8:30 a.m. Students transported to school by car in the morning may not enter the building prior to 8:15 a.m., unless enrolled in before school care. Students will be dismissed from school at 3:45 p.m.

Truancy Procedures

NUMBER OF ABSENCES:	ACTION:
AT EACH ABSENCE: Absences are cumulative throughout the year.	<ul style="list-style-type: none"> ● The Instant Alert system will contact parents when their child is marked absent at school. ● The alert system will notify parents regardless of notifying the school advance.
5 th	<ul style="list-style-type: none"> ● The 1st letter will be sent home after the 5th unexcused absence. ● The district will keep copies of all correspondence/contacts if 5 unexcused days are missed in the same nine weeks.
6 th	<ul style="list-style-type: none"> ● Parents will be called directly and a 2nd letter will be sent. ● A meeting will be scheduled with the principal/designee to create a Truancy Prevention Plan (TPP).
9 th	<ul style="list-style-type: none"> ● An additional phone call will be made to the parents. ● A 3rd letter will be sent home. ● 2nd conference will be scheduled. (Violation of TPP: Warning of Children in Need of Services).
12 th	<ul style="list-style-type: none"> ● A direct phone call to the parents. ● A 4th letter will be sent home and a referral to the <i>Attendance Review Committee (ARC)</i>.

BEFORE AND AFTER SCHOOL CARE

All Southampton County Elementary Schools offer Before and After Care Services for students in attendance. Before school program hours are between 7:00 a.m. and 8:30 a.m. After school program hours are between 3:45 p.m. and 5:30 pm Programs are held daily Mondays through Fridays except on **early dismissal, inclement weather days, and holidays** when the program will not be in session. Student participants must be registered through the school office. Unless otherwise instructed, only students who are enrolled in this program are allowed to remain in the building after 3:45 p.m.

Should parents have questions about Before and After Care Services at any Southampton County Elementary School, please contact the school's main office directly for more information.

BEHAVIOR EXPECTATION

If you need more information concerning school behavior, please refer to the Elementary School Student Conduct Code Section.

Bullying

Code of Virginia: §22.1-276.01

Defining Bullying Behavior

Every school division policy should include a definition of bullying, which, at a minimum, is consistent to that adopted by Virginia's 2013 General Assembly (§ 22.1-276.01 the Code of Virginia):

“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.”

Students, either individually or as part of a group, shall not harass, intimidate or bully others. The following conduct is illustrative of bullying;

- Physical intimidation, taunting, name calling, and insults
- Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person
- Falsifying statements about other persons

Consequences will be aligned with the Southampton County Public Schools Code of Conduct.

CAFETERIA

All students will receive free breakfast and lunch for the 2021-2022 school year. Meal choices and selections are continuously updated. There are several choices available for students, which provides a balanced and nutritional meal with alternatives.

CELLULAR/ ELECTRONIC DEVICE POLICY

Southampton County Schools assumes no responsibility for theft, loss, or damage of any electronic device brought to school. Students who elect to bring these devices to school, do so at their own risk.

Students may have “silenced” (turned off or muted) cellular phones (“devices” or “personal devices”) on their person during the school day.

Wearable personal devices that pair with cell phones or have cell phone type communication capabilities (such as smart watches and fitness trackers) are considered cell phones or personal devices for the purposes and application of this policy.

Schools will use a colored zone system to designate common areas where and when device use is permitted. Teachers will use the same zone system to designate if and when device use is permitted in classrooms. Use of devices not in accordance with designated zone restrictions may result in confiscation of the device, loss of device possession privileges on school grounds, or other sanctions as noted by the Student Code of Conduct. Use of a device while walking through hallways is prohibited due to safety concerns.

Use of devices in restrooms, clinics, locker rooms, or dressing rooms is strictly prohibited.

Devices may not be used in violation of any *Student Code of Conduct*, including Computer Acceptable Use, and/or Bullying Policies. Examples of unacceptable usage may include, but are not limited to bullying, cyber bullying, harassment, intimidation, plagiarism, sexting, and or taking pictures or videos without the subject's permission.

Voice, video, and image capture applications may only be used with specific teacher or administrator consent and permission.

School staff or personnel may confiscate personal devices that rings, vibrates excessively, or are used in any manner that is disruptive or otherwise interferes with the educational community or experience of other students.

Cell phone accessories (for example, charging cables, headphones / earbuds, etc.) must be stored at all times except when use is expressly permitted by school staff or personnel.

In accordance with state and federal filtering laws, students may not use a device's cellular data plan while on school grounds. Internet access is allowed via the provided Wi-Fi network only. Students will be required to register their devices to gain access to the school's wireless (Wi-Fi) network. No student shall establish a wireless ad-hoc or peer-to-peer network using any device while on school grounds, including "hot spot" devices or services.

School division personnel may not attempt to repair, correct, troubleshoot, or in any way be responsible for malfunctioning personal hardware or software on student devices.

Students are not allowed to connect personal devices to division owned computers for charging or other purposes.

Frayed or otherwise damaged charging cables are PROHIBITED for use on school grounds.

Contents of cell phones and or devices may be reviewed and searched if there exists a reasonable suspicion that the device may have been used in an activity prohibited by the *Student Code of Conduct* or school division policies. The school division may contact appropriate law enforcement agencies and provide information concerning the use of the device for suspected and or potential violations of the law.

Use of voice communication and/or video conferencing may be further restricted by the school division if deemed disruptive.

ZONE DEFINITIONS

Red Zone. An area designated as a *Red Zone* indicates that any personal device, as previously defined, is strictly prohibited. When a classroom is designated as a Red Zone, the teacher may ask that all personal devices be placed in a predetermined location, put away out of site, or out in plain sight. Teachers may also determine if devices should be turned off or can be left on. All restrooms, clinics, locker rooms, and dressing rooms are designated as a Red Zone.

Yellow Zone. An area designated as a *Yellow Zone* indicates that personal devices may be in use in a limited capacity as permitted and directed by school personnel. When a classroom is designated as a Yellow Zone, students are allowed to use devices during instructional time at the direction of the teacher.

Green Zone. An area designated as a *Green Zone* indicates that personal devices may be in use as permitted and directed by school personnel. When classrooms are a Green Zone, students may use their devices for acceptable purposes.

CHILD ABUSE

The law requires teachers, principals, nurses and all other professional people in education to report to the Social Services Department cases of suspected child abuse and or neglect. The purpose of the law is to prevent the abuse and neglect of children rather than to adversely punish those with information that may help a child or family in need. Failure to report potential abuse may result in court action against the educator and possible fine.

CLASSROOM VISITATION

We recognize and value the contributions of parents to the learning experience. We ask that all parents who wish to have a conference with a teacher schedule an appointment in advance. Classroom visitations must be scheduled at least 24 hours in advance and is limited to 1 hour. All visitors that enter the building **must** report to the main office. **Parents are not permitted to walk students to class after the first week of school.**

DRESS CODE

Student expression and individuality are recognized. In order to promote an environment that is both reflective of the expectation of excellence, college and careers, and safety and security, students are expected to dress appropriately and safely for all school activities.

The waistbands on pants are to be worn at the waistline. If the principal determines that a student's waistband is hanging too far below the waistline, the parent will be notified to bring either a belt or change of clothing for that student.

- Shorts and skirts are to be at a reasonable length and looseness. If the principal determines that the shorts, skirt or dress of a student is inappropriate, the parent will be notified to bring a change of clothes for the student.
- **Flip flops are a safety concern and should not be worn to school.** Students may wear sandals with a back strap.
- Tops to all garments worn must be appropriate for a school setting. If the principal determines a top to be too revealing, the parent will be notified to bring a change of clothing.

EMERGENCY INFORMATION AND MEDICATION

Emergency cards are sent home at the beginning of each year to maintain accuracy and updates. In order to ensure that the district has the most current information and to help us maintain accurate and updated contact information in case of emergency, please be certain to promptly complete and return to your child's school immediately. If your information changes during the year, please inform the office as soon as possible.

In case of illness or accident, we must have a working phone number of someone to contact. The district requires an updated and in-service work and home phone number, as well as, an in-service current phone number of an adult relative or friend if we are unable to contact parents or guardians.

A professional nurse is available to your child's school. If your child has an accident or becomes ill during the school day, you will be notified immediately. If your child has long term prescribed medicine to be taken during the school day, ***THE MEDICINE MUST BE LABELED AND HELD IN AN APPROPRIATE CONTAINER IN THE HEALTH OFFICE OR AS DESIGNATED.***

Students **ARE NOT** permitted to keep medications on their person. If it becomes necessary for a student to take medication during school hours, a medication request form must be filled out and signed by a treating physician and a parent or guardian. These forms are available in the school office. Any medication prescribed for a student that is to be held at school, must be brought in by the parent along with the completed form or signed prescription from the physician.

All medical files will be secured in the school's health office. Nursing staff will not administer any medication without proper written clearances and review of information. The sharing, borrowing, distributing, manufacturing, or selling of any medication is prohibited.

Nonprescription Medications

Southampton County Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall require the name of the medication, the required dosage of the medication, and the time the medication is to be administered. Such medication must be in the original container and delivered to the principal, school nurse, or school division designee by the parent/guardian of the student.

Self-Administration of Medication

Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as indicated, is expressly prohibited for students.

- Written parental permission for self-administration must be on file with the school.
- The medication must be in the original container and appropriately labeled with the manufacturer's directions.
- The student's name must be affixed to the container.
- Student must possess on their person only the amount needed for self-administration.

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.

EVALUATION OF STUDENT PROGRESS

The school year is divided into four nine-week reporting quarters. Report cards will be sent home at the end of each nine weeks. Should you desire a conference at any time during the year, please contact the teacher or telephone the office for an appointment that will be mutually convenient for you and the teacher.

FIELD TRIPS

Care is taken in the planning, alignment, and opportunity when considering potential learning opportunities outside of the technical Southampton County schools. Field trips are designed to grant opportunities and experiences students would not be exposed to in Southampton County. Field trips provide students with the opportunity to gain knowledge outside of the classroom. Each field trip must be approved by the principal and the superintendent. In an effort to adequately prepare and plan for learning opportunities outside of school, when available, review the explanation of each trip, including, time, location, and potential costs associated with the event. Field trip plans are often time sensitive, therefore, it is imperative that all permissions and fees are returned immediately. A child may not leave school grounds without expressed written parental consent.

FUNDRAISING

When participating in a school-sponsored fundraiser, students are strongly encouraged **NOT** to go door-to-door to sell or solicit items.

All fundraising events must have the approval of the sponsor, building principal, and school division superintendent.

GRADING POLICY FOR ALL STUDENTS

It is the responsibility of each teacher to evaluate the academic progress for each student they are assigned to instruct. Teachers will employ an orderly and fair process in reporting student academic progress. The grading scale must be communicated to students and parents at the beginning of the school year. Term grades are calculated on the scale approved by the School Board.

Grade	Range	Regular
A	90-100	A = 4.0
B	80-89	B = 3.0
C	70-79	C = 2.0
D	60-69	D = 1.0
F	Below 60	F = 0

Parents choosing to follow their child's progress in grades 1-12 throughout the year may do so by creating a Parent Portal Account. Procedures and account information may be picked up in the office.

GUIDANCE

The school division shall make guidance and counseling programs related to academic, career, and personal/social counseling available to all students. Purposes and objectives of the program shall reflect the needs of students. All programs and services shall be in compliance with state regulations. Parents have the option of opting their child/children from receiving services from the counselor.

The following guidance and counseling services are available to all students in Southampton County Public Schools:

- Academic guidance and counseling 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 guidance and counseling which may help students in acquiring information and planning about work, jobs, apprenticeships, and post-secondary educational and career opportunities;
- Personal/social guidance and counseling, which assists students in developing an understanding of themselves, how to resolve conflict, and to define individual goals, reflecting their interests, abilities and aptitudes.

REGULATIONS

- A. No student shall be required to participate in any guidance and counseling program to which the student's parent objects. However, parental consent shall not be required for short duration counseling needed to maintain order and discipline, or for those situations, which may require the immediate attention of the counselor.
- B. School guidance counselors shall not use techniques that are inappropriate to the school setting. Examples of these techniques include, but are not limited to, hypnosis, progressive relaxation, and guided imagery and/or visualization, or other psychotherapeutic techniques that are normally employed in medical or clinical settings.

HOMEBOUND INSTRUCTION

Home and hospital bound instruction is available, as required, to students who are unable to attend school for an extended period of time because of injury or other medical reasons. Please contact the school principal for information and necessary forms.

HOMEWORK POLICY

Reinforcement assignments are often prescribed as homework to strengthen academic competence and further develop concepts and skills.

- Homework assignments provide a meaningful experience through independent study and practice.
- Assigned homework are not to exceed half ($\frac{1}{2}$) hour for Kindergarten through Second grade, and one hour for Third through Fifth grades, in total.
- Homework is checked for accuracy, discussed, and returned to students the next day.
- As a part of our commitment to literacy and learning, it is expected that students will read for twenty (20) minutes per night.

HONOR ROLL AND PRINCIPAL'S LIST

In elementary schools, the Honor Roll and Principal's List will be designated for grades 1-5. Other kinds of recognition for Kindergarten may be established, e.g. Principal's Pride, Wall of Fame. In grades 1-8, Honor Roll will consist of A's and /or B's and Principal's List will consist of all A's.

HOURS OF OPERATION

The student's day begins at 8:30 a.m. and ends at 3:45 p.m. Students should not arrive before 8:30 a.m. without prior permission of the principal.

If a student is tardy, they must report to the office after 8:45 a.m. with a parent or guardian to sign the student in prior to going to the classroom. All instructional time is vital to student success.

Late arrivals and early pickups undermine academic achievement. Please adhere to the scheduled instructional day.

HUMAN RIGHTS

1. Each student shall respect the rights and property of others.
2. Students shall resolve conflicts peacefully.
3. Students shall be honest and trustworthy.

ILLNESS

We realize from time to time your child may become ill. In order to control the spread of viruses in school, your child should not return to school until they have been free from illness for twenty-four (24) hours. Upon return students need be fever-free, vomit-free, and diarrhea-free for 24-hours **without medications** before the student returns to school.

We appreciate your assistance and cooperation in promoting a healthy and illness free school environment.

IMMUNIZATION, PHYSICALS, AND PROOF OF BIRTH

No pupil shall be admitted to any Southampton County Public School for the first time unless such pupil shall furnish, prior to admission, a report from a qualified physician or other legal practitioner of a comprehensive physical examination performed no earlier than 12-months prior to the enrollment date.

EXCEPTIONS

Such physical examination shall not be required of any child whose parent or guardian shall object on religious grounds and who shows no visual evidence of sickness-provided that such parent or guardian shall state in writing that, to the best of his/her knowledge, such child is in good health and free from any communicable or contagious disease.

MINIMUM IMMUNIZATION REQUIREMENTS FOR ENTRY INTO SCHOOLS

Upon entry or transfer into a childcare or school setting, documentary proof shall be provided of adequate immunization with the prescribed number of doses of vaccines indicated below, as appropriate for child's age:

TDAP- a booster dose of pertussis—containing vaccine (Tdap) is required for students entering the Seventh grade unless the student has had a tetanus-containing vaccine within the last five years or has a medical or religious exemption. There is no grace period for compliance with this requirement because Tdap is a single dose vaccine, not a series. **DTaP, DTP, DT, or Td**, with a

minimum of three doses. A child must have at least one dose of diphtheria, tetanus, pertussis-containing vaccine after the fourth birthday. If the child has received six doses before the fourth birthday, additional doses are contraindicated. DT vaccine is required for children seven years of age and older who do not meet the minimum requirements. As of July 1, 2019, A **DTaP** booster is required prior to entering the seventh grade.

POLIO- A minimum of three doses of OPV or IPV in any combination. If a child has had only three doses of polio vaccine, one dose must have been administered after the fourth birthday. However, a child who has received four doses before the fourth birthday, is adequately immunized and does not need a dose after the fourth birthday.

HIB- This vaccine is required only for children up to 30 months of age. A complete series consists of either two or three doses (depending on manufacturer) followed by a booster dose at age 12-15 months. However, the number of doses required is governed the child's current age and not the number of prior doses received. Unvaccinated children between the ages of 15 and 30 months are only required to have one dose of vaccine.

HEPATITIS B- A minimum of three doses for all children born on or after January 1, 1994 (with at least four months spacing between the 1st and 3rd doses).

MEASLES, MUMPS, RUBELLA- A minimum of two measles, one mumps, and one rubella. (Most children receive two doses of each because the vaccine is usually given as MMR). First dose must be at age 12 months (365 days) or older. Second dose of measles vaccine does not have to be administered until age 4-6 years (at entry to Kindergarten) but can be administered at any time after the minimum interval between dose one and dose two. The minimum interval is one month (28 days).

VARICELLA- All susceptible children born on or after January 1, 1997, shall be required to have a dose of chickenpox vaccine not earlier than the age of 12 months (365 days).

Hepatitis B for 6th Graders-Beginning July I. 2001, all children who have not received three doses of hepatitis B vaccine will be required to receive such immunization prior to entering the 6th grade.

The State Health Commissioner has clarified through a memorandum to the Department of Education dated 12/21/01 that a "comprehensive physical" includes (a) a screening for iron-deficiency anemia, or (b) hemoglobin, or (c) a hematocrit and urinalysis. The Virginia Department of Education and the Virginia Department of Health require documentation on the MCH 213D (Preschool Entrance Physical Examination and Immunization Form) of a hemoglobin or hematocrit within the previous 12 months, or documentation of an iron deficiency anemia risk assessment as well as a urinalysis.

INJURIES

Children are encouraged to report all injuries, however minor, to their teacher immediately. Unless the **district is notified** (**proper personnel - teacher, nurse, and or principal**) that an injury occurred at school, not on the bus or at home, the district cannot assume responsibility. If an injury or illness will initiate a potential claim against the district for liability, the district must certify where the injury occurred, person or persons who were in charge, time of the incident, and the nature of the injury.

INSURANCE

Insurance applications are sent home during the first week of school. If you desire insurance, it is advised / recommended to request this coverage at the beginning of the school year. School time and full-time coverage is available through the school.

INTERIMS

The Southampton County Public School 2021-2022 calendar indicates the dates that interim reports will be sent home. The dates are as follows: **10/7/2021, 12/14/2021, 3/4/2022, and 5/13/2022**. All students will receive interim reports in an effort to effectively support, manage, and maintain transparency of student academic progress.

LOST AND FOUND

The school does not accept responsibility for lost personal items. Please see that all clothing and personal items are marked with the child's name. Lost and found articles may be claimed in the designated area in the building.

PARENT – TEACHER – SCHOOL COMMUNICATION

Good communication between parents and teachers is essential to the student's best school experience. When parents and teachers work together, the child benefits and will be better able to realize his/her full potential.

There are several ways to bring the home and school together so all concerned will better understand your student.

1. PTA/PTO monthly. All are encouraged to join the association and attend monthly meetings.
2. Open House – September
3. Parent-Teacher conference hours/days are 4:00-6:30. Dates are: 10/11 and 3/7
4. Parent/Teacher conferences can be made by appointment, after 3:45PM, Monday through Thursday. Parents are urged to ask for a conference with a teacher whenever a problem develops. You may set up an appointment by sending a note to school with your child at least one (1) day before requested conference time or by calling the school between 8:00AM and 3:30PM to set up an appointment.
5. Parent/Principal conferences will be scheduled by appointment.
6. Classroom observations are required to be scheduled 24 hours in advance. Observations are limited to one hour.

PLEDGE OF ALLEGIANCE

All students will recite the Pledge of Allegiance as required by Virginia Code 22.1-202. During such Pledge of Allegiance, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; however, no student shall be compelled to recite Pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are thus exempt from reciting the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts others who are reciting the Pledge.

The School Board's Code of Conduct shall apply to disruptive behavior during the recitation of the Pledge in the same manner as provided for other circumstances of such behavior.

PICTURES

An authorized company will be onsite to take pictures on designated, school picture day. The company will send home proofs and additional information about purchasing prints and or packages. School portraits will be taken of all students, parents who indicate interest in purchasing pictures may return the information with payment as required indicating option and or selections.

Throughout the school year, pictures are taken of students in different formats and through different school functions and events. Please review and return the release form indicating your preference for the use of your child's image and or picture.

PRIVATE TRANSPORTATION

Children who are brought to school by private transportation or others means before 8:30 will have the option to register for before school care. Before and after school registration information is available in the school's main office. Students who go home by means of private transportation must be picked up promptly at 3: 45 p.m. Private vehicles are not permitted in the areas designated for the on-boarding and off-boarding of buses between 8:00 a.m. to 9:00 a.m., and 3:15 p.m. to 4:15 p.m.

For the safety and security of all our students, it is imperative that these directives are followed. Please observe signs that are posted at the entrance ways. Private vehicles on Southampton County Public Schools property can be searched if there is a cause to suspect controlled substances and/or weapons.

PROMOTION AND RETENTION

In order for a Southampton County Elementary School student to be promoted to the next grade, they must pass reading, math, and either science or social studies. If a student receives a failing grade in these subjects, the student may be retained. Should it be determined that it is in a child's best interest to be retained, the following will occur.

1. Parents will be notified if a child is in danger of being retained at the end of the first semester.
2. If the child is in danger of being retained, the school must establish a written plan to demonstrate what process will take place in order to place that child back on academic track by the end of the class.
3. The teacher must first conference with the building principals. If it is deemed the best benefit to the child, they will be retained.

RELEASING CHILDREN TO PARENTS/GUARDIANS

If a child is to be dismissed early, the parent, guardian, or an adult approved by the parents must sign them out from the office. For your child's safety and protection, they will not be permitted to meet anyone at a car, wait outside the school building unattended, or walk home alone.

Upon arrival, please report directly to the school's main office to sign out and pick up child. Please do not walk to the classroom to pick up children.

REPORT CARDS

Each student shall receive a report of their academic progress, attendance record, and citizenship evaluation on a regular basis. Report cards are prepared and issued to students at the end of each nine-week reporting period (approximately 45 teaching days).

Students will be given their report cards to share with their parent or guardian. The report card envelope should be signed and returned by the student to the teacher the following day which will indicate receipt and review by parent or guardian.

RULES AND REGULATIONS

In an effort to maintain a safe and secure educational environment, the administration and staff believes that rules are made to be obeyed. The five rules listed below are created to ensure a safe and orderly environment. Please review and discuss these rules with your child.

1. Students will show respect to and for others as well as their possessions.
2. Students will keep hands, feet, and other objects to themselves.
3. Students will use acceptable language.
4. Students will follow directions.
5. Students will not prevent the teacher from teaching or other students from learning.

SCHOOL CLOSINGS

School closings due to inclement weather will be reported through the instant alert phone system, Southampton County Schools website, Remind, and social media (Facebook and Twitter).

In addition, closings will also be announced on the following channels and stations:

STATION	CALL NUMBERS	CITY
<i>Radio</i>		
101.7 FM	WLQM	Franklin
<i>Television</i>		
Channel 03	WTKR	Norfolk
Channel 06	WTVR	Richmond
Channel 08	WRIC	Richmond
Channel 10	WAVY	Portsmouth
Channel 12	WWBT	Richmond
Channel 13	WVEC	Norfolk

Sometimes it may be necessary to close school during the day due to weather, equipment failure, or unforeseen emergencies. On those days it may be impossible for children to call home.

Therefore, we ask that families develop a plan with each child about what to do if there is an unscheduled early school closing.

It is suggested that a set of written directions be prepared and discussed with your child, so they are prepared during an unforeseen emergency school closing. A copy of the plan should be shared with the classroom teacher and potentially the emergency contact person of your choice.

We would like to reiterate the importance of providing the district with the most accurate and updated information for all parents and emergency contact parties at all times.

In the event of school closing due to inclement weather, all schools will be closed in accordance with Southampton County Public School Board policies.

SCHOOL QUALITY PROFILE

For your information, the following documents may be found on our district website:

www.southampton.k12.va.us

- School Quality Profile
- Division Quality Profile

Should you not have access to the internet and wish to have a copy of any of these documents, please contact Debra Hicks, Interim Director of Human Resources, at the School Board Office (757) 653-2692.

SCHOOL SAFETY DRILLS

Student safety is a top priority. Each month Southampton County Schools will conduct school safety drills. Teachers and students will use designated exits. Students out of the room when an alarm sounds will use the exit closest to them. Students are warned by the emergency alarm system and are to remain in designated location until clearance announcement has been made. Upon regaining access to the school, students will walk quickly on the right side of the hallway in single file. Students and staff will follow Southampton County Public School emergency response procedures for evacuation and re-entry.

STATE AND COUNTY TESTING SCHEDULE

Standards of Learning (SOL) testing will be conducted in Grades 3, 4, 5, 6, 7, 8, and the *End of Course*. Students in Grades 3, 4, 6, and 7 will be assessed in Mathematics and Reading.

Students in Grade 5 and Grade 8 will be assessed on SOL testing in the areas of English, Mathematics, Science, and Social Sciences.

Grade 8 students will also take a Writing SOL test. All tests are administered online.

STUDENT CONDUCT

Students in Southampton County Public Schools have both rights and responsibilities, similar to typical members of any community. It is the obligation of the school division to protect these rights and insist upon those responsibilities.

The purpose of this section is to ensure that all students understand their rights and responsibilities, consequences that may result from violations of school rules, and the procedures for addressing such violations.

Parents please refer to the *Student Code of Conduct* for additional information.

STUDENT RIGHTS

A "right" is something that belongs to a person and cannot be taken away by anyone. All students and teachers have the same rights.

1. **YOU HAVE A RIGHT TO BE YOURSELF AT SCHOOL:**

This means you should not be treated unfairly because you are tall or short, a boy or a girl, have blond or black hair, or because it takes you a little longer to get the right answer.

2. **YOU HAVE A RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS AT SCHOOL:**

This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.

3. **YOU HAVE A RIGHT TO LEARN ABOUT YOURSELF AT SCHOOL:**

This means you may talk about your ideas and feelings if it does not take away the rights of others.

4. **YOU HAVE A RIGHT TO BE SAFE AT SCHOOL:**

This means no one should make you afraid to come to school. They should not hurt you or threaten to hurt you.

5. **YOU HAVE A RIGHT TO TELL YOUR SIDE OF A PROBLEM BEFORE ANYTHING HAPPENS:**

This means that you will not be punished for breaking a rule or taking someone else's rights away without a chance to tell your side of the story.

STUDENT RESPONSIBILITIES

WHAT ARE RESPONSIBILITIES

The things, people should do without being told to do are called responsibilities. Here are your important responsibilities:

1. **DO NOT KEEP OTHERS FROM LEARNING:**

Parents send their children to school to learn. If you keep others from learning you have taken something from other students.

2. **COME TO SCHOOL UNLESS YOU ARE SICK:**

In Virginia there is a law which says you must go to school unless you are sick. The reason for this law is to be sure that all children have a chance to receive an education.

3. **BE ON TIME FOR SCHOOL AND CLASSES:**

If you are late for school in the morning you miss things you need to know.

4. **FINISH YOUR SCHOOL WORK**

Learning to read or do math is like learning to play the piano or ride a bicycle. If you don't practice, you will never be very good at it. Some things have to be done over and over before they are learned. You have to keep trying even if it's hard.

5. TAKE CARE OF SCHOOL PROPERTY:

The parents of every child in school have helped to pay for everything in your school. The buildings, the books, everything belongs to all the people in Southampton County. This means you are sharing the things you are using at school. If something belongs to everyone, everyone must help take care of it.

6. HELP MAKE SCHOOL A GOOD PLACE TO BE:

A school is a place where good things happen to people. They make new friends, they are treated with respect, and they learn things which will help them the rest of their lives. It is one of your responsibilities to help make our school a great place for everyone.

7. SCHOOL CORRESPONDENCE TO PARENTS REACHES HOME:

Education requires a partnership between the parent(s)/guardian(s) and the school. For a partnership to work, everyone must know what is happening in order to make good decisions.

RULES AND CONSEQUENCES

Listed below are some of the important rules everyone needs to know. It is also important to know what happens if the rules are broken. Under each rule you will find out what happens the first time the rule is broken and what happens if it continues to be broken (Please refer to Student Code of Conduct for more information).

1. SCHOOL ATTENDANCE:

What this means: You must attend school every day, unless you are ill. Please try to arrange doctor or dental appointments before the beginning of school or after school hours. STUDENTS ARE EXPECTED TO ARRIVE AT SCHOOL AND ALL CLASSES ON TIME EVERYDAY.

If the rule is broken:

- (1) Your teacher will talk to you about why you were tardy or absent.
- (2) Your teacher will tell your parents that you were tardy or absent without an excuse.

If the rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you and the principal.
- (2) You will lose some school privileges.

2. CARE OF SCHOOL AND PERSONAL PROPERTY:

What this means: You are expected to take care of things. If you damage or destroy something through negligence or on purpose, you have broken this rule:

If the rule is broken:

- (1) The principal or teacher will talk to you about what you have done.
- (2) Your parents will be told.
- (3) You will be expected to pay for the damage.
- (4) You may be suspended.

If the rule continues to be broken:

Your parents will have to come to school for a meeting with you and the

principal.

- (1) You will have to pay for the damage.
- (2) You will be suspended (sent home) from school.

3. DISOBEDIENCE AND/OR DISRESPECT:

What this means: Refusing to do what you are told or conducting yourself in a disrespectful manner. While you are on the bus, at school, in the classroom and on the playground, you are expected to treat with respect the adults who work at the school and follow their directions.

If this rule is broken:

- (1) Your principal or teacher will talk to you and will talk to your parents.
- (2) The principal may punish you.

If this rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you, your teacher and the principal. Appropriate actions will be taken by the principal.

4. FIGHTING AND/OR DISRUPTIVE BEHAVIOR:

What this means: Aggressive actions, which have or could have the potential to hurt others are not allowed.

If this rule is broken:

- (1) In some cases, the first time the students involved will be talked to by their teacher and/or the principal.
- (2) In some cases, the person involved may be suspended.

If this rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you and the principal.
- (2) You will be suspended.

5. PROFANITY:

What this means: Profane and obscene language or gestures are not to be used at school. Items of an obscene nature are not allowed at school.

If this rule is broken:

- (1) The teacher or principal will talk to you.
- (2) The principal may suspend you.
- (3) Your parents will have to come to school for a meeting with you and the principal.

If this rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you, your teacher and the principal. Appropriate action will be taken.

6. INTEGRITY:

What this means:

- A. If your teacher says you are to do your own work on a test or an assignment, copying from other students or other sources is not allowed.
- B. When your teacher says a class work or homework assignment is to be handed in at a certain time, you are expected to meet the deadline unless there is a good reason.

If this rule is broken:

- (1) The teacher will talk with you.
- (2) Your work will not be accepted, and you will receive no credit for the test or the assignment.

If this rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you, your teacher, and the principal.

7. **THINGS YOU SHALL NOT BRING TO SCHOOL WITHOUT PERMISSION:**
What this means: There are some things, which you must not bring to school because they are dangerous to you and others. There are other things, which interfere with the right of others to learn. Some of these things are: glass items, matches, cigarettes, tobacco, drugs, pills and medicine, pets, radios, pocket knives, toys, games, and items to trade or sell.

If this rule is broken:

- (1) Items other than drugs
 - (a) The item will be taken from you by your teacher and returned at a later date if it is not a danger to you or others.
 - (b) Dangerous items may be returned only to your parents.
- (2) Drugs
 - (a) Your parents will have to come to school for a meeting with you and the principal.
 - (b) The item will be sent for a laboratory analysis.
 - (c) If the lab report indicates it is a controlled substance, you will be suspended up to, but not to exceed, 10 days and expulsion may be recommended.

If this rule continues to be broken:

- (1) Items other than drugs

Your parents will have to come to school for a meeting with you and your teacher at which time the item will be returned to your parents.

8. **VIOLATION OF SCHOOL BUS CONDUCT CODE:**

What this means: Behavior that affects the safe and efficient operation of the school bus.

If this rule is broken:

- (1) Parents will be contacted. You may not be allowed to ride the bus.

If this rule continues to be broken:

- (1) You may be suspended from school. In cases of bus suspension, parents are required to provide transportation to school at 8:15 a.m. and from school at 3:00 p.m.

PARENT INFORMATION

STEPS IN RESOLVING PROBLEMS:

- | | |
|--|-----------------------------------|
| 1. Conference with Teacher | 4. Conference with Superintendent |
| 2. Conference with Principal | 5. Full School Board review |
| 3. Conference with Central Office representative | |

DUE PROCESS:

No student may be punished for alleged misconduct without due process. Students are entitled to:

1. Oral or written notice of the charges
2. An explanation of the evidence, and
3. An opportunity to present his/her side of the story.

DISPOSITIONS:

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

Parent Contact: The most effective person in dealing with student discipline problems is the parent. Teachers and administrators will contact the parents by phone or by letter in an effort to keep parents informed of student conduct.

School Conferences with Parent/Guardian: Parents are encouraged to set up an appointment with any teacher or administrator to discuss their child's progress or problems. In a time of suspension, a parent may be asked to come to school to reinstate the student.

Confiscation: Any student's property, which disrupts the learning environment, will be temporarily removed from the student's possession.

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

Suspension: A suspension is a temporary removal from school for violation of school rules. A student may not be suspended (short-term) for more than ten days at a time. A suspended student shall not be allowed to come onto school board property during the periods of the suspension or attend any school-sponsored activity.

DUE PROCESS - SUSPENSIONS:

1. Student's Right to a Hearing:

The principal or designee shall meet with the student for the purpose of:

- (a) presenting oral or written notice of the charges.
- (b) an explanation of the evidence, and
- (c) giving the student an opportunity to present his/her side of the story.

If it is determined that the student is responsible for a violation of school rules, the student may be suspended (short-term) for no more than ten (10) consecutive school days.

2. Parent/Guardian Conference:

When a student is suspended, the principal or designee will make a reasonable effort to contact and inform the parent or guardian. In no case shall a student be sent home during the school day without first notifying the parent or guardian.

In addition, within one school day, the principal or designee will send a notice to the parent/guardian containing the following information:

- (a) A statement of the facts leading to the decision to suspend.
- (b) The date and time when the student will be allowed to return to school.
- (c) A statement of the parent's or student's right to have access to the student's records.

- (d) A request that the parent/guardian attend a conference to discuss the student's behavior. The parent/guardian is required to respond without delay to any request from school officials to attend a conference regarding their child's behavior.

3. Parent/Guardian Right of Appeal:

A review may be requested of the Superintendent and/or her designee. A final review may be requested of the Discipline Committee of the School Board.

IN-SCHOOL SUSPENSIONS

Students placed in In-School-Intervention will be given a written assignment along with their school work to complete for the full school day. All class work not completed, will be completed for homework.

Students who are suspended from school will receive a letter to take home to his/her parent or guardian. The letter will indicate the number of days suspended, the reason for the suspension, and what action must be taken prior to returning to school.

CONDUCT ON SCHOOL TRANSPORTATION

Riding the school bus is as privilege. The following rules apply to all students riding Southampton County School buses.

1. **THE DRIVER IS IN CHARGE.** The driver has been instructed in the care, maintenance, and safety factors in the operation of the school bus and is responsible for administering these instructions.
2. The driver shall exercise such authority that the principal may delegate relative to pupil behavior. Those causes of behavior that need special attention will be reported to the school principal by the bus driver.
3. The behavior of students at the bus stop is the responsibility of the principal. Students should not arrive at the bus stop more than fifteen minutes prior to the time for them to be picked up. Students are expected to stand quietly in line while waiting for the bus. They are to remain out of the street and are to refrain from playing and yelling.
4. After boarding the bus, students are to remain seated until they reach their destination.
5. To ensure efficient operation, all pupils will take seats assigned to them by the driver when requested to do so.
6. Students are to board the bus at their assigned bus stop only.
7. In order to assure a safe and orderly ride, specifics in relationship to conduct on the bus are as follows:

Students must not:

- extend arms, legs, or head out of the bus
- tamper with the emergency door or other bus equipment
- fight, scuffle or throw objects on the bus
- bring water pistols, pea shooters, or weapons of any type on the bus
- shout at pedestrians or throw objects from the windows
- place books or other objects in the aisles of the bus or carry over-sized items that cause loss of passenger seat space or obstruct the driver's view
- throw paper or other litter on the floor of the bus or from the bus

- engage in unnecessarily loud talking or shouting on the bus
 - deface the bus. Repair of willful or careless damage must be paid for by the student
 - use profane or indecent language
 - smoke, strike matches, or use lighters on or in the vicinity of the bus.
 - bring alcohol, drugs, or other controlled substances on the bus
 - bring pets, animals, or glass containers on the bus.
 - make changes in bus stop or bus assignment without a written request from the parents, and approval by the school principal
 - exhibit obscene actions or gestures
 - move about the bus while it is in motion
8. Fighting and disruptive behavior is not permitted on the school bus or at the bus stop.
 9. Pupils who ride one bus to a transfer point and wait to be picked up by another bus are under the supervision of a designated adult at all times.
 10. Any person who willfully damages a school bus will be charged for repairs and may be assessed other penalties as may be appropriate.
 11. Please see the Student Conduct Policy Guidelines for more information.

DISREGARDANCE OF THESE RULES AND CONTINUED REFUSAL TO OBEY THEM WILL RESULT IN DISCIPLINARY MEASURES.

STUDENT RECORDS

Students 18 years of age and older and their parents are protected by law regarding the maintenance, security, disclosure, and transfer of all student records. They have the right to see the records within 10 days, request copies, permit or deny disclosure within the limits set by law, and to request amendments of items in the records that appear to be inaccurate or misleading. The School Board policy and a copy of the regulations, procedures, and legal base for this assurance of privacy are available in the school board office.

SUBSTANCE USE AND ABUSE

1. Each student shall demonstrate an understanding of the nature, use and effects of alcohol, drugs, and tobacco.
2. Students shall not possess alcohol, drugs, tobacco and/or illicit substances on school property.
3. Students shall not be under the influence of any controlled substances, alcohol, drug and/or tobacco product on school property.
4. While vaping and the use of vaping products may or may not contain tobacco, drugs, or other illicit substances, the use and possession of any and all vaping products is strictly prohibited on school grounds.

TEXTBOOK FEES

Students will be provided one set of textbooks, at no charge. However, students will occur charges for lost or damaged textbooks which will include the current replacement cost of each lost or damage textbook.

TOBACCO-FREE SCHOOL FOR STAFF, STUDENTS, AND PARENTS

Smoking, chewing or any other use of any tobacco products by staff, students, and parents shall be prohibited on school property. Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

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

TRANSFERS OR WITHDRAWALS

Students who are moving or who are withdrawing for any reason should notify the office and turn in their textbooks and any other materials belonging to the school to the teacher who issued them.

The teachers and staff will complete a withdrawal form so that it may be sent to the new school. Upon notification that the student has enrolled in another school, his/her records will be sent by mail.

Parents are not allowed to carry transcripts from school to school. Upon notification that the student has enrolled in another school, the records will be sent by mail. If a student withdraws prior to the last fifteen (15) days of school, grades to date will be given, but no indication of promotion/retention will be made on the report card. If a student withdraws within the last fifteen (15) days of the school year, final grades and grade placement for the next school year will be indicated.

USE OF FACILITIES

School facilities which include buildings and grounds may be used after school hours for purposes and activities that have been authorized by the School Board. Requests for use of Southampton County Schools buildings and grounds must be forwarded to the Division Superintendent of Schools. Unlicensed vehicles are unlawful on school property at all times.

VANDALISM

When any student has injured, destroyed, or defaced any school property, the student and/or parent(s) or guardian(s) may be required to pay the amount lost thereby in addition to whatever other disciplinary action may be deemed necessary by the principal of the school.

VISITORS TO THE SCHOOL

All visitors will be required to sign in/out in the office. They will also be required to show a picture ID if the office staff does not know them.

WEAPONS

Possession or use of a knife or any other object that might be considered a weapon is prohibited. Violation of the policy will be cause for expulsion from school.

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APPENDIX A: ADMINISTERING MEDICINE TO STUDENTS

Prescription Medications

Southampton County Public School personnel may give prescription medication to students only-pursuant to the written order of a physician or nurse practitioner and with 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.

Non-Prescription Medications

Southampton 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.

APPENDIX B: CODE OF CONDUCT

AUTHORITY AND DUTIES OF SCHOOL BOARDS

Standards of Quality

Section 22.1-253.13:7.D.3. of the *Code of Virginia* (part of the section of the Code known as the Standards of Quality) requires local school boards to maintain and follow an up-to-date policy manual that includes “standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.” Local school boards must give consideration to the views of teachers, parents, and other concerned citizens in the development of policies.

School Board Regulations

Section 22.1-78. of the *Code* authorizes local school boards to adopt bylaws and regulations “for its own government, for the management of its official business and for the supervision of schools, including but not limited to the proper discipline of students, including their conduct going to and returning from school.”

Section 22.1-279.6.B. of the *Code* requires local school boards to adopt and revise regulations on codes of student conduct that are consistent with, but may be more stringent than, the guidelines of the Virginia Board of Education. School boards are required to include procedures for suspension, expulsion, and exclusion decisions, to biennially review student conduct code guidelines, and to include prohibitions against hazing and profane or obscene language or conduct. School boards are authorized to regulate certain communications devices and, at their discretion, require or encourage drug testing.

Section 22.1-279.9. of the *Code* requires school boards, in cooperation with the local law enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, to develop programs to prevent violence and crime on school property and at school-sponsored events.

Removal, Suspension and Expulsion of Pupils

Section 22.1-276.2. of the *Code* gives teachers initial authority to remove a student from a class for disruptive behavior and requires all school boards to establish the criteria for teachers to remove disruptive students, requirements for reporting incidents of disruptive behavior, procedures for written notification to a student and the student’s parents, guidelines for alternative assignment and instruction of such students, and procedures for the return of students to class and teacher participation in the decision.

Section 22.1-277. of the *Code* authorizes the suspension or expulsion of pupils “for sufficient cause,” including acts off school property when the acts lead to an adjudication of delinquency, a conviction of certain offenses, or a charge that would be a felony if committed by an adult.

Authorization for short-term suspensions (10 school days or less) and procedures for suspension and for readmission are set forth in § 22.1-277.04. of the *Code*.

Authorization for long-term suspensions (more than 10 school days but less than 365 calendar days) and procedures for suspension and for readmission are set forth in §22.1-277.05. of the *Code*.

Authorization for expulsion and procedures for expulsion and for readmission are set forth in § 22.1-277.06. Recommendations for expulsion for other than weapons and drug offenses are required to be based on consideration of factors specified in the *Code*, including the nature and seriousness of the violation and the student's disciplinary history.

Section 22.1-277.07. of the *Code* requires school boards to expel students who bring a firearm or other destructive device (defined in the Section) onto school property or to a school-sponsored event in violation of the Gun-Free Schools Act of 1994. School boards are authorized to consider factors listed in § 22.1-277.06. in determining "special circumstances" in particular cases that would justify another disciplinary action.

Section 22.1-277.08. of the *Code* requires school boards to expel students who bring a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored event. School boards are authorized to consider factors listed in § 22.1- 277.06. in determining "special circumstances" in particular cases that would justify another disciplinary action.

Alternative Education Program

Section 22.1-277.2:1. of the *Code* authorizes school boards to require any student to attend an alternative education program under prescribed circumstances. Procedures to be followed when requiring an alternative education program are also prescribed. It should be noted that alternative education programs are authorized but not required by the *Code* to be established.

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

LEGAL RESPONSIBILITIES OF OTHERS

Role of the Principal and School Administration

The Virginia Standards of Accreditation (2000), Section 8 VAC 20-131-210.A., states that the principal "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." Section B.2. specifies that the principal shall "ensure that the school division's student code of conduct is enforced and seek to maintain a safe and secure school environment." Section 8 VAC 20-131-260.C.3., requires a school administration to ensure "a written procedure, in accordance with guidelines established by the local board, for responding to violent, disruptive or illegal activities by students on school property or during a school-sponsored activity."

Parental Responsibility

Section 22.1-279.3. of the *Code of Virginia* sets forth the duty of each parent of a student enrolled in a public school to assist the school in enforcing the standards of student conduct and compulsory school attendance. Procedures are set forth for notifying parents of their responsibilities, documenting the notification, and taking steps against parents for willful and unreasonable refusal

to participate in efforts to improve their child's behavior or school attendance. Each parent of a student must sign a statement acknowledging the receipt of the school board's standards of student conduct and return it to the school.

Reports to Law Enforcement Agencies

Section 22.1-279.3:1.A. of the *Code of Virginia* lists certain offenses that school officials are required to report to local law-enforcement agencies. Additional information about this requirement and a list of reportable offenses are in these guidelines.

STATEMENT OF PURPOSE AND INTENT

The development, implementation, and enforcement of the Student Conduct Policy is intended to ensure a safe, non-disruptive environment for effective teaching and learning. To that end, this policy sets forth those standards of behavior believed to be appropriate in the learning environment and informs all students, their parents, and the larger community of the consequences for violations of this policy.

STATEMENT OF PHILOSOPHY

It is the School Board's legal responsibility to provide fair access to an education for every child, and it is their responsibility to seek to ensure respect for the dignity of each child. A learning environment that encourages the healthy growth and development of each individual must be free from conflict, threats of conflict or danger, and undue disruption. To that end, this code of conduct seeks to direct student behavior based on clearly defined expectations, responsibilities, and consequences.

STATEMENT OF POLICY

For purposes of this document, policy includes general guidelines that focus attention on a certain issue, in this case, student conduct. This school division, directed and supported by School Board authority, intends that all students have the opportunity to be educated in a safe, secure environment that is conducive to learning.

ROLES AND RESPONSIBILITIES

School Board members, school personnel, parents, and students share the responsibility to create and maintain a school environment that is safe and conducive to learning. It is the responsibility of the School Board to adopt policies and regulations. The superintendent has responsibility to issue standards of student conduct including a list of corrective disciplinary actions for violation of the standards. The school principal has responsibility to enforce the student conduct standards using reasonable judgment. Each parent has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance. Students are expected to attend school regularly and to demonstrate good citizenship; enjoying the rights and fulfilling responsibilities set forth in the student conduct standards.

DISCIPLINARY ACTION: CRITERIA, PROCEDURES, AND PROCESSES

Levels of Conduct

Level 1	Level 2	Level 3	Level 4
These interventions aim to teach correct and alternative choices so the student can learn and demonstrate safe and respectful behavior.	These interventions involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.	These interventions involve the short-term removal of a student from the school environment due to the severity or chronic nature of the behavior; the suspension from school will not exceed nine (9) days.	These interventions involve the long-term removal of a student from the school environment because of the severity of the behavior. These interventions focus on protecting the safety of the school community and ending destructive/dangerous behavior.
Level 1	<ul style="list-style-type: none"> *Attendance *Cheating *Defiance and disrespect *Disruptive Behavior without endangering safety *Dress Standard *Gambling *Internet Use *Profane or Obscene Language or Conduct 		<p>Consequences:</p> <ul style="list-style-type: none"> *Verbal warning *Time out-In class/in another class *Note Home *Phone call to parent *Loss of privileges *Teacher request conference *Seat change *Behavior chart/plan <p>*Consequences subject to change at administrator's discretion.</p> <p>Repeated offenses will be referred to level two disciplinary action.</p>
Level 2	<ul style="list-style-type: none"> *Attendance *Bullying (Teasing) *Bus-Related Offenses *Cheating *Gambling *Internet Use *Profane or Obscene Language or Conduct *Theft *Stalking *Threat/Intimidation *Trespassing 		<p>Consequences:</p> <ul style="list-style-type: none"> *Phone call/letter to parent *Teacher and/or administrator conference with student and/or parent *Referral to support staff (counselor, therapeutic support, referral to student support if needed, etc.) *Behavior chart *Loss of privileges

<p>Level 3</p>	<ul style="list-style-type: none"> *Assault with injury *Alcohol/drugs *Bullying (Threat) *Bus-Related Offenses *Disruptive Behavior (Physical) *Disruptive Behavior with endangering safety *Extortion *Fighting *Hazing *Internet Use *Theft *Damage to property *Inappropriate Touching *Threat/Intimidation *Trespassing 	<p>Consequences:</p> <ul style="list-style-type: none"> *Short term out of school suspension *Functional Behavior Assessment (FBA); Behavior Intervention Plan (BIP) *Revision of IEP (students with disabilities) *Loss of privileges
<p>Level 4</p>	<ul style="list-style-type: none"> *Assault on personnel *Assault with weapon *Alcohol/drugs *Bomb Threat *Bullying (Physical) *Bus-Related Offenses *Extortion *Fighting *Gang-Related Activity *Hazing *Sexual Harassment *Threat/Intimidation *Trespassing *Weapons 	<ul style="list-style-type: none"> *Out of school suspension minimum of 10 days/Referral to disciplinary committee *Expulsion *Placement in an alternative educational setting *Report to law enforcement

***Consequences subject to change at administrator’s discretion. Repeated offenses will be referred to next level disciplinary action.**

STUDENT REMOVAL FROM CLASS

Teachers shall have the initial authority to remove a student from a class for disruptive behavior that interrupts or obstructs the learning environment, using the following criteria:

1. The removal of the student is necessary to restore a learning environment free from interruptions or obstructions caused by the student’s behavior.
2. The removal of the student occurs only after teacher or administrative interventions have failed to end the disruptive behavior. However, nothing shall preclude the immediate removal of a student for behavior that might warrant suspension from school.
3. The removal of a student is an appropriate response to student behavior that is a violation of the rules of conduct.
4. Written notice of the student’s behavior and removal from class is given to the parent by the teacher.

SHORT-TERM SUSPENSIONS

A student may be suspended out-of-school for violations of the Code of Conduct. For out-of-school suspensions of 10 days or less, the school administrator shall inform the student of the specific violation and provide the student with opportunities to respond to the charges. The student may present the student's version of what occurred. When the school suspends a student, the school shall 1) notify the student of the right to appeal; 2) make a reasonable effort to notify the student's parent of the suspension, inform the parent that a copy of the rules governing suspensions and the procedures for appeal are being sent home with the student, and make arrangements for the student's return home; and 3) send written notification to the parent informing the parent of the suspension, of its reason, the length of the suspension, the right to appeal, the student's right to return to school, and any conditions for that return.

LONG-TERM SUSPENSIONS

A student may be suspended for more than 10 days following a hearing before the superintendent or the superintendent's designee. For certain offenses, a student may be suspended for the remainder of the semester or the school year. The superintendent may confirm or disapprove the suspension of a student. The student and/or his parent/guardian may appeal the discipline decision of the superintendent to a three-member board committee. If the decision of the three-member committee to uphold the suspension is unanimous, there is no further right of appeal. If, however, the decision of the committee is not unanimous, the student and parent/guardian may appeal the decision to the full board. When a student is placed on long-term suspension, written notice of the suspension shall be sent in accordance with State Code §22.1-277.05

EXPULSIONS

A student may be expelled only by action of the School Board or a disciplinary committee of the School Board based on the recommendation of the principal and the superintendent.

In the case of a recommendation for expulsion by the principal, the Superintendent or her designee shall conduct a review of the recommendation. The review shall take into account the following factors:

1. The nature and seriousness of the violation
2. The degree of danger to the school and community
3. The student's disciplinary history, including the seriousness and number of previous infractions
4. The appropriateness and availability of an alternative education placement or program
5. The student's age and grade level
6. The results of any mental health, substance abuse, or special education assessments
7. The student's attendance and academic records
8. Such other matters as deemed to be appropriate.

If the decision of the three-member committee to uphold the expulsion is unanimous, there is no right of appeal. If, however, the decision of the committee is not unanimous, the student and parent/guardian may appeal the decision to the full board.

When a student is expelled, written notice of the expulsion shall be sent in accordance with State Code §22.1-277.06. The superintendent or her designee shall establish a schedule by which pupils who have been expelled may apply and reapply for readmission to school.

Student discipline; long-term suspension. Reduces the maximum length of a long-term suspension from 364 calendar days to 45 school days. The bill permits a long-term suspension to extend beyond a 45-school-day period, not to exceed 364 calendar days, if (i) the offense involves weapons, drugs, or serious bodily injury or (ii) the School Board or division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education. The bill requires the Department of Education's definition of aggravating circumstances to include consideration of a student's disciplinary history.

EXPULSIONS FOR WEAPONS-RELATED OFFENSES

Any student determined to be in possession of or to have brought any prohibited weapon onto school property or to a school-sponsored activity shall be expelled for a period of not less than one year (365 days). However, the School Board may determine, based on the facts of a particular case that special circumstances exist, and another disciplinary action or term of expulsion is appropriate. The division superintendent may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate and recommend that action to the School Board for final determination.

EXPULSIONS FOR DRUG-RELATED OFFENSES

Any student determined to have distributed or manufactured a controlled substance including anabolic steroids or prescription drugs, an imitation controlled drug, or other prohibited substance on school property or at a school-sponsored activity shall be expelled for a period of no less than one year. However, the School Board may determine, based on the facts of a particular case, that special circumstances exist, and another disciplinary action or term of expulsion is appropriate. The division superintendent may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate and recommend that action to the school board for final determination.

SUSPENSIONS OR EXPULSIONS OF STUDENTS WITH DISABILITIES

See Appendix A.

ADMISSION OF STUDENTS SUSPENDED OR EXPELLED FROM ANOTHER SCHOOL DIVISION OR A PRIVATE SCHOOL

A student who has been expelled or suspended for more than 30 days from attendance at school by a School Board or a private school, or for whom admission has been withdrawn by a private school, may be excluded from attendance for no more than one calendar year in the case of expulsion or withdrawal of admission, and in the case of suspension of more than 30 days, for no longer than the duration of such suspension. The school shall provide written notice to the student and his or her parent of the reasons for such possible exclusion and of the right to a hearing conducted by the division superintendent. The student may not attend school until a review of the case is conducted by the division superintendent. Exclusion shall be imposed upon a finding that the student presents a danger to the other students or staff members of the school division. The decision to exclude the student shall be final unless altered by the School Board after timely written petition. Upon the expiration of the exclusion, the student may petition the division superintendent for admission.

REVIEW AND REVISION OF STUDENT CONDUCT POLICY GUIDELINES

An annual evaluation of the Standards of Student Conduct will be conducted within a month of the close of school. Revision, if necessary, will be completed prior to the opening of the next school year.

DISTRIBUTION OF STUDENT CONDUCT POLICY GUIDELINES

A copy of the Standards of Student Conduct will be issued to all students within one month of the opening of school. All transfer students will be issued a copy of the Standards as a part of the registration process. Principals will stress to all students that compliance with the Standards is mandatory. The “Acknowledgment of Parent Responsibility” form must be signed by the parent or guardian and returned to the school.

Each year, during the first week of school, all students will be provided a period of instruction on the contents of the Standards of Student Conduct. This instruction will be followed by an assessment appropriate to the student’s grade level.

STANDARDS OF STUDENT CONDUCT

Standards of student conduct apply to all students under the jurisdiction of a School Board. Disciplinary action will be determined based on the facts of each incident in the reasonable discretion of the School Board and other appropriate school officials.

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

- in school or on school property
- on a school vehicle
- while participating in or attending any school sponsored activity or trip
- on the way to and from school (including bus stop) and
- off-school property, when the acts lead to (1) an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1. of the *Code of Virginia* (unlawful purchase, possession or use of a weapon, homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana, arson, and related crimes, and burglary and related offenses), criminal street gang activity or recruitment for such activity, or (2) a charge that would be a felony if committed by an adult.

RANGE OF CORRECTIVE DISCIPLINARY ACTIONS

The options and alternatives for corrective disciplinary action may range from admonition to mandatory expulsion and may include but not be limited to the following:

- Admonition and counseling
- Parent/pupil conference
- Modification of student classroom assignment or schedule
- Student behavior contract
- Referral to student support services

- After-school or in-school detention
- Suspension of student privileges for a specified period
- Removal from class
- Initiation of child study process
- Referral to in-school intervention, mediation, or community service programs
- Short-term suspension
- Long-term suspension
- Recommendation for expulsion
- Mandatory expulsion

DIFFERENTIATION OF SANCTIONS BY GRADE LEVEL

Options for corrective disciplinary action for misconduct may be differentiated by grade level.

OTHER DISCIPLINARY CONSEQUENCES

The School Board allows a student who has been suspended to complete academic assignments during the period of suspension in accordance with conditions established by the School Board. School Board policy may provide for ongoing consequences after a student returns to school following suspension or expulsion including, but not limited to, probationary status requiring satisfactory performance and conduct, limitations of privileges, community service, or restitution.

REPORTING OF CERTAIN OFFENSES

§ 22.1-279.3:1.D. of the *Code of Virginia* requires that principals 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. A principal may report to the local law-enforcement agency any incident described in clause (i) of subsection A. When there is injury, or the battery is against school personnel, reporting is mandatory.

§ 22.1-279.3:1.A. of the *Code of Virginia* lists offenses as follows:

- 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 which that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described § 18.2-60.3, in on a school bus, on school property, or at a school sponsored activity;
- iii. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school sponsored activity, including the theft or attempted theft of student prescription medications;
- iv. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
- v. The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property;

- vi. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
- vii. Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses; or
- viii. The arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge, therefore.

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)]. Section 22.1-279.3:1.D. requires 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*, 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)).

APPENDIX C: CONSIDERATIONS FOR 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 -- Change in Placement

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

1. the removal is for more than 10 consecutive school days at a time; or
2. there is a series of removals 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, and
 - (c) the total time the student is removed.

If the disciplinary action will result in a change of placement for a student with a disability, then that student's parents must be sent notice that same day of the recommendation for discipline and be provided with a copy of the procedural safeguards. The procedures outlined in Section IV must also be followed.

II. Short-Term Suspension

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 up to 10 school days cumulative in a school year to the extent that such removal would be applied to students without disabilities and for additional short-term suspensions provided no pattern exists.

III. Functional Behavior Assessments (FBAs) and Behavior Intervention Plans (BIPs)

If the school administration, the parent, and the relevant Individualized Education Program (IEP) 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 a 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 agree to a change in placement when reviewing or modifying the BIP. Without this agreement, the student must return to the placement from which the student was removed.

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) progress toward meeting the goals set out in the student's IEP.

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

V. Manifestation Determination

When a disciplinary action is proposed that will result in a change of placement, a manifestation determination review 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, 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 had 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.

If a manifestation is found, the student cannot be disciplined beyond any permissible short-term removal that may be available. A parent may request an expedited due process hearing if the parent disagrees with the determination that the behavior was not a manifestation of the student's disability or if the parent disagrees with any decision regarding the placement of the student while disciplined. The student will remain in the interim alternative education setting pending the decision of the hearing officer or the expiration of a forty-five school day removal.

VI. Disciplinary Action for Behavior that is Determined Not to be a Manifestation

If the behavior is not a manifestation of the student's disability, the disciplinary procedures will be applied in the same manner as applied to non-disabled students. Following a removal that constitutes a change in placement, the student must continue to receive the educational services necessary to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. In addition, the special education and disciplinary records of the student must be made available to the person who makes the final decision regarding the discipline.

- VII. Disciplinary Action and/or Alternative Placement for Behavior That Is Determined To Be a Manifestation. A student with a disability whose behavior is determined to be a manifestation of his or her disability may not be disciplined except to the extent a removal is otherwise. The student may also be removed to a more restrictive placement by following change in placement procedures. The IEP team must conduct or review a FBA and/or BIP as provided in Section III.
- VIII. Interim Alternative Educational Settings for Weapons and Drugs and Infliction of Serious Bodily Injury

Students with disabilities 1) who carry or possess a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency; 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, JFCF or JGDB and may be placed in an interim alternative educational setting for up to forty-five school days. This option is available without regard to whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent a student without disabilities would be disciplined.

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, a FBA, behavioral intervention services and modifications designed to address the behavior so it does not recur.

IX. Change of Placement by Hearing Officer

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

X. Placement During Appeals

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

XI. Students Not Identified as Disabled

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

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

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

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

If a request for an evaluation is made during the period such student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the student is found eligible as a child with a disability, taking into consideration information from the evaluation conducted by the school division and information provided by the parents, then the student must be provided special education and related services, although in another setting, in compliance with the procedures for suspended and expelled students with disabilities. Pending the results of the evaluation, the student shall remain in the educational placement determined by the school authorities.

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

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

DISCIPLINE OF STUDENTS WITH DISABILITIES FOR INFLICTION OF SERIOUS BODILY INJURY

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 has inflicted 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. This option is available regardless of whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent that a student without disabilities would be disciplined.

APPENDIX D: SCHOOL TRANSPORT GUIDELINES

Southampton County Public Schools is committed to providing a safe bus transportation system. To that end, these rules and regulations are provided to you and your child to assist us in maintaining safe school buses. Please be reminded that riding the school bus is a **privilege**.

MEETING THE BUS

- If the student must cross the street to board the bus, cross only in front of the bus, NEVER BEHIND IT. The driver will flash the red signal light prior to the bus coming to a complete stop. Students should not cross until they have been directed to do so by the BUS DRIVER and they have checked to make sure all traffic has stopped. Students should be aware the driver must see them at all times when near the bus. WALK, NEVER RUN to the bus.
- Stand on the edge of your roadway away from traffic lanes and do not run on the property of neighbors. Respect their property rights.
- Always walk on the left when facing the bus stop.
- Be at the bus stop five minutes before the regular pick up time. The driver is not permitted to wait for late students.
- Never push or shove fellow students when loading the bus.
- Parents are requested to accompany their young children to and from the bus stop.

CONDUCT ON THE BUS

While on the bus, pupils must:

- Take seat without crowding or pushing and remain seated while the bus is in motion.
- Not extend arms, legs, or head out of the bus or windows.
- Not talk to driver while bus is in motion except in an emergency; must not tamper with doors or other bus or other bus equipment.
- Not fight scuffle or throw objects from the windows.
- Not place books in the aisles of the bus.
- Not engage in unnecessarily loud talking or laughter on the bus.
- Not use profane or indecent language.
- Not use tobacco of any kind of the bus.
- Obey driver promptly.
- Use the same bus regularly.

LEAVING THE BUS

- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner, allowing pupils in front seats off first.
- After leaving, move quickly away from the bus stop to a safe location.
- Leave bus at regular stop unless requested in writing by parent for a different stop and approved by the principal of the school.
- If pupil has to cross the highway, do so only in front of the bus and after the driver has signaled that is safe to cross.
- Throwing an object of any type at the school bus is not permitted.

OTHER CONSIDERATIONS

- Additional bus stop locations cannot be established without permission from transportation.
- All bus and school rules apply to the bus stop.
- Please note that bus riding is a privilege and may be revoked for any length of time or permanently if deemed appropriate.
- Parents and students will be required to sign a Bus Conduct Form, which will outline these rules. Failure to return this form could result in the student's bus riding privileges being revoked until the form is returned.
- Please be reminded that all school rules outlined in the Code of Conduct apply to the bus.

APPENDIX E: SCHOOL DIRECTORY

School Board Office		(757) 653-2692
Department of Athletics		
Department of Special Education	<i>Option #5</i>	(757) 653-2692
Department of Transportation	Option #3	(757) 653-2692
Office of Title I Services	Option #3	(757) 653-2692
Capron Elementary	Faculty and Staff Directory	(434) 658-4348
Meherrin Elementary	Faculty and Staff Directory	(757) 654-6461
Nottoway Elementary	Faculty and Staff Directory	(757) 859-6539
Riverdale Elementary	Faculty and Staff Directory	(757) 562-3007
Southampton Middle	Faculty and Staff Directory	(757) 653-9250
Southampton High	Faculty and Staff Directory	(757) 653-2751
Fresh Start Center		(757) 562-2903
Technical and Career Center		(757) 653-9170
Student Activities	<i>Contact respective school</i>	(757) 653-2692



Student Handbook Agreement Form

*We, the student and parent/guardian, verify by signing on the appropriate spaces below that we have read, understand, and agree to follow and to be held accountable to the rules, policies, procedures, and other information provided in the **Southampton County Elementary School Student Handbook for the 2021-2022 school year.***

(Student Printed Name)

(Student Signature) (Date)

(Parent/Guardian Signature) (Date)

**SOUTHAMPTON COUNTY PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE,
COLOR, SEX, AGE, RELIGION, DISABILITY, NATIONAL ORIGIN, OR MARITAL STATUS IN
EMPLOYMENT OR ANY OF ITS PROGRAMS OR ACTIVITIES.**

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