

# Southampton High School

23350 Southampton Parkway  
Courtland, Virginia

Arona L. Bell, Principal  
Derrick Johnson, Assistant Principal  
Chad Brock, Assistant Principal



## 2021-2022 Student Handbook



## **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.

### **Southampton High School Goal**

Southampton High School is committed to creating a safe and respectful environment where students grow and learn by developing intellect, character, wellness, and a desire for lifelong learning.

## **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

# **SOUTHAMPTON COUNTY SCHOOL BOARD**

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

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

**Gregory Scott  
AT-LARGE**

**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**

## 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 <sup>1/1</sup>	8 <sup>2/2</sup>	9 <sup>3/3</sup>	10 <sup>4/4</sup>	11
12	13 <sup>5/5</sup>	14 <sup>6/6</sup>	15 <sup>7/7</sup>	16 <sup>8/8</sup>	17 <sup>9/9</sup>	18
19	20 <sup>10/10</sup>	21 <sup>11/11</sup>	22 <sup>12/12</sup>	23 <sup>13/13</sup>	24 <sup>14/14</sup>	25
26	27 <sup>15/15</sup>	28 <sup>16/16</sup>	29 <sup>17/17</sup>	30 <sup>18/18</sup>		

Teaching Days 18/Cumulative Days 18

OCTOBER 2021						
S	M	T	W	TH	F	S
					1 <sup>1/19</sup>	2
3	4 <sup>2/20</sup>	5 <sup>3/21</sup>	6 <sup>4/22</sup>	7 <sup>5/23</sup>	8 <sup>6/24</sup>	9
10	11 <sup>7/25</sup>	12 <sup>8/26</sup>	13 <sup>9/27</sup>	14 <sup>10/28</sup>	15 <sup>11/29</sup>	16
17	18 <sup>12/30</sup>	19 <sup>13/31</sup>	20 <sup>14/32</sup>	21 <sup>15/33</sup>	22 <sup>16/34</sup>	23
24	25 <sup>17/35</sup>	26 <sup>18/36</sup>	27 <sup>19/37</sup>	28 <sup>20/38</sup>	29 <sup>21/39</sup>	30

Teaching Days 21/Cumulative Days 39

NOVEMBER 2021						
S	M	T	W	TH	F	S
OCT 31	1 <sup>1/40</sup>	2 <sup>2/41</sup>	3 <sup>3/42</sup>	4 <sup>4/43</sup>	5 <sup>5/44</sup>	6 <sup>6/45</sup>
7	8 <sup>7/46</sup>	9 <sup>8/47</sup>	10 <sup>9/48</sup>	11 <sup>10/49</sup>	12 <sup>11/50</sup>	13 <sup>12/51</sup>
14	15 <sup>13/52</sup>	16 <sup>14/53</sup>	17 <sup>15/54</sup>	18 <sup>16/55</sup>	19 <sup>17/56</sup>	20 <sup>18/57</sup>
21	22 <sup>19/58</sup>	23 <sup>20/59</sup>	24 <sup>21/60</sup>	25 <sup>22/61</sup>	26 <sup>23/62</sup>	27 <sup>24/63</sup>
28	29	30				

Teaching Days 19/Cumulative Days 58

DECEMBER 2021						
S	M	T	W	TH	F	S
			1 <sup>1/59</sup>	2 <sup>2/60</sup>	3 <sup>3/61</sup>	4 <sup>4/62</sup>
5	6 <sup>5/63</sup>	7 <sup>6/64</sup>	8 <sup>7/65</sup>	9 <sup>8/66</sup>	10 <sup>9/67</sup>	11 <sup>10/68</sup>
12	13 <sup>11/69</sup>	14 <sup>12/70</sup>	15 <sup>13/71</sup>	16 <sup>14/72</sup>	17 <sup>15/73</sup>	18 <sup>16/74</sup>
19	20 <sup>17/75</sup>	21 <sup>18/76</sup>	22 <sup>19/77</sup>	23 <sup>20/78</sup>	24 <sup>21/79</sup>	25 <sup>22/80</sup>
26	27 <sup>23/81</sup>	28 <sup>24/82</sup>	29 <sup>25/83</sup>	30 <sup>26/84</sup>	31 <sup>27/85</sup>	

Teaching Days 13/Cumulative Days 71

JANUARY 2022						
S	M	T	W	TH	F	S
						1
2	3 <sup>1/72</sup>	4 <sup>2/73</sup>	5 <sup>3/74</sup>	6 <sup>4/75</sup>	7 <sup>5/76</sup>	8 <sup>6/77</sup>
9	10 <sup>7/78</sup>	11 <sup>8/79</sup>	12 <sup>9/80</sup>	13 <sup>10/81</sup>	14 <sup>11/82</sup>	15 <sup>12/83</sup>
16	17 <sup>13/84</sup>	18 <sup>14/85</sup>	19 <sup>15/86</sup>	20 <sup>16/87</sup>	21 <sup>17/88</sup>	22 <sup>18/89</sup>
23	24 <sup>19/90</sup>	25 <sup>20/91</sup>	26 <sup>21/92</sup>	27 <sup>22/93</sup>	28 <sup>23/94</sup>	29 <sup>24/95</sup>
30	31					

Teaching Days 19/Cumulative Days 90

FEBRUARY 2022						
S	M	T	W	TH	F	S
		1 <sup>1/91</sup>	2 <sup>2/92</sup>	3 <sup>3/93</sup>	4 <sup>4/94</sup>	5 <sup>5/95</sup>
6	7 <sup>6/96</sup>	8 <sup>7/97</sup>	9 <sup>8/98</sup>	10 <sup>9/99</sup>	11 <sup>10/100</sup>	12 <sup>11/101</sup>
13	14 <sup>12/102</sup>	15 <sup>13/103</sup>	16 <sup>14/104</sup>	17 <sup>15/105</sup>	18 <sup>16/106</sup>	19 <sup>17/107</sup>
20	21 <sup>18/108</sup>	22 <sup>19/109</sup>	23 <sup>20/110</sup>	24 <sup>21/111</sup>	25 <sup>22/112</sup>	26 <sup>23/113</sup>
27	28					

Teaching Days 19/Cumulative Days 109

MARCH 2022						
S	M	T	W	TH	F	S
		1 <sup>1/110</sup>	2 <sup>2/111</sup>	3 <sup>3/112</sup>	4 <sup>4/113</sup>	5 <sup>5/114</sup>
6	7 <sup>6/115</sup>	8 <sup>7/116</sup>	9 <sup>8/117</sup>	10 <sup>9/118</sup>	11 <sup>10/119</sup>	12 <sup>11/120</sup>
13	14 <sup>12/121</sup>	15 <sup>13/122</sup>	16 <sup>14/123</sup>	17 <sup>15/124</sup>	18 <sup>16/125</sup>	19 <sup>17/126</sup>
20	21 <sup>18/127</sup>	22 <sup>19/128</sup>	23 <sup>20/129</sup>	24 <sup>21/130</sup>	25 <sup>22/131</sup>	26 <sup>23/132</sup>
27	28	29	30	31		

Teaching Days 23/Cumulative Days 132

APRIL 2022						
S	M	T	W	TH	F	S
					1 <sup>1/133</sup>	2 <sup>2/134</sup>
3	4 <sup>3/135</sup>	5 <sup>4/136</sup>	6 <sup>5/137</sup>	7 <sup>6/138</sup>	8 <sup>7/139</sup>	9 <sup>8/140</sup>
10	11 <sup>9/141</sup>	12 <sup>10/142</sup>	13 <sup>11/143</sup>	14 <sup>12/144</sup>	15 <sup>13/145</sup>	16 <sup>14/146</sup>
17	18 <sup>15/147</sup>	19 <sup>16/148</sup>	20 <sup>17/149</sup>	21 <sup>18/150</sup>	22 <sup>19/151</sup>	23 <sup>20/152</sup>
24	25 <sup>21/153</sup>	26 <sup>22/154</sup>	27 <sup>23/155</sup>	28 <sup>24/156</sup>	29 <sup>25/157</sup>	30 <sup>26/158</sup>

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 <sup>1/170</sup>	2 <sup>2/171</sup>	3 <sup>3/172</sup>	4 <sup>4/173</sup>
5	6 <sup>5/174</sup>	7 <sup>6/175</sup>	8 <sup>7/176</sup>	9 <sup>8/177</sup>	10 <sup>9/178</sup>	11 <sup>10/179</sup>
12	13 <sup>11/180</sup>	14 <sup>12/181</sup>	15 <sup>13/182</sup>	16 <sup>14/183</sup>	17 <sup>15/184</sup>	18 <sup>16/185</sup>
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** (*schools closed for students*)

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.

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## 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

Darrin 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

Aronda Bell, Principal  
Derrick Johnson, Assistant Principal  
Chad Brock, 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. Michelle 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

## SCHOOL POLICIES AND PROCEDURES

The following policies relative to the general conduct of the school day will be observed by students. Not every situation affecting student conduct is indicated. It is expected that each student will accept the responsibility for mature behavior.

### Absences

Any student who misses a one-unit block class nine or more times or ten percent of the days enrolled will receive no credit for that class. Students taking half unit classes meeting for nine weeks will receive no credit on the fifth day of absence. Students enrolled in full year classes will receive no credit upon missing eighteen (18) or more days of class.

Certain absences would not count against the allowed number:

- Absences from class as a result of a late bus or school-initiated activity such as athletic trips, class field trips, conducting of school business, or other including college visitation activities or similar.
- Absences for which a note signed by a treating physician or medical person. However, medically excused absences that extends beyond two (2) additional days as allowed by the attendance policy will not receive semester credit, unless the student participates in an approved program to make-up time lost, as per the attendance policy.
- Court appearances for which the student is not charged with an offense.
- Absences due to the funeral of an immediate family member including mother, father, grandparent, or sibling. **Such absences will not count against the student either for credit or exemption.**

Additional circumstances may be reviewed by the administration. Requests for such approvals should be presented in advance whenever possible. Approval of additional absences will be granted only in extreme circumstances.

An unexcused designation would be issued for the following:

- Any absence for the conducting of business which could be done during non-school hours.
- Students leaving school without permission from an administrator.
- Any combination of *tardies* and/or early dismissals, except school or doctor approved, which equal three per class during any nine-week period will constitute one absence.

Absence from a class that does not meet cannot be charged to a student. In addition, an absence from class due to being with the school nurse will be *excused* if the student was given a pass from a teacher to go to the nurse and if the nurse writes a pass verifying time of visit. A visit to the school nurse can only be considered as an *approved* absence if the nurse *required* the student to be absent from class due to a school health issue or a medical doctor provided documentation of illness.

A student with excessive absences from a class will be counseled by the administration. A letter to the student's parent/guardian will be sent regarding the number of absences.

In the event a student misses a class beyond the allowed limit, the student will continue in the class until the end of the year. Any grade earned will be recorded on the permanent record. If the grade is a passing grade, no unit of credit will be awarded. If the class in question is a required subject, the student must repeat the class for credit or attend Summer Credit Retrieval classes to regain lost credits.

When it is necessary for a student to be absent, the following sequence must be observed:

- The day following the absence the student must bring a written note and present it to the attendance officer upon arrival and receive a class admission slip.
- The student is to present the admission slip to the teacher upon entry to class.
- The student is to leave the admission slip with the last block teacher after all teachers of missed classes have signed the slip.

If the student does not have a valid excuse, an unexcused permit will be issued. Notes stating the reason for absence simply as “business” will be unexcused.

A valid excuse must be received from the student within two (2) days of the absence.

- Students will not be allowed to make up class work assigned during their absence without a valid admission slip from the office.
- It is the student’s responsibility to request and complete all assignments missed due to an absence.

It is permissible for a student to write notes requesting an excused absence or tardiness. However, in all instances, the signatures affixed to an excuse must be that of the parent/guardian. Students forging the signature on any school form will result in disciplinary actions based on levels of interventions.

Students who are absent all day for any reason other than school, physician, or court approved reasons **may not** participate in any extra-curricular activities of the school on the same day of student absence. To do so will result in the student’s request for re-admittance being marked unexcused.

Parental requests for students to help at home will be honored to a limit of three (3) during any term. Such absences will be marked “voluntary make-up”. The student assumes full responsibility for making up all class work within the allowed time. Days missed will count against the allowed number of absences.

Parents/guardians of students absent after two (2) days may call the guidance office to request missed assignments. The parent or guardian must pick up assignments or must provide written authorization for assignments to be given to someone else.

**Excessive absences may lead to academic failure and the inability to be promoted.**

### Truancy Procedures

NUMBER OF ABSENCES:	ACTION:
<p>AT EACH ABSENCE: Absences are cumulative throughout the year.</p>	<ul style="list-style-type: none"> <li>• The Instant Alert system will contact parents when their child is marked absent at school.</li> <li>• The alert system will notify parents regardless of notifying the school advance.</li> </ul>
<p><b>5<sup>th</sup></b></p>	<ul style="list-style-type: none"> <li>• The 1<sup>st</sup> letter will be sent home after the 5<sup>th</sup> unexcused absence.</li> <li>• Keep copies of all correspondence/contacts if 5 unexcused days are missed in the same nine weeks.</li> </ul>

<b>6<sup>th</sup></b>	<ul style="list-style-type: none"> <li>• Parents will be called directly, and a 2<sup>nd</sup> letter will be sent.</li> <li>• A meeting will be scheduled with the principal/designee to create a Truancy Prevention Plan (TPP).</li> </ul>
<b>9<sup>th</sup></b>	<ul style="list-style-type: none"> <li>• An additional phone call will be made to the parents.</li> <li>• A 3<sup>rd</sup> letter will be sent home.</li> <li>• 2<sup>nd</sup> conference will be scheduled. (Violation of TPP: Warning of Children in Need of Services).</li> </ul>
<b>12<sup>th</sup></b>	<ul style="list-style-type: none"> <li>• A direct phone call to the parents.</li> <li>• A 4<sup>th</sup> letter will be sent home and a referral to the <i>Attendance Review Committee</i> (ARC).</li> </ul>

## **ALCOHOL AND DRUGS**

### **ON SCHOOL PROPERTY:**

The illegal use, possession of, or sale of alcohol, narcotics, hallucinogens, depressants, stimulants, or marijuana on school board property can result in suspension or expulsion.

### **OFF SCHOOL PROPERTY:**

The use of alcohol, narcotics, hallucinogens, depressant, stimulants, or marijuana off school property which affects a student's ability to perform his or her work, or which adversely affects the school division or its employees, can result in discipline, including possible suspension or expulsion.

## **APPEALS**

All questions concerning absences must be resolved prior to the start of the exam period. Once a new quarter begins, no adjustments of absences for the previous quarter will be made. There are no appeals to the principal or a school committee. Once the limits of the attendance policy have been exceeded students will be expected to take the exam in question. Absences not approved which put the student over the allowed limit will result in the loss of credit.

## **ATHLETICS**

While on team trips all players representing SHS are expected to follow rules of good sportsmanship and to conduct themselves as ladies and gentlemen.

All attire worn for athletic or extra-curricular activities must meet school dress code policies at all times. Deviation from dress code must be only with the coach or sponsor's permission.

Drinking of alcoholic beverages or the use of illegal drugs will not be tolerated under any condition.

Use of tobacco products will not be tolerated under any condition.

Swearing will not be tolerated.

No unexcused absence will be allowed for practice or games. Athletes are responsible for obtaining permission of absence from the coach concerned.

All injuries must be reported to the coach. The school provides insurance to cover any student involved in athletics; however, it does not cover 100% of cost.

Regulations governing athletics as expressed by the Virginia High School League shall be

followed in both letter and intent. In every instance the basic purpose of athletics at the high school level should be understood by both coach, and participant. Scholarship, sportsmanship, and cooperativeness must be major ingredients in the composition of each individual and team.

## **ATHLETIC ELIGIBILITY**

In order for a student to be eligible for participation in any sport sponsored by the Virginia High School League they must meet the requirements of Southampton High School and the Virginia High School League.

### **Southampton High School Requirements:**

- The student shall be capable of meeting the minimum academic requirements of the courses necessary for promotion to the next highest grade at all times during the academic year.
- The student shall be considered a representative of this school while enrolled and participating. It would be expected that each participant conduct himself in such a way as to reflect the best standards of sportsmanship and fair play.
- Each student who participates in any sport must carry proper insurance.

### **Virginia High School League (VHSL) requirements for participation indicates that in order to be eligible to represent your school in inter-school contest a student is required as follows:**

- Must be a bona fide, regularly enrolled student in good standing, carrying not less than four (4) classes.
- Must have earned at least three (3) credits the semester preceding eligibility.
- Must have been promoted to the ninth grade. First time eighth grade students are eligible for junior varsity.
- Must be enrolled not later than the tenth day of the current semester.
- Must not have reached nineteenth birthday on or before the first day of August of the school year student wish to compete.
- The student shall not have enrolled in one high school and subsequently transfer to another without a corresponding change in the residence of their parent(s)/guardian.

The purpose is to prevent students from arbitrarily changing schools and to prevent schools from preselecting students. If no exception is met, student is eligible after attending the high school for one full calendar year, 365 days.

Exceptions:(1) Sitting out one full calendar year, 365 days. (2) First time transfer from a non-member school back to the school of the attendance area of parents. (3) First time entry in eight or ninth grade. (4) For one year only, foreign exchange students enrolled in a CSIET- approved foreign exchange program. Once a student is no longer enrolled in a CSIET-approved program, all requirements of the transfer rule must be met. (5) School Board or superintendent approved transfer between schools in the same school division. Such waiver must state whether or not the VHSL Transfer Rule is waived. (6) Court ordered custody change must be approved by VHSL for transfer rule purposes. NOTE: Principal's letter also required.

(7) District committee must approve a first-time transfer from one parent to the other without a corresponding move. (8) The eligibility of students transferring to a Governor's School or magnet school shall be determined by the policies approved by the respective Governor's School or magnet school. Students transferring back to the home school of the student shall be approved by the home school division superintendent.

- Must not have graduated from or completed the requirements for graduation from high

school.

- Must not have attended classes at any institution of higher education except as a student making normal progress toward high school graduation.
- Must not have participated in college athletics.
- Must not, after entering the ninth grade for the first time, have been enrolled or been eligible for enrollment in high school more than eight consecutive semesters, not have represented a high school varsity sport more than four (4) years.
- Must be an amateur as defined by the NCAA: "...one who engages in sports for the physical, mental, and social benefits he derives there from, and to whom the sport is nothing more than avocation".
- Must have submitted an Athletic Participation, Parent Consent, Physician's certificate form to your principal prior to becoming a member of any school athletic squad, completely filled in and properly signed, attesting that you have been examined and found to be physically fit for athletic competition and that student's parents have approved your participation.
- Must not have been asked or reasonably encouraged by an individual or group of individuals to transfer to present school for athletic purposes.
- Must not have received in recognition of student ability as a high school athlete, any award not presented or approved by your school or league.
- Must not have been a member of an organized meet or tournament in a sport during the school year after having represented the school in the same sport.
- Must not have participated in an all-star contest between squads of individual contestants selected from more than one high school.

Eligibility to participate in interscholastic athletics is a privilege earned by meeting not only the above listed minimum standards but also any other standards set by our league, district, or school. If students have some questions regarding their eligibility, they should check with their principal or athletic director who is aware of the various interpretations and expectations provided under League guides.

## CONCUSSIONS IN STUDENT-ATHLETES

In accordance with 22.1-27.5 of the Code of Virginia and guidelines adopted by the Virginia Board of Education, Southampton County Schools has developed policies and procedures regarding the identification and handling of suspected concussions in student-athletes.

### **Policy**

Southampton County Schools will ensure that student-athletes who sustain concussions are properly diagnosed, given adequate time to heal, and are comprehensively supported until they are symptom free.

### **A. Definitions(s)**

A **concussion** is a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual. A concussion can be

difficult to diagnose and failing to recognize the signs and symptoms in a timely fashion can have dire consequences.

Most athletes who experience a concussion can recover completely as long as they do not return to play prematurely. The effects of repeated concussions can be cumulative, and after a concussion, there is a period in which the brain is particularly vulnerable to further injury. If an athlete sustains a second concussion during this period, the risk of permanent brain injury increases significantly and the consequences of a seemingly mild second concussion can be very severe, and even result in death (i.e., “second impact syndrome”).

**Appropriate licensed health care provider** means a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

**Return to play** means participate in a non-medically supervised practice or athletic competition.

## **B. Procedures**

In order to participate in any extracurricular athletic activity, each student-athlete and the student-athlete's parent or guardian shall review, on an annual basis (every 12 months), information on concussions provided by the school division. After having reviewed materials describing the short and long-term health effects of concussions, each student-athlete and the student-athlete's parent or guardian shall sign a statement acknowledging receipt, review, and understanding of such information.

On an annual basis each student-athlete will submit a sports physical as required by the Virginia High School League and will participate in the Impact Concussion Management Neurocognitive Testing Program prior to participation in any varsity or junior varsity sports activity. In the event of a possible concussion, the student-athlete will retake the Impact Neurocognitive Test and data will be shared with a medical professional.

A student-athlete suspected by that student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice or game shall be removed from the activity at that time. A student-athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury shall not return to play that same day nor until evaluated by an appropriate licensed health care provider as determined by the Board of Education and in receipt of written clearance to return to play from such licensed health care provider. The licensed health care provider evaluating student-athletes suspected of having a concussion or brain injury may be a volunteer.

Appropriate licensed health care providers or properly trained individuals evaluating student-athletes at the time of injury will utilize a standardized concussion sideline assessment instrument (e.g., SCAT II, SAC and BESS). Sideline Concussion Assessment Tool (SCAT-II), the Standardized Assessment of Concussion (SAC) and the Balance Error Scoring System (BESS) are examples of sideline concussion assessment tools that test cognitive function and postural stability.

Parents or guardians of a student-athlete suspected of a concussion will be informed of the possible concussion and will be given additional information on concussions and the need for appropriate medical care.

The school will maintain a system of tracking and identification of student concussions. This data will be compiled and maintained by the School Nurse with information on concussions and medical clearance noted on individual student physical forms for easy reference by coaches.



A concussion policy team that includes, at a minimum, a school administrator, athletic administrator, appropriate licensed health care provider, coach, parent, and student shall refine and review local concussion management policies on an annual basis.

### **C. Signs and Symptoms of Symptoms of Concussions**

- Coaches will be trained to watch for the following signs of possible concussions:
- Appears dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Students will be taught concussions symptoms that should be immediately reported:
- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

### **D. Protocol for return to play**

1. No member of a school athletic team shall participate in any athletic event or practice the same day they are injured and:

- a) exhibits signs, symptoms or behaviors attributable to a concussion; or
- b) has been diagnosed with a concussion.

2 No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experience a concussion unless all of the following conditions have been met:

- the student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion.
- the student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
- the student receives a written medical release from a licensed health care provider.

After medical release is given, the athlete will participate in practice and remain symptom free prior to gradual return to full sports participation.

### **E. Helmet replacement and reconditions policies and procedures**

1. Helmets must meet National Operating Committee on Standards for Athletic Equipment (NOCSAE) certified by the manufacturer at the time of purchase.

2. Reconditioned helmets must be NOCSAE recertified by the *Reconditioner*.

#### **F. Training required for personnel and volunteers**

All school staff, coaches, athletic trainers, team physicians, and volunteers will receive current training annually on:

- How to recognize the signs and symptoms of a concussion,
  - Strategies to reduce the risk of concussions,
  - How to seek proper medical treatment for a person suspected of having a concussion; and
  - When the athlete may safely return to the event or training.
2. The concussion policy management team shall ensure training is current and consistent with best practice protocols.
3. School divisions shall maintain a tracking system to document compliance with annual training requirement.
4. Annual training on concussion management shall use a reputable program.

#### **Community Involvement**

Southampton County Schools will make every effort to provide materials and training opportunities related to concussion management to organizations sponsoring athletic activity for student-athletes on school property. Southampton County Schools are not required to enforce compliance with such policies.

### **ATHLETIC TRAVEL POLICY**

In every instance possible, teams are transported on school buses. All team members are expected to ride to and from games on the team buses. No athlete may return from any away event with anyone other than his/her parent or legal guardian unless prior administrative approval is granted.

#### **Administrative Approval Procedures for Athletic Travel Arrangements**

The following procedures will be used for students returning from an away athletic event with an adult other than the student's parent or legal guardian:

- Permission forms may be picked up from the office and the signed form returned to the office two (2) days prior to the event.
- Upon verification with the parent or legal guardian, the office will issue a Sports Travel Pass.
- On the morning of the event, the student will pick up the Sports Travel Pass from the office and take it with them to the game.
- At the conclusion of the game, the athlete and the adult identified on the Sports Travel Pass will present the pass to the coach in order to secure the coach's permission to leave.
- The signed Sports Travel Pass will be left with the coach.

## **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.

No frayed or otherwise damaged charging cables are to be used 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.

### **CHECK CASHING POLICY**

Checks on personal accounts paid to the order of Southampton High School will be accepted as legal tender. However, for checks returned for insufficient funds a charge of **ten dollars (\$10.00)** will be attached. The school reserves the right to be selective in the acceptance of checks for student obligations.

### **CHEERLEADERS**

Cheerleaders for the appropriate activities will be selected annually. The number selected shall be in keeping with the limits of active participants allowed by the VHSL and Tri Rivers District. Cheerleaders will be subject to the same regulations as athletes. Students from grades 9-12 are eligible to try out for any varsity squad. Junior varsity cheerleading shall be limited to those students in grades 8, 9 and 10.

### **COMPUTERS**

Southampton High School provides iPads and other equipment for the purpose of expanding the instructional offerings to students. Students who use the machines for purposes other than those allowed under the guidelines agreed between the school and the student will be subject to disciplinary action. This discipline may range from temporary restriction of a student's access to the school's computers to suspension from school. Students who attempt to perform actions on the computer prohibited by law will face legal referral.

## **COURSE REGISTRATION**

In General, all policies and information on course registration is available in the Student Registration Guide. Students are allowed to take only one English class each year unless they are members of the cohort scheduled to graduate in the current school year or are granted an exception by the Division Superintendent and building Principal. During the second semester of the senior year, students desiring to take additional new courses necessary to meet June or August graduation may submit a letter of request to the Division Superintendent and building Principal. Approval to take additional new courses for credit must have the written permission of the Division Superintendent and building Principal. This includes any classes provided electronically or by correspondence. Participation in Credit Recovery does not require permission beyond the building principal.

## **CREDIT RECOVERY**

In order to give students an opportunity to repeat a failed class during the school year, SHS offers Credit Recovery classes. Credit Recovery classes are designed for students who have failed a core subject needed for graduation. Eligibility will be determined by the guidance department with priority given to juniors and seniors trying to graduate during the current school year. Eligible students may take one repeat class per semester. New classes are NOT available through the Credit Recovery Program. These courses are available electronically through the Edmentum Program.

## **CREDIT RETRIEVAL**

For students who have achieved a passing grade in a course but did not receive credit due to excessive absences, SHS offers Credit Retrieval classes. Any student who did not exceed 17 days in a semester class or 10 in a quarter class will have the opportunity to attend classes to regain up to two lost credits. Students enrolled in yearlong classes cannot exceed 17 days per semester to be eligible for Credit Retrieval. Students must earn 10 hours per credit. A designated after school time period will be offered after each quarter. Class assignments, test preparation, and/or enrichment activities must be completed during this credit retrieval opportunity.

## **DAMAGE TO PROPERTY**

When any student has damaged, destroyed or defaced any school property, the student and/or his parent or guardian shall be required to pay the amount lost, in addition to whatever other disciplinary action may be necessary and advisable by the principal of the school.

## **DANCES**

- Only students of SHS and their dates will be admitted to any dances at SHS.
- No dance or school-sanctioned activity related to the dance will extend beyond 11:00 p.m.
- No alcoholic beverage or illegal drugs, or person who has partaken of alcohol or drugs, will be permitted on the school grounds at the time of the dance.
- Once a student has entered the dance, he or she must remain in the building for the duration of the dance unless leaving the dance for the evening.
- Student conduct at dances will be in keeping with the standard behavior expected from students.
- Students inviting guests who do not attend SHS must complete forms seeking

- administrative approval.
- All guests must be in high school and may not be over age 20.

## DIPLOMA TYPES FOR GRADUATION

Students at Southampton High School will be enrolled in a program of studies which will lead to graduation. A diploma will be awarded to all students who successfully complete the requirements of the State Board of Education as indicated in the Credit Requirements chart and meet all state mandated Standards of Learning requirements specified. A certificate may be earned by completing a program approved by the Southampton County School Board.

Students who graduate with a 3.0 or better GPA and who successfully complete at least one advanced placement (AP) or a college level course will receive a Governor's Seal on the diploma. Furthermore, those who graduate with a 3.0 or better GPA will receive a Board of Education Seal on the diploma. The following diploma types are available:

**Standard Diploma:** To graduate with a Standard Diploma, a student must earn at least twenty-two (22) standard units of credit by passing required courses and electives and earn six verified credits by passing end-of-course SOL tests or other assessments approved by the Board of Education. **Beginning with the freshmen class of 2018-2019, students will be required to earn five verified credits.** For the Standard Diploma the student must successfully complete two sequential electives, complete a career or industry credential and complete a virtual course. The CTE credential could include, but not be limited to, the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment.

**Advanced Studies Diploma:** To graduate with an Advanced Studies Diploma a student must earn at least twenty-six (26) standard units of credit and nine verified units of credit. **Beginning with the freshmen class of 2018-2019, students will be required to earn five verified credits.** The school counselor can advise on available courses to fulfill the requirements for an Advanced Studies Diploma. The Advanced Studies Diploma contains a requirement for three years of one foreign language or two years of two languages. The student must successfully complete two sequential electives, complete a career or industry credential and complete a virtual course. The CTE credential could include, but not be limited to, the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment.

### Additional Diploma Types

Students enrolled in a program of studies designed to meet IEP needs may work toward an Advanced Diploma, Standard Diploma, Standard Diploma with Accommodations or an Applied Studies Diploma. Any student receiving special services must have written approval of his or her parent or guardian indicating full knowledge that such diploma will be awarded upon successful completion of the program. School attendance requirements and SOL requirements as specified for each diploma type must be met.

**Standard Diploma Credit Accommodations:** The Virginia Board of Education has approved **Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities** to provide alternatives for students in meeting the requirements for a Standard Diploma. Credit accommodations provide alternatives for students with disabilities in earning the standard and

verified credits required to graduate with a Standard Diploma. Credit accommodations for students with disabilities may include:

- Alternative courses to meet the standard credit requirements
- Modifications to the requirements for locally awarded verified credits
- Additional tests approved by the Board of Education for earning verified credits
- Adjusted cut scores on tests for earning verified credits
- Allowance of work-based learning experiences through career and technical education (CTE) courses

**Applied Studies Diploma:** The Applied Studies Diploma is available to students with disabilities who complete the requirements of their IEP and who do not meet the requirements for other diplomas. Any student receiving an Applied Studies Diploma must successfully complete twenty (20) units of credit. The Applied Studies Diploma is not a replacement for state assessments such as end of course SOL's or the Virginia Alternate Assessment Program.

**Certificate of Completion:** The Certificate of Completion is available to students who complete prescribed programs of studies defined by the local school board but who do not qualify for diplomas.

## **Diploma Changes**

### **Effective 2013 – 2014 and Beyond**

**Effective with students entering the ninth grade for the first time in the 2013-2014 school year, the following changes related to diplomas will occur:**

#### **Career and Technical Education Credential**

A student must earn a career and technical education credential that has been approved by the Board of Education to graduate with a Standard Diploma. The credential could include, but not be limited to, the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment.

#### **Additional Requirements for Graduation:**

**For students entering the ninth-grade class for the first time in 2013-2014 and beyond:** Students shall successfully complete one virtual course, which may be a noncredit-bearing course or a required or elective credit-bearing course that is offered online.

**For students entering the ninth-grade class for the first time in 2016-2017 and beyond:** Students shall be trained in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an Individualized Education Program (IEP) or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in 8VAC20-131-420 B.

**For students entering the ninth grade for the first time in 2018-2019 and beyond**  
**Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential** - In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, honors, or International Baccalaureate course, or (ii)



earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.

**Virtual Courses** - Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.

**Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in 8VAC20-131-420 B.

**Demonstration of the five Cs** - Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the board.

## **ELECTRONIC/GOVERNOR'S VIRTUAL CLASSROOM**

Students enrolled at Southampton High School may register for courses available through the Electronic Classroom. They may register also for additional AP courses which are not taught on site but are offered through the Electronic Classroom or the Governor's Virtual Classroom. The Guidance Department has more information for those interested in these advanced classes. A fee will be charged for taking the exams.

## **EMERGENCY INFORMATION AND MEDICATION**

Emergency cards are sent home at the beginning of each year to maintain and update accurate student information. 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, **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.

### **EXAMINATION EXEMPTION**

All students will be required to take mid-term exams but may be exempt from final exams.

Students are encouraged to take exams, even if exempted. Students who are exempt, but elect to take examinations, will be given the privilege of deciding if the exam grade will count in their overall average. Unless notified otherwise by the student, the teachers will accept and include any positive change in the student's grade as a result of voluntarily taking the exam.

Examination exemptions will be granted to qualifying students under the following conditions. (All absences **EXCEPT** school approved absences and doctor approved absences will count towards exemption.)

All Classes

- perfect attendance with at least a C average
- no more than one (1) day absence with at least a B average
- no more than three (3) days absence with an A or above average

Senior Exemption

- Students with senior classification may be exempt with a 90 or above average provided they meet attendance policy regulations.
- Students classified as seniors are given two extra days toward the exam exemption policy.

SOL Exemption

- Students who pass the state SOL test in a current course or a national certification test in a

current CTE course will be exempt from the final exam in that course provided they are passing the course, meet the attendance policy for credit regulations, and scores are available from the State prior to the exam period.

Any student who owes a school debt will forfeit exam exemption privileges. The principal is to be notified of any student for whom exam exemption will be denied.

## **EXTRA-CURRICULAR ACTIVITIES**

All sports, clubs or activities not included in the daily instruction schedule which hold any association with Southampton High School will be termed extra-curricular.

Every extra-curricular activity must have a school sponsor who is an employee of the School Board. The sponsor is responsible for the activities of the group and should be present at all meetings of the group.

Each group is responsible for the financial support necessary to achieve its goals.

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

Receipt and disbursement of all funds will be handled through the schoolbooks.

Each group and individual therein has a responsibility to reflect the best possible public opinion of himself, the group and Southampton High School.

Meetings of clubs should be scheduled on a regular basis at a frequency consistent with the club's needs. Meeting dates and time should be placed on a separate club calendar located throughout the building. Activities which plan to meet away from school grounds or to travel must secure approval of the principal before so scheduling. This will be necessary to obtain insurance coverage for members participating.

Students are responsible for class assignments as directed by the teacher. Missing a class for approved student activities does not relieve the student of this responsibility.

Sale of items by students or teachers during the school day on school grounds for personal gain or on behalf of non-school groups is prohibited.

Students may not stay at school after 2:30 p.m. unless in an activity supervised by a teacher or coach.

## **FULL AND PART-TIME STUDENTS**

All students in the secondary schools shall be enrolled in at least eight (8) units or equivalent to be considered a full-time student. Enrollment of a student in less than a full-time class schedule will require the approval of the principal and division superintendent. Currently the only acceptable reasons for considering any request for early graduation or part-time status are:

- Impaired health on the part of the student.
- The student is the sole source of support for the family.
- Tuition per class is paid as a result of student being above the age approved by the state.

## GRADE LEVEL CLASSIFICATION

Grade level promotion is done once yearly. Promotion is based on the accumulation of Carnegie Units and verified SOL credits earned through August of each year. Promotion to the next highest grade includes successful achievement of a specified number of Standards of Learning verified credits, as well as the academic units required by the state and local school board.

All students in grades nine through twelve must enroll in no less than eight (8) units of credit yearly, except as approved by the School Board.

## GRADE POINT AVERAGE (GPA) AND RANKING

Grade Point averages are electronically computed on an announced schedule.

### *Current GPA*

- Each nine weeks students will have their current quarter GPA listed on the report card. This reflects the grade point average for only the specified quarter. It is **not** a cumulative record.

### *Cumulative GPA*

- The cumulative GPA is the grade point average of all final grades that count for high school credit toward graduation.
- For all grades this is done at the conclusion of the school year. For seniors, this is also done at the end of the first semester and the end of the third quarter. After graduation a final GPA is done prior to transcripts being sent to colleges.

The GPA of **transfer** students will be converted using the values given to equivalent courses at Southampton High School.

### **Senior Ranking**

For the purpose of representing the senior class, the designation of honor graduates and graduation honors is made upon the weighted cumulative GPA of all grades through the end of the third quarter of their senior year. If a transferring student (enrolled for fewer than four (4) semesters at Southampton High School) ranks as #1 or #2 in class, a third honors award will be given. The top two students who have matriculated through Southampton High School for four or more semesters will be recognized as Valedictorian and Salutatorian and the transfer student will be cited with an award for outstanding academic achievement.

## GRADING POLICY

It is the responsibility of each teacher to evaluate the academic progress for each student assigned to him or her for instruction. The teacher will employ an orderly and fair process which is understood by the student. 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

There must be a sufficient number of grades to assure a fair and complete evaluation of a student's progress during the grading period. 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.

## **HOMEWORK**

Homework is essential for every student. It is the policy of the School Board and this school that work be done by students outside the classroom daily to prepare for and increase student learning. Students may expect regular homework assignments in every class. Teachers will evaluate work assigned as homework to students on a regular basis. Such grades will be part of the daily average of each student and will be reflected in the student's nine-week average.

## **HONOR ROLL**

Students with outstanding academic records shall be recognized each grading period. A report of students meeting the following will be announced:

- Principals List - Students with no grade less than A.
- Academic Honor Roll - Students with no grade less than B.
- Honor Roll - Students with an average of B (3.0) with no grade less than C.

## **ILLNESS POLICY**

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.

## **INTERNET USE AND RESPONSIBILITY**

The Internet is a valuable educational resource for students and staff. Internet use and access is a privilege. Anyone who uses school Internet access in an inappropriate manner may lose this privilege. Students and staff who have the privilege to use school resources for Internet access are expected to abide by the following:

- a. Use school facilities and equipment only for school related, educational activities.
- b. Be polite and use appropriate language. Students may not use profanity, obscenities, sexually explicit material, or expressions of bigotry, racism, and/or hate.

- c. Maintain individual anonymity and privacy.
- d. Use equipment appropriately. Students may not engage in acts of vandalism (malicious attempt to harm or destroy.)
- e. Adhere to copyright laws and restrictions. Students may not transmit material in violation of federal or state law or regulation. (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or material protected by trade secret.)
- f. Use of the Internet for commercial purposes or political lobbying is prohibited.
- g. Account owners are responsible for all activities under their account. They are to not knowingly give their password to others or use anyone else's password.
- h. Use of the Internet for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, including the intentional introduction of viruses, corruption of systems, files and resources.
- i. Southampton County Public Schools shall remain the final authority on use of the Internet. Internet and the issuance and cancellation of user accounts.

All Southampton County Public School personnel and students in grade 9-12 are eligible for an account to use the Internet. Internet access accounts will be managed by school personnel.

## **LIBRARY**

The library is open each day from 7:15 AM – 3:15 PM and one afternoon a week. On days when library persons are not available students will be informed of what services will be available that day.

Students may use the library before and after hours of class with proper authorization. At the beginning of each year all students will be given the operating procedures of the library. Students are encouraged to use the library for class assigned research as well as pleasure reading. Audio-visual material may be requested from the librarian.

## **LUNCH PERIODS**

Each student will eat at one of three lunch periods.

All students assigned to eat during a particular lunch period will report to the cafeteria to eat. No other area of the building or grounds will be used for that purpose except by permission of the principal. Students may not carry food or drinks from the commons area unless it is put away in a lunch box or backpack.

Students will remain in the commons area during the assigned lunch period. No student will be allowed to leave the school grounds to eat.

Students may not remain in areas away from the commons during the assigned lunch except under the direct supervision of a teacher. Students must return trays and trash to the appropriate area. Those who leave trash on the table, chairs or floor will be subject to disciplinary actions.

Students are issued an identification code upon enrollment at this school. This lunch code must be entered for breakfast or lunch meals. This code also serves to allow the student access to library materials. Misuse of this code will result in disciplinary action.

## MINUTE OF SILENCE

All classrooms will observe a minute of silence at the conclusion of the morning announcements. The Code of Virginia (§22.1-203) states:

*In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.*

## MISSED INSTRUCTIONAL TIME

All tardies and early dismissals will count as missed instructional time. Any combination of tardies and/or early dismissals (except doctor or school approved) which equal three per class will constitute one absence. Detention will be assigned to a student upon the accumulation of a combination of five (5) unexcused tardies and/or early dismissals during any nine weeks. Each successive unexcused tardy or early dismissal during the same nine weeks will result in additional disciplinary actions. Tardies and early dismissals will be counted from all classes.

### Early Dismissal

When it is necessary for a student to leave school before the regular dismissal time, he/she must observe the following:

- A note, signed by the parent, requesting early dismissal and stating the reason for the dismissal and a phone number where the parent may be reached must be presented to the attendance officer before first block classes begin. Students presenting early dismissal notes late will not be granted early dismissal unless a parent/guardian comes to get the student, or an administrator gives approval. The purpose for which the student requests early dismissal must be judged acceptable by the attendance officer in order to be excused.
- An early dismissal slip issued to the student for presentation to his/her teacher.
- At the time of departure, the student must report to the office and sign out by writing his name and time he left on the sheet provided.
- Students should turn in dismissal slip when they sign-out to leave campus.
- When a student finds it necessary to leave before the regular departure time and no parental permission is provided, the student must see an administrator before leaving the school grounds. Failure to obtain permission to leave school from an administrator could result in suspension. If permission is granted, the student must sign out before leaving. Such absences will count against the allowed total.
- Upon return to school following an early dismissal the student should see the attendance officer for an admission slip which indicates the early dismissal was excused, unexcused, approved or school approved-
- To be considered present for his/her class a student must be physically present for **one hour** of the time for a block class.

### Early Dismissals PDCCC or Virtual classes

- When PDCCC classes do not meet seniors may leave school prior to the normal school dismissal time provided all early dismissal procedures are followed.
- If a Virtual class concludes prior to the normal close of the school year, students may request early dismissal by following all early dismissal procedures.

### **Student Tardiness**

Students reporting to school after 7:30 a.m. must report to the attendance officer and sign in at the office. An admission permit marked excused, unexcused, or approved according to the circumstances will be issued. Students in line for a note will not be excused for tardies. Students should be seated in each scheduled class prior to the tardy bell. No student may be in any other area of the building without the permission of the teacher to whom they are assigned. Failure to comply may result in disciplinary actions.

Students on a late bus arriving after first block must sign in at the main office to prevent being marked absent. The student is responsible for any absence marked unapproved when not signing in.

### **NON-DISCRIMINATION POLICY**

Southampton County 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. The Compliance Officer for the above statutes is the Ms. Debra Hicks, Interim Director of Human Resources PO Box 96, Courtland, Virginia 23837, 757-653-2692.

### **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.

### **SHS BEHAVIOR MATRIX**

	<b>Commons</b>	<b>Gym</b>	<b>Bathrooms</b>	<b>Hallways</b>	<b>Buses</b>	<b>Parking Lot</b>
<b>Order</b>	Form and maintain lines when getting lunch; push in chair; throw out garbage	Walk on outside of the court; sit down in the bleachers; keep electronics away	Use in between class periods or at lunch; dispose of paper towels and trash in trash cans	Keep electronics away; continue moving to destination; Maintain conversational level of noise; Walk on the right side	Move directly to bus and get on the bus. Only students going on buses go to bus port	Follow posted speed limit and traffic patterns; right turn only from Rt. 58 when entering/exiting school property; put on safety belt; keep electronics away while in driver's seat
<b>Unity</b>	Invite lunch mates to join conversation/eat with you;	Surround yourself with positive influences;	Wash your hands; protect yourself and others	Be helpful to others in the hallway (assist with struggling);	Encourage others to get on bus in a timely manner	Encourage friends to enter and exit building together and in



	Include, not exclude	Include, not exclude	from germs; respect one another's personal space	Keep flow of traffic moving to ensure everyone gets to class on time.		a timely fashion;
<b>Respect</b>	Positive interactions with students; throw out garbage; push in chair; Respect personal space and property	Use inside voices; follow directives of adults; help & assist one another	Keep stalls and walls free from writing	Respect personal space and property	Respect and drivers, follow rules, school property	Use sidewalks; place trash in the trash can; keep music at appropriate level; follow teacher directives when they are directing traffic

### **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.

### **PROMOTION REQUIREMENTS**

In addition to the number of credits required for graduation, grade level advancement would be based on number of years in high school, credits earned, and SOL verified credits as follows:

Promotion to tenth grade:

- Student has been in high school one year, AND
- the student has earned 6 or more credits.

Promotion to eleventh grade:

- Student has been in high school two years, AND
- the student has earned 12 or more credits, AND
- two or more verified credits if working on a Standard or Advance Diploma.

Promotion to twelfth grade:

- Student has been in high school three years, AND
- the student has earned 18 or more credits, AND
- three or more verified credits if working on a Standard or Advance Diploma.

See information provided on the Virginia Department of Education website at <http://www.doe.virginia.gov/instruction/graduation>. **Extenuating circumstances may apply.**

## **REMEDIATION**

In order to give SHS students the greatest potential for success on Virginia required Standards of Learning tests, SHS offers remediation to students who have passed the course but failed the SOL test.

- Remediation classes will be required on a prescriptive basis for any student who passed a SOL class but failed the SOL test in that subject during the current or any previous school year. Students will not be eligible for remediation until the next semester.
- Students who failed both the class and the SOL test will receive remediation when the class is repeated for credit.
- Students may retake the SOL test only if the entire remediation program is completed and a benchmark is passed.
- Students will be given two chances to complete remediation requirements in order to continue in a specified course of studies.
- Students who transfer to SHS after previously receiving credit for a course taken at another school must attend remediation classes prior to taking that end of course SOL test for the first time.

## **SCHOOL BOARD REGULATIONS**

The Southampton County School board has passed regulations affecting students. These regulations, in part, are as follows:

**AGE RULE:** No student who has reached the age of twenty (20) years on or before August 1 of the current year may be enrolled without the payment of tuition. The tuition charge is computed by the School Board on the basis of the per-pupil cost of education at the secondary level for the previous year. Payment to the Board may be made annually, semi-annually, or on the first day of each month in equal installments.

**INTIMIDATION POLICY:** Any student, parent, or other person who, while under the responsibility or supervision of the school or while on the premises of the school, uses, attempts to use, or threatens to use any instrument or object for the purpose of, or actually, stabbing, cutting, intimidating, threatening, or inflicting bodily harm to another individual will, in the case of students, be suspended from school until such time as the School Board may take action for expulsion. Parents and/or person will be prosecuted under this regulation and the laws of the Commonwealth of Virginia. Whenever a student exhibits any type of threatening behavior, verbal or non-verbal, towards other students or staff members, that student may expect strong disciplinary action to be taken.

**PREGNANCY AND COMMUNICABLE DISEASE POLICY:** Students shall report communicable diseases, serious illness, and/or pregnancy at the earliest possible date which could prevent their participation in the normal school day activities or programs, or upon detection of such illness or pregnancies, students shall submit a physician's certification of physical and emotional fitness to continue in the regular educational program.

Where prolonged or extended illness may require a homebound educational program, procedures will be established to adequately provide for such programs. When the number of medical excuses exceeds twice the allowed number of absences under the attendance policy, no credit for the class will be granted unless the student participates in an approved program to make-up time exceeding the attendance policy. This may include after-school alternative classes, some form of homebound instruction, or some other form of structured, instructional make-up opportunity.

Due to circumstances of pregnancy and the ultimate safety and well-being of the expectant mother, at the earliest possible date that physician, school officials and the student deem necessary, students will be counseled with regard to attendance and/or entry into a homebound program. Pregnant students may be permitted to remain in attendance in their regular school of attendance with certification from an attending physician that continued regular activities would not pose a threat to the continued well-being of the unborn child or expectant mother. Students shall be academically counseled at any time the physician, school officials, and the student (parent and/or guardian) deem necessary with regard to prolonged illness shall submit a physician's certification of fitness to continue attendance in the regular program, or an alternative educational program.

Whenever physical limitations to a student become so severe as to limit attendance at school for an extended period, the student may request homebound instruction. The request for homebound instruction may be made through the principal or guidance counselor. Actual approval of homebound instruction will be made by the Division Superintendent. It should be understood that the homebound program may not be able to provide instruction in all subjects taken by the student.

### **SCHOOL CLOSING**

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:

<b>STATION</b>	<b>CALL NUMBERS</b>	<b>CITY</b>
<i><b>Radio</b></i>		
101.7 FM	WLQM	Franklin
<i><b>Television</b></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

***Social Media***

SHS Website	<a href="https://www.southampton.k12.va.us/Domain/339">https://www.southampton.k12.va.us/Domain/339</a>
Facebook	<a href="https://www.facebook.com/southamptonhighva/">https://www.facebook.com/southamptonhighva/</a>
Remind	@f424c4
Twitter	<a href="https://twitter.com/SCPS_Division">https://twitter.com/SCPS_Division</a>

Sometimes it will be necessary to close school during the day due to weather or equipment failure. On these days it is impossible for children to call home. Therefore, we ask that you tell your child what to do if school closes early and he/she knows that no one is at home. Also, a written set of directions as to what the child is to do on emergency closing days should be sent to the teacher. It is important that the school has an accurate and operational telephone contact number at all times.

In the event of a snow day, all schools will be closed in accordance with School Board policy.

### **SCHOOL DEBTS**

Students who owe debts to the school or activity groups such as dues, art fees, lab fees must meet those obligations promptly. Students, who for some valid reason cannot pay their debts as soon

as due must notify the principal or sponsor of that inability to pay. When such valid reasons for delayed payment are accepted, the student must meet the promised date of payment.

Students on the debt list may not participate in any extra-curricular activities. Students who request a plan to pay off debts in installments may be allowed to participate in activities with the permission of the principal. **However, such arrangements for payment must be made at least 30 days before participation.** Regular payments must be made to assure continued participation.

Failure to pay debts owed to the school within a six-month period will result in the school seeking collection through the court system.

## **SCHOOL SECURITY**

Southampton High School makes every effort to provide a safe, effective environment for learning. As a part of this effort, SHS utilizes a camera surveillance system as well as an entry security system. All entrance doors are locked throughout the day. Persons wishing to enter SHS should report to the front door and use the intercom to request admission. The office staff will respond quickly to enable visitors to enter and report to the office. No student or teacher may open an outside door for visitors. Permission to enter is granted only by the office staff.

## **SCHOOL TRIPS**

During the school year certain approved trips away from the campus will be allowed. Students approved to go on such trips must travel with the group unless alternate travel arrangements are cleared through the principal.

The privilege of going on school trips will be offered to any student who does not owe a debt and based on a review of disciplinary records.

Parental permission for trips outside the immediate area will be required. Teachers are not allowed to include a student on school trips requiring parental permission when the student does not provide a legally signed form. Notification to students/parents regarding the field trip, including destination, date and times of departure and return, and cost will be given. Any changes will require notice in writing.

Money paid to reserve a place on the trip is accepted by the school for agencies providing transportation and/or housing for students. A contractual arrangement for a deadline of cancellation for any reason is usually included in the school's agreement for the trip. Students who cancel for any reason after the deadline may not expect any refund on money paid.

## **SCHOOL VISITORS**

For the safety of all students and staff, all visitors must report directly to the office where they must sign in and be issued a visitor pass if they have an appointment requiring them to be in any area other than the office. Parents wishing to meet with a teacher may contact the school to arrange a time of mutual convenience. Visitors without valid reason to be in the building or on the school grounds will not be allowed to remain.

## **SELF-ADMINISTRATION OF MEDICATION**

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

- Written parental permission for self-administration is on file with the school

- The medication is in the original container and appropriately labeled with the manufacturer's directions
- The student's name is affixed to the container
- Student possesses only the amount needed

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

## **SENIOR ACTIVITIES**

Students classified as seniors are eligible for the following senior privileges:

- Early release for lunch (1 minute)
- Marching into assemblies
- Full participation in senior activities
- Special events as approved by the building principal

### *FALL Officers Elected*

- Senior Superlatives elected
- Senior shirt orders
- Senior privileges begin
- Trip plans & approval

### *WINTER \*Names for Diplomas*

- Announcement/Cap & Gown Assembly
- Order jewelry, announcements, etc.
- Senior cap and gown pictures

### **SPRING**

- Trip
- Graduation speech competition
- Music selection for graduation
- Prom
- Tidewater News Graduation Article
- Graduation items delivered
- Honor Graduates Recognition Ceremony
- Senior activities
- Graduation practices
- Graduation

*Juniors scheduled to graduate in June are eligible for the activities marked.*

## **SENIOR SUCCESS INTERNSHIP/RELEASE PROGRAM (if offered)**

Students classified as seniors may apply for the Senior Success Internship/Release Program if they have attained all SOL's and they are academically on track to graduate in June. Admission to this program will be granted for:

- Students enrolled in afternoon classes at Paul D. Camp Community College

- Students enrolled in CTE internship programs
- Students enrolled in Senior Success volunteer or job shadowing experiences
- Students enrolled in Special Education Transition Programs
- Students who are the sole source of support for their families.

Students will be monitored to assure successful participation. Failure to maintain admission criteria may result in removal from the program.

## **STATE LAWS AFFECTING STUDENTS**

State laws provide certain penalties for students who fail to comply with such laws as they relate to schools. Among those of most immediate concern to students at SHS are the following:

- Possession or use of any type of alcoholic beverage on school grounds will result in suspension for up to ten (10) days. This includes students who have consumed alcohol prior to arriving at school as well as during school. In addition, criminal charges may be applied.
- Possession or use of any controlled substance or drug will result in suspension for ten (10) days or until such time as the School Board may review the matter and determine further action. Extended suspension or expulsion for those persons found violating this regulation will be given. In addition, criminal charges will be applied.
- Possession of any type of firearm, gun or other lethal weapon which would threaten the safety of another person will result in suspension for ten (10) days or until such time as the School Board may review the matter and determine further action. Extended suspension or expulsion will be given to those persons violating this regulation. In addition, criminal charges will be applied.
- No students will be allowed to smoke on school grounds. No student under the age of 18 will be allowed to possess tobacco products including electronic cigarettes and any smoking device. Any student found smoking or in possession of tobacco products including electronic cigarettes and any smoking device will be liable for suspension. The first offense suspended for two days, second offense four days and third offense will be six days. In addition referral to juvenile authorities will be made.

### ***Regulatory Authority:***

**Code of Va. S4-78.1 Drinking or possession of alcoholic beverages in public schools or on school grounds.** “If any person in or upon the grounds of any free public elementary or secondary school, during school hours or school or student activities shall take a drink of alcoholic beverage or have in his possession any alcoholic beverage, he shall be guilty of a misdemeanor punishable by confinement in jail for not more than six months and a fine of not more than \$500, either or both” Z1982.

**Code of Va., S4-112.4. Drinking or possession of beverages in public schools or on public school grounds.** “If any person, in or upon the grounds of any free public elementary or secondary, during school hours or during school or student activities, shall take a drink of such beverage as defined in this chapter, or have in his possession any such beverage, he shall be guilty of a misdemeanor punishable by confinement in jail for not more than six months and a fine of not more than \$500, either or both.”

**Code of Va., S18.2-255.2. Prohibiting the sale of certain controlled substance or marijuana on school property; penalty provided.**

- “It shall be unlawful for any person who is at least eighteen years of age to sell any Schedule

III or IV controlled substance or marijuana upon the property, including buildings and grounds, or any public, private or parochial elementary, middle or high school.

- “Violation of this rule shall constitute a separate and distinct felony. Any person violating the provisions of this section shall constitute a separate and distinct felony. Any person violating the provisions of this section shall be guilty of a Class 6 felony. However, if such persons prove that he sold such controlled substance or marijuana only as accommodation to another individual and not with intent to profit thereby from any consideration received for expected nor to induce recipient or intended recipient for the controlled substance or marijuana to use or become addicted to or dependent upon such substance or marijuana, he shall be guilty of a Class 1 misdemeanor.”
- “If a person commits an act violating the provisions of this section, and the same act violates another provision of law that provides for penalties greater than those provided by this section, then nothing in this section shall prohibit or bar any prosecution of proceeding under the provision of law or the imposition of any penalties provided for thereby.

### **STUDENT ACTIVITIES**

To keep classroom interruptions to a minimum, to utilize activity buses to the utmost and provide the best possible after school activities program for the most students, the guidelines stated below will be followed:

- All students who remain after school must be under the supervision of the club sponsor or a designated teacher. There will be a designated area where all students expecting to ride the activity buses must remain with teacher supervision until buses leave.
- Students not in an activity should leave the building by 3:00 p.m. Students remaining in the building after that time must be under the direct supervision of school personnel. Students found in the building after 3:00 p.m. and not under supervision will be subject to disciplinary actions.
- Solicitation of funds or the sale of items for any purpose that is not a school sponsored activity is not allowed. Any fundraising activity must be approved by the sponsor, activities director, principal, and Superintendent.

### **STUDENT DRESS AND GROOMING**

Students are concerned about style and comfort in student dress, and the staff and faculty must be concerned about modesty, safety and distracting influence in dress. Although student dress and grooming are the personal responsibilities of the student and their parents, students are expected to exercise good taste and to avoid extremes for school. Students and parents should be aware of these rules prior to school opening. Students will not be permitted to attend classes if the dress code is not followed.

All attire worn for athletic or extra-curricular activities must meet school dress code policies at all times. Deviation from dress code must be only with the coach or sponsor’s permission.

Clothing should be clean, in good repair and not ostentatious. Holes in clothing are unacceptable.

Bare midriffs, cleavage, or clothing displaying little modesty are unacceptable. No halter tops, backless tops, or sundresses are to be worn without a cover jacket.

*Tops:* Straps on tops must be at least **two inches** wide at both shoulders. Length on tops must touch the top of lower garment when seated. If wearing a tank top, there must be two straps, covering the sides for moderation. No strapless tops without a covering. See through apparel is unacceptable. Tank top undershirts or cut out T-shirts may not be worn as an outer garment.

*Pants:* Lycra or Spandex pants (including tights and jeggings) are not allowed. Pants should be worn high enough on the waist to ensure the covering of all undergarments. Pants which droop below the waist, exposing underwear or skin must be belted at the normal waistline.

Shorts may not be more than 5” above the top of the knee. (This includes shorts which give the appearance of a skirt in front and shorts in the back.)

*Skirts:* Length should be no more than 5” above the knee. (Measurement is to the top of the slit or exposure.)

*Accessories:* Hats, head scarves, and sunglasses (including those worn on top of the head) are not allowed in the building.

Clothing with advertisements for tobacco, alcohol, or other controlled substances are not permitted in public buildings in Virginia. Lewd or suggestive T-shirts, beach wear, including uncovered tank tops, or clothing designed to be worn as undergarments are unacceptable.

Personal grooming is not permitted in the classroom. Shoes must be worn at all times in and around the building.

## **STUDENT DRIVERS**

- Students who drive private vehicles to school must observe all traffic regulations provided by the Commonwealth of Virginia.
- No student may enter the front of SHS by taking a left turn off Route 58. All student drivers who live in the Eastern section of the county and park in the side lot must enter SHS at Route 35 before 7:15 a.m. (Buses only on the front access road from 7:15 a.m. – 7:30 a.m.)
- All drivers who park in the side lot must turn right and proceed through the designated exit lane when leaving school grounds onto Meherrin road.
- Application for the parking decal must be completed through the school office by mid-September within two weeks of beginning to drive on campus. All vehicles must display a decal. For vehicles driven on the grounds fewer than five (5) days, a temporary parking permit may be secured from the school office. Vehicles which do not display the proper decal are subject to be towed.
- All vehicles parked on the school grounds during the class day must be identified with a parking decal issued by the school and placed in the lower left corner of the rear windshield.
- Students will park in the side lot (near Rt. 58) and will be issued a parking decal specific to that lot. Failure to park in the assigned lot may result in a loss of a student’s parking privilege.
- State regulations prohibit driving around the back of the school.
- **STUDENTS MAY NOT PARK AT ANY LOCATION BEHIND THE SCHOOL**
- Upon arrival, students must exit their cars and enter the front doors. No student may enter other doors of the school unless they ride the bus and enter the bus port doors.
- Upon arrival, students are to report to the gym or commons area. Those eating breakfast are to report immediately to the serving line. Any student arriving to school after the start of classes MUST enter the building through the front doors. All other doors will be locked.



- Students may not return to their cars during the school day without permission from the classroom teacher and an administrator.
- School buses will at all times have the right of way entering, leaving, and on the school grounds.
- Students judged reckless in the operation of motor vehicles may be denied the privilege of parking on the grounds.
- Accidents of any type should be reported to the main office.
- By state law no hunting firearms, visible or not, are allowed on school grounds.

## **STUDENT GRIEVANCE PROCEDURE**

To provide orderly procedure for the resolution of disputes concerning the application of any of the Provisions of the Southampton County School Board's policies, rules or regulations as they affect the activity of students, the following will be utilized with regards to complaints:

### **A. File Report**

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the Compliance Officers designated in this policy or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence.

Further, any student who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. However, oral reports and other written reports shall also be accepted.

The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

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

### **B. Investigation**

Upon receipt of a report of alleged prohibited discrimination, the Compliance

Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division.

The Investigation shall be completed as soon as practicable, which should generally be no later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint, by giving written notice that the complaint has been received, to both the person complaining of discrimination and the person or persons allegedly responsible for the discrimination. Also, upon receiving the

complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint.

The investigation will consider witnesses and evidence from both the complainant and the person or persons responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator.

The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed by a complete and thorough investigation. The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

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

### **C. Action by Superintendent**

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

### **D. Appeal**

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

Written notice of the School Board's decision will be given to both the complainant and the person or persons responsible for the alleged discrimination.

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

### **E. Compliance Officer and Alternate Compliance Officer**

Ms. Debra Hicks, Interim Director of Human Resources (Compliance Officer)

[dhicks@southampton.k12.va.us](mailto:dhicks@southampton.k12.va.us)

Dr. Tonia Taylor, Director of Special Education and Student Services (Alternate Officer)

[toniat@southampton.k12.va.us](mailto:toniat@southampton.k12.va.us)

## **STUDENT HONOR**

The rules of good judgment, fair play and common decency are to be applied along with the standard rules of law in the matter of student honor.

All homework assigned by teachers for individual student completion shall be the work of the student.

In-class tests are reflective of the knowledge of the individual student. Care should be exercised to prevent even the appearance of cheating. Students who exhibit a cell phone or electronic device during testing without teacher permission will also be subject to disciplinary action.

When term papers or projects of major importance are assigned, the standard definition of plagiarism shall apply.

Whenever evidence exists that a student has committed an error in judgment concerning cheating, the student may expect a grade of zero (0) on the work in question. Continued cheating will result in disciplinary action.

Any student found to be guilty of theft on school property will face immediate suspension as well as legal action.

## **STUDENT INSURANCE**

The school provides insurance coverage for all students who participate in sports or extra-curricular activities. This is a minimal coverage policy and is intended to be a supplement to the base family hospitalization policy.

## **STUDENT LOCKERS**

Each student will be assigned a locker.

Students will be responsible for the proper care of lockers. No writing or stick-on materials should be applied to lockers.

The school reserves the right provided by the law to search any and all lockers when reason exists to warrant such a search.

Students may go to their lockers before first block or within five (5) minutes at the beginning or end of their assigned lunch, or after school. Students may not use their lockers between classes.

## **STUDENT MAKE-UP WORK**

No student will be allowed to make up work unless they have a valid class admission slip.

In all instances it is the responsibility of the student to request and complete assignments missed due to an absence.

All make-up work must be completed within a maximum of five school days of return from absence on a schedule as determined by the classroom teacher or no further opportunity to make

up the work will be allowed

Work missed due to suspension may be made up in compliance with the make-up policy. Additional circumstances may be reviewed by the administration.

## **STUDENT RECORDS**

Each school in Southampton County maintains two categories of records. All records (cumulative and confidential) maintained on an individual are considered the student's official school record.

### **Category I**

Category I data is maintained for all students in cumulative folders and includes the name and address of student, birth date, name and address of parent(s) or guardian(s), scholastic work completed, level of achievement (grades, standardized achievement, test scores), attendance, and health physical fitness data (including immunization record).

Category I data may include scholastic work completed and grades and attendance, citizenship status (if other than the United States), tentative program of studies plan (including educational and vocational preferences when appropriate), record of counseling interview (date, reason, etc., not content), cumulative health record, results of other standardized group tests and inventories, work experience, employment evaluations, school and community activities, and social security number.

### **Category II**

Category II data is collected for certain students requiring differentiated programs and/or special services, such as gifted, handicapped, and students with special needs. Category II data is maintained in a confidential file separate and apart from other student data.

Category II data may include education, medical, psychological, and sociological assessments, as well as permission forms, release of records, legal reports, suspension notices and reports from institutions and agencies serving the community.

### **Directory Information**

Directory Information is personally identifiable information which may include name of student in attendance or no longer in attendance, address, date and place of birth, telephone listing, dates of attendance, participation in school activities, height and weight (if member of athletic team), and awards and honors received.

### **Record Collection and Maintenance**

In each school, the principal or his designee is responsible for the collection, maintenance, and security of scholastic records. Scholastic records are maintained in a secure location accessible to school officials who have legitimate educational interest in the student information contained therein. The principal is responsible for providing to professional personnel the opportunity for periodic evaluation of scholastic records.

The following school officials have access to student records:

1. Principal or Designee
2. Guidance Counselor
3. School Nurse

Legitimate educational interest is defined as use of scholastic record data for the purpose of facilitating the educational, social, or emotional growth of students who are under a staff member's direct supervision.

Southampton County School Policy requires the superintendent or designee to be present for scholastic record interpretation and explanation when anyone reviews Category I and Category II files. The only exceptions to this are for professional personnel employed by Southampton Schools and for adult clerical personnel who need access for maintenance purposes.

### **Access to Records**

Parents have the following rights with respect to access to scholastic records:

- The right to an explanation and interpretation of records.
- The right to inspect and review records of their children without necessary delay and before any meeting regarding IEP or hearing involving identification, evaluation or placement. Parents may also extend the right of inspection and review to a designated representative.
- The right to request copies of records. This will require fees for duplication (10) cents per page. These fees must not effectively prevent parents or their designee from exercising their right to inspect and review records and does not include a fee for reproduction of the IEP or for search and retrieval.
- The right to inspect and review only information pertaining to their child in cases where records contain more than one child.
- The right to request that information within the scholastic record be amended when it is believed that such information is inaccurate or misleading. Southampton will, upon written requests, respond within 15 administrative working days after receipt of such request of the decision to amend the record or to deny the request. Any amendment will be in writing and inserted in the student's record. If the report is denied, the parent or eligible student will be advised of the right to a hearing.
- The right to a hearing if Southampton refuses to amend information in records per parent request.
- The right to challenge the content of scholastic record and to file with the Family Educational Rights and Privacy Act Office a complaint concerning an alleged failure by Southampton to comply with 20 U.S.C.1232g.
  1. The policy for management of records applies to each public and private agency providing educational and/or related services to handicapped children and to any other participating agency which collects, maintains, or uses personally identifiable information or from which such information is obtained.
  2. A current listing of names and positions of employees within the Southampton County Schools who have access to personally identifiable data in scholastic records can be reviewed at the School Board office. In addition, a copy of Southampton County's policy and procedure on the management of scholastic records may be obtained at the School Board office.

## **STUDENT REFERRALS, DETENTION, SUSPENSION, EXPULSION**

### **STUDENT REFERRALS**

Any student sent from a class for discipline as a result of unacceptable conduct will be responsible for requesting and completing missed assignments. Following a conference with an administrator, the following are possible consequences the student may receive.

## **DETENTION**

An after-school detention period for students disciplined by administrators will usually meet once a week. Students assigned to detention who fail to attend will be subject to suspension. **Detention meets from 2:45 p.m. to 4:45 p.m.** Only under special circumstances would a student be allowed to attend detention more than three (3) times a year. After the third detention, suspension would be the usual punishment. Students assigned to detention may request in writing that the date be moved to the following week. This transfer is allowed only once per semester. Such request must be submitted to the detention teacher no later than the end of the school day the student is scheduled for detention.

## **SUSPENSION**

Whenever a student's conduct ceases to be in keeping with that expected at Southampton High School, he/she may be suspended from attendance for a temporary period of time by the principal or assistant principals. **SUSPENSION MAY RESULT FROM A STUDENT'S FAILURE TO FOLLOW REGULATIONS AS OUTLINED IN THIS HANDBOOK, THE SOUTHAMPTON COUNTY SCHOOLS CODE OF CONDUCT BOOK OR SUCH OTHER REGULATIONS AS MAY BE PUBLICLY ANNOUNCED TO ALL STUDENTS.** The right to appeal any suspension is guaranteed to every student. Class work missed during the suspension period may be made up. Students under suspension are not permitted on the school grounds during the suspension period for any reason, except by permission of the principal.

## **ADMINISTRATIVE HEARING**

Should a student's conduct in a single action or by accumulation of *suspension* offenses be so gross as to be a detriment to the welfare of the school, the student would be suspended for 10 days with an administrative hearing scheduled to further review the incident and determine educational placement or possible expulsion. The student and his/her parent/guardian and legal counsel, if desired, have the right to appear in defense at the School Board meeting when consideration to the matter is given. The student, parent/guardian and legal counsel may request a hearing with the division superintendent or the principal prior to any consideration of action by the School Board.

## **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 his/her 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 his/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 record
8. Such 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 his/her parent or 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 his/her designee shall establish a schedule by which pupils who have been expelled may apply and reapply for readmission to school.

### **STUDENT RELATIONSHIPS**

Students are expected to interact with one another in a positive, respectful manner at all times. Students must refrain from inappropriate public displays of affection.

### **SUMMER SCHOOL**

Instruction in the program of studies offered in any summer program shall be comparable to that offered during the regular session. Only a full Carnegie unit of credit may be earned in academic subjects offered. Credits for elective subjects offered will be set annually and must conform to the State Board of Education guidelines.

Students desiring to take additional courses from other institutions, high school or college, expecting the credit to be included in the records of this school, must have the written permission of the principal. This includes any classes provided electronically.

In order for a particular class to be offered in summer school, a minimum enrollment of twelve (12) students shall generally be required. The maximum number of students enrolled will be twenty-five (25). Provision of any class during the summer assumes the availability of qualified instructional personnel.

A pre-registration period for students to indicate interest in summer offerings will be held in June. On the basis of such information classes will be set and teachers hired.

Actual registration of students and the acceptance of fees will be held prior to opening of summer classes.

Students will be enrolled according to the following priorities:

- a. Those who need English 12 in order to graduate in August of the current year.
- b. Those who failed a particular subject and need the subject to stay in normal matriculation.
- c. Those who have failed in previous years and desire to take a new subject in order to return to normal matriculation.
- d. Students may take a maximum of 140 hours in summer school. (two repeat classes or one new class). \*Only seniors eligible for August graduation may take two new classes or one new and one repeat.

- e. Students enrolled in Southampton County Schools and Southampton County residents, in that order, will be given preference when enrolling for summer school classes. Students enrolled in other school systems may attend on a space available basis.

The School Board shall annually set fees to be charged for summer school.

Textbooks shall be available for students in summer school through the textbook program. Students who drop from the summer school may not expect to receive any refund of fees after the second day of classes.

### **STUDENT REGULATIONS**

All policies of the school affecting students in regular session will be in effect during summer school.

Students exceeding the allowed number of tardies and/or early dismissals will be denied credit.

Students habitually tardy may be denied credit.

Students enrolling from schools other than Southampton High School must have the written permission of the principal of the last school attended in order to receive credit.

Students may provide their own transportation. Southampton County Schools provides bus transportation for morning classes 8:00 a.m. to 12:30 p.m.

No student may take a course in summer school at a school other than Southampton High School unless the desired course is not offered by Southampton High School's summer program.

### **EXCEPTIONS**

A change in residence for the summer for reason beyond the control of the student; permission may be granted by the principal to take a course in another accredited school.

Courses taken by Southampton students with permission of the Southampton High School Principal and successfully completed by the student will be granted Carnegie Unit(s) of credit for an elective course in meeting graduation requirements.

### **TELEPHONES**

The telephone in the office is for the conducting of school business. Student use of the office phone is prohibited except in cases of emergency. Calls from outside parties to students will not be accepted except as an emergency.

Phones in the classrooms may not be used by students.

### **TEXTBOOKS**

Textbooks are provided by the Southampton County School Board.

- At the beginning of each school year, texts will be available to each student according to the assigned scheduled subjects. The books are numbered to indicate condition of the book and individual book number. The student is responsible for that specific book to be returned at the end of the school year. Students leaving school before the end of the year must turn in books assigned.
- Lost or damaged books are charged to the student. Payment for lost or damaged books must be taken care of prior to participation in school activities.



## **TRANSFER STUDENTS**

Students **transferring** to Southampton High School after enrollment in the ninth grade will be required to meet all the standards of the State and County prescribed in this booklet and the Registration Guidebook. The exception will be the adjustment of the total number of units, not to exceed seven (7), for each year of enrollment at Southampton High School, unless prescribed by the School Board. Students transferring to a Virginia Public School for the first time will be required to meet SHS remediation policies and to complete the number of SOL's as pro-rated by the State Department of Education.

Assignment to a grade level is intended to represent a student's progress. Certain privileges may be granted to students as they progress in grade level. However, the ultimate goal of every student should be the satisfaction of the graduation requirements. Students may spend two or more years in a particular grade level if subjects are failed, or may skip a grade, depending on the number of units completed. Students are promoted after the completion of the academic year. No change in grade status is made after the semester.

## **TRANSPORTATION**

Bus routes are planned so that all buses should arrive at school between 7:00 a.m. - 7:15 a.m. Students arriving in the buses or cars disembark immediately upon arrival and enter the building through the bus port doors. Upon entering the building, students are to report to the gym and be seated. Those eating breakfast are to report to the gym and then will be allowed to report to the commons area when breakfast is served. Students may not go back and forth between the gym and commons. No food or drink may be taken in the gym. If eating breakfast, students will grab their breakfast prior to reporting to class. Students remaining in the commons area to eat must be seated may not move chairs to other areas and may not block passageways. Students should prepare for the day's activities and report to their classes no later than 7:30. Any changes in arrival or breakfast procedures will be announced.

Students who wish to see the attendance officer, the guidance counselor, or come to the office or library may do so with the permission of the teacher on hall duty. Students may not go see teachers before school unless they have a pass written by the teacher the preceding day. Any student arriving to school after the start of classes **MUST** enter the building through the front doors. All other doors will be locked.

### **BUSES**

- Free public transportation to and from school is a privilege reserved for those students whose conduct reflects appreciation of the service.
- All rules and regulations regarding conduct are in force from the time a student leaves his home until he returns to his home. Failure to comply with the regulations makes the student subject to disciplinary action. Such action may be probation, suspension from riding the bus for a period of time, suspension from school, expulsion or legal citations as the offense may merit.
- The School Board provides limited transportation for students staying after school for activities. The routes for these buses are determined seasonally. The same rules and regulations concerning regular buses are in effect for the activity buses.
- No student may ride the activity bus unless they were in an approved activity that day.

### **SPECIAL REQUIREMENTS**

#### *Morning*

- Upon arrival to SHS students will remain seated and quiet until the bus driver is directed

to unload her students at curbside.

- Students will exit buses in an orderly manner and proceed directly to the bus port doors by walking only on the sidewalk.
- No student may walk onto the pavement or try to return to their bus.
- Students may not block the sidewalk by loitering or waiting for other buses to arrive. (Supervisors on duty will direct students to enter the building quickly.)
- After each bus has unloaded completely, the bus must remain in park until the driver is directed by the Assistant Principal to drive forward.

#### *Afternoon*

- Only students riding buses may go to the bus port at 2:30 p.m. Students staying for afterschool activities may not go out to the buses. Failure to comply will result in those students losing the privilege of staying for afterschool activities.
- Students must walk quickly and orderly to their bus. Students may not loiter in the grass, on sidewalks, or in the bus parking area. Those doing so will lose the privilege of riding the bus.
- No student may walk to, stand outside, or board any bus to which they are not assigned.
- Students must be on their bus and seated by 2:40 p.m. Those who do not will be subject to the loss of bus privileges.

## **TUTORIAL INSTRUCTION**

Weekly tutorial instruction is offered in each course to any student demonstrating academic need.

## **VIRGINIA STANDARDS OF LEARNING**

In addition to other graduation requirements, the State of Virginia requires that students must earn six verified units of credit to be eligible for a Standard Diploma. Students earning verified credits towards a Standard Diploma must include two tests in English, one test each in mathematics, history/social studies, and science and one of their choosing. A student wishing to earn an Advanced Diploma must earn at least nine verified credits. Those verified credits must include two tests in English, as well as two tests each in mathematics, history/social studies, and science along with one of their choosing. Beginning with the Freshman Class of 2018-2019, students must earn five verified credits for a Standard Diploma which must include two tests in English, one test each in mathematics, history/social studies, and science.

Students working toward an Advanced Diploma must also earn five verified units of credit, including two tests each in English, one test each in mathematics, history/social studies, and science. In order to earn a verified credit a student must pass both the SOL course and the SOL test in at least five of the eleven SOL areas. If a student passes the class, but fails the SOL test, credit for the class will be awarded; but it will not be a verified credit until the SOL test is passed. SOL tests are given in the following core subjects: Earth Science, Biology, Chemistry, World Geography, World History I, World History II, U.S. History, Algebra I, Geometry, Algebra II, English 11 Reading and English 11 Writing.

A passing score is achieved when a student scores 400 or above. The state grants students who score between 375 and 399 a one-time opportunity for an *expedited retake* on a specified date. Students who miss the expedited test for any reason must attend remediation classes in order to retake the SOL test at a later date.

At the end of the senior year, students who have not met their SOL requirements may submit a request in writing to the Division Superintendent for a locally verified credit in the areas of English, mathematics, science or history/social science.

For students that entered the ninth grade for the first time prior to the 2018-2019 school year, locally awarded verified credits were previously available to students only for science and history/social science. Those students may now be awarded a total of three locally awarded verified credits in English, mathematics, science, and history/social science. These changes were adopted by the Board of Education and approved by Governor Northam through emergency changes to the *Regulations Establishing Standards for Accrediting Public Schools in Virginia* (Standards of Accreditation or SOA) and the Board's *Guidance Governing the Use of Locally- Awarded Verified Credits*.

First-time ninth graders beginning with the 2018-2019 school year will be able to earn no more than one locally awarded verified credit in English, mathematics, science, and history/social science. These changes were adopted by the Board of Education through the comprehensive revisions to the SOA that will become effective in the 2018-2019 school year.

The criteria for the award of locally awarded verified credit is summarized below:

- To qualify for locally awarded verified credits, a student must:
  - Pass the high school course.
  - Score within a 375-399 scale score range on any administration of the Standards of Learning test after taking the test at least twice; and
  - Demonstrate achievement in the academic content through an appeal process administered at the local level (see *Guidance Governing the Use of Locally-Awarded Verified Credits* for details).
- Students with credit accommodations are not subject to the limit on the number of locally awarded verified credits.
- Local school boards must have policies governing procedures used to award locally-awarded verified credit, including the use of a review panel to consider evidence of the student's achievement.

**For students entering the ninth grade for the first time prior to the 2018-2019 academic year:**

- No more than three locally awarded verified credits may be awarded.
- Locally awarded verified credits cannot be applied toward an Advanced Studies diploma.
- Students that are no longer in school who would now be eligible for a locally-awarded verified credit in English or mathematics may now earn a locally-awarded verified credit, provided that all criteria are met.

**For students entering the ninth grade for the first time in the 2018-2019 academic year and beyond:**

- No more than one locally awarded verified credit may be awarded.
- Locally awarded verified credits can be applied toward either a Standard or an Advanced Studies diploma.

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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.

### **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 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**

### INTRODUCTION

#### **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 a 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  
SECONDARY (MIDDLE AND HIGH SCHOOLS)**

<b>LEVELS OF INTERVENTIONS AND RESPONSES</b>	
<p><b>Southampton County Public Schools’ intent is to change student behavior; however, consequences and/or more intense interventions may be imposed due to safety or repeated offenses.</b></p>	
<b>CLASSROOM</b>	<p><b>Examples of Classroom Interventions and Responses</b> <i>These interventions aim to teach and correct inappropriate behavior so students can learn and demonstrate safe and respectful behavior. Staff members are encouraged to try a variety of positive management strategies with graduated responses as needed.</i></p>
	<ul style="list-style-type: none"> <li>● Establish positive relationships with students</li> <li>● Recognize/reward appropriate behavior</li> <li>● Contact parent/guardian</li> <li>● Verbal correction</li> <li>● Reminders and redirection</li> <li>● Written reflection or apology</li> <li>● Seat change</li> <li>● Student conference</li> <li>● In-class time out</li> <li>● Loss of classroom privileges</li> </ul>
<b>LEVEL 1</b>	<p><b>Examples of Classroom Interventions and Responses with Parental Involvement</b> <i>These interventions aim to teach and correct inappropriate behavior so students can learn and demonstrate safe and respectful behavior. Staff members are encouraged to try a variety of positive management strategies with graduated responses as needed while keeping the student in class.</i></p>
	<ul style="list-style-type: none"> <li>● Verbal warning</li> <li>● Student conference</li> <li>● Parent/guardian conference</li> <li>● Behavior chart/contract/plan</li> <li>● Citation/Detention/Saturday School</li> </ul>
	<p><b>Examples of Administrative Interventions and Responses</b> <i>These interventions involve the school administration and aim to correct behaviors by stressing the seriousness of the behavior while keeping the student in school.</i></p>

<p><b>LEVEL 2</b></p>	<ul style="list-style-type: none"> <li>● Student conference</li> <li>● Check-in/check-out</li> <li>● Behavior chart/contract plan</li> <li>● Parent/guardian contact</li> <li>● Restorative justice strategies /Service Duty</li> <li>● Restitution</li> <li>● Loss of privilege</li> <li>● Detention</li> <li>● Conflict resolution</li> <li>● Peer mediation</li> <li>● Mentoring</li> <li>● In-school suspension/Saturday School (ISS)</li> <li>● Functional Behavior Assessment (FBA); Behavior Intervention Plan (BIP)</li> <li>● Citation</li> </ul>
<p><b>LEVEL 3</b></p>	<p><b>Examples of Short-term Suspensions Referral Responses</b>  <i>These interventions involve short-term removal of a student from the school environment due to the severity or chronic nature of the behaviors; suspension from school will not exceed ten (10) days.</i></p> <ul style="list-style-type: none"> <li>● Restitution</li> <li>● Restorative justice strategies/Service Duty</li> <li>● Short-term Out-of-School Suspension (OSS) not to exceed ten (10) days</li> <li>● Functional Behavior Assessment (FBA); Behavior Intervention Plan (BIP)</li> <li>● Revision of IEP (student with disabilities)</li> <li>● Referral to community organizations</li> </ul>
<p><b>LEVEL 4</b></p>	<p><b>Examples of Extended Suspension Referral Response</b>  <i>These interventions involve the long-term removal of a student from the school environment due to the severity of the behavior. These interventions focus on protecting the safety of the school community and ending destructive/dangerous behavior.</i></p> <ul style="list-style-type: none"> <li>● Restorative justice strategies upon return of suspension</li> <li>● Referral to community organizations</li> <li>● Extended Out-of-School Suspensions (OSS) of more than ten (10) days</li> <li>● Placement in an alternative educational setting</li> <li>● Expulsion</li> <li>● Report to law enforcement</li> </ul>

<b>BEHAVIOR</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>REPORT TO POLICE</b>
Attendance					
Tardy	X	X			
Skipping		X	X		
Unauthorized Area		X	X		
Leaving School w/o Authorization			X	X	
Trespassing	X	X	X	X	X
<b>BULLYING/HARASSMENT</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>REPORT TO POLICE</b>
Bullying Physical		X	X	X	X
Bullying Cyber		X	X	X	X
Bullying Other	X	X	X	X	
Threaten/Intimidate Staff		X	X	X	X
Threaten/Intimidate Student		X	X	X	X
Stalking		X	X	X	X
Harassment	X	X	X	X	
<b>DISRUPTIVE BEHAVIOR</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>REPORT TO POLICE</b>
Minor Insubordination	X	X	X		
Disrespect	X	X	X		
Defiance	X	X	X		
Disruption w/o Endangering Safety	X	X			
Disruption Endangering Safety		X	X		

Demonstration w/o Affecting Instruction	X	X			
Demonstration Affecting Instruction		X	X	X	
Obscene Language/Gesture	X	X	X		
Obscene/Disruptive Literature	X	X	X		
Dress Code	X	X			
Riot: Attempt to Incite		X	X	X	
Riot: Incited			X	X	
<b>DRUGS</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>REPORT TO POLICE</b>
Possession of Alcohol			X	X	
Possession of Over The Counter			X	X	
Possession of Prescription			X	X	
Possession of Inhalant			X	X	
Possession of Schedule 1 or 2 Drug				X	X
Distribution of Tobacco			X	X	
Distribution of Alcohol			X	X	
Distribution of Over the Counter			X	X	
Distribution of Over the Counter			X	X	
Distribution of Prescription			X	X	
Distribution of Schedule 1 or 2 Drug				X	X
Distribution of Tobacco			X	X	
Look-Alike Drug			X	X	
Unauthorized use of Over the Counter			X	X	

Unauthorized use of Prescription			X	X	
Use/Consumption of Alcohol			X	X	
Use of Schedule 1 or 2 Drug			X	X	X
Use, Distribution, Possession of Paraphernalia			X	X	X
Use if Inhalant			X	X	
Use of Tobacco			X	X	
<b>ELECTRONIC DEVICES</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>REPORT TO POLICE</b>
Cell Phone	X	X			
Computers/Laptop/Tablet	X	X			
Extortion		X	X	X	
<b>PHYSICAL VIOLENCE</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>REPORT TO POLICE</b>
Altercation w/o physical contact	X	X	X		
Assault on Staff (no Weapon)			X	X	X
Assault on Staff (weapon)				X	X
Assault on Student (no weapon)			X	X	X
Assault on Student (Weapon)				X	X
Fighting w/o injury		X	X	X	
Fighting with injury		X	X	X	
Gang Violence				X	X
Hazing			X	X	
Homicide				X	X
Kidnapping/Abduction/False Imprisonment				X	X

<b>SEXUAL OFFENSES</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>REPORT TO POLICE</b>
Attempted Sexual Assault (Student)			X	X	X
Attempted Sexual Assault (Staff)			X	X	X
Inappropriate Sexual Touching/Contact of Staff		X	X	X	
Inappropriate Sexual Touching/Contact of Student		X	X	X	
Indecent Exposure			X	X	X
Sexual Battery of Staff				X	X
Sexual Battery of Student				X	X
Sexual Assault of Staff				X	X
Sexual Assault of Student				X	X
Aggravated Sexual Battery				X	X
<b>TECHNOLOGY</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>REPORT TO POLICE</b>
Damage/Attempted Damage		X	X	X	
Infraction of School Use Policy		X	X	X	
Unauthorized Usage	X	X	X	X	
<b>PROPERTY VIOLATIONS</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>REPORT TO POLICE</b>
Arson			X	X	X
Theft of Student or Staff Property		X	X	X	
Theft of School Property		X	X	X	

Theft of Motor Vehicle			X	X	X
Possession of Stolen Property		X	X	X	
Vandalism of School Property		X	X	X	
Vandalism of Student Property		X	X	X	
Vandalism of Staff Property		X	X	X	
<b>WEAPONS</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>REPORT TO POLICE</b>
BB/Pellet Gun				X	X
Bomb/Bomb Making Materials				X	X
Bomb Detonation				X	X
Chemical Substance				X	
Fireworks/ Explosives			X	X	
Firearms				X	X
Knife (on person or in possession)				X	X
Knife (in vehicle greater than 3 in Blade)			X	X	
Live Ammunition		X	X	X	
Razor/ Box cutter/Other cutting Device			X	X	
Stun Gun/Taser				X	
Replica/Toy/Look-Alike			X	X	
Possession of Other Weapons			X	X	X
<b>OTHER</b>					
Chemical/Biological Threat			X	X	X
Cheating	X	X			

Terrorist Threat				X	X
Extortion Attempted		X	X		
Falsified/Altered Document	X	X	X		
Gambling	X	X	X		
Gang Activity			X	X	

<b>DISCIPLINE OFFENSES AND DESCRIPTIONS</b>	
<b>ATTENDANCE</b>	
<p><u>Attendance</u> - Student attendance is a cooperative effort; schools shall involve parents and students in accepting responsibility for regular attendance. Each parent or guardian of a child within the compulsory school attendance age shall be responsible for the child's regular and punctual attendance at school as required by law. Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with school board regulation.</p>	
Tardy	Student not in the classroom when the tardy bell rings
Skipping	Student in the building, did not report to class
Unauthorized Area	Student released to another area, did not report to designated area.
Leaving School w/o Authorization	Student left the building without prior authorization
<p><u>Trespassing</u> - A student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action, and student visitors who fail to do so also may be subject to disciplinary action as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity, wherever located.</p>	
Trespassing	L1: Student on site without supervision L2: Student on site after being prohibited from school grounds



**BULLYING/HARASSMENT**

Bullying - Students, either individually or as part of a group, shall not harass 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

Bullying Physical

Pushing, shoving, hitting

Bullying Cyber

Sending, posting, or sharing negative, harmful, false, or mean content about someone else causing embarrassment or humiliation.

Bullying Other

Threats/ Intimidation - Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason. This includes any threats made in writing, or verbally, and toward or about any person.

Threaten/Intimidate Staff

Threaten/Intimidate Student

Stalking - Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

Stalking

Harassment

**DISRUPTIVE BEHAVIOR**

Disruptive Behavior - Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities, which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

Minor Insubordination

Disrespect

Defiance

Disruption w/o Endangering Safety

Disruption Endangering Safety

Demonstration w/o Affecting Instruction	
Demonstration Affecting Instruction	
Obscene Language/Gesture	
Obscene/Disruptive Literature	
Dress Code	
Riot: Attempt to Incite	
Riot: Incited	
<b>DRUGS</b>	
<p><u>Alcohol and Drugs</u> - A student may not possess, use, or distribute alcohol, tobacco and/or tobacco products, and other drugs on school grounds, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any drug not prescribed for the student by a physician. Any student who possesses or uses prohibited substances may participate in prevention and intervention activities deemed appropriate by the superintendent.</p>	
Possession of Alcohol	
Possession of Over The Counter	
Possession of Prescription	
Possession of Inhalant	
Possession of Schedule 1 or 2 Drug	
Distribution of Tobacco	
Distribution of Alcohol	
Distribution of Over the Counter	
Distribution of Prescription	
Distribution of Inhalant	
Distribution of Schedule 1 or 2 Drug	
Look-Alike Drug	
<b><u>SELF-ADMINISTRATION OF MEDICATION</u></b>	

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

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

Unauthorized use of Over the Counter	
Unauthorized use of Prescription	
Use/Consumption of Alcohol	
Use of Schedule 1 or 2 Drug	
Use, Distribution, Possession of Paraphernalia	
Use if Inhalant	
Use of Tobacco	

**ELECTRONIC DEVICES**

Cell Phone	Not abiding by the Division's Policy
Computers/Laptop/Tablet	
Extortion	
Extortion Attempted	
Falsified/Altered Document	

Internet Use - Internet use by students shall be in accordance with acceptable computer use policies and regulations. Violations of policy will result in a suspension of access privileges.

Internet Use	
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**PHYSICAL VIOLENCE**

Assault - The following violations shall result in disciplinary action and may require mandatory sanctions:  
Threatening or physically assaulting another student or another person (other than a staff member) who has reason to be at school, whether or not causing injury, shall result in disciplinary

measures up to and including a 10-day suspension and a recommendation for expulsion. Physically assaulting a school staff member shall result in suspension from school for up to 10 days, and the principal may recommend expulsion. In the event of injury to the staff member, expulsion shall be recommended.

Altercation w/o physical contact	
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Assault on Staff (no Weapon)	
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Assault on Staff (weapon)	
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Assault on Student (no weapon)	
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Assault on Student (Weapon)	
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Fighting - Exchanging mutual physical contact between two or more students by pushing, shoving, or hitting with or without injury is prohibited.

Fighting w/o injury	
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Fighting with injury	
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Gang-Related Activity - Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).

Gang Violence	
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Hazing - No student shall engage in hazing. Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in a club, organization, association, fraternity, sorority, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity.

Hazing is a *Class 1 Misdemeanor*, which may be punished by confinement in jail for up to 12 months and a fine of up to \$2500, or both, in addition to any disciplinary consequences, which may be imposed. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or minors.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

Hazing	
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Homicide	
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Kidnapping/Abduction/False Imprisonment	
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<b>Sexual Offenses</b>	
<u>Sexual Harassment</u> – Any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment, are prohibited.	
Attempted Sexual Assault (Student)	
Attempted Sexual Assault (Staff)	
Inappropriate Sexual Touching/Contact of Staff	
Inappropriate Sexual Touching/Contact of Student	
Indecent Exposure	
Sexual Battery of Staff	
Sexual Battery of Student	
Sexual Assault of Staff	
Sexual Assault of Student	
Aggravated Sexual Battery	
<b>Technology</b>	
Damage/Attempted Damage	
Infraction of School Use Policy	
Unauthorized Usage	
<b>Property Violations</b>	
<p><u>Property Offenses</u> - The following violations shall result in disciplinary action at the discretion of the principal and may require a report to local law enforcement authorities:</p> <ul style="list-style-type: none"> <li>• Willful causing or attempting to cause damage to school property</li> <li>• Theft of, taking, or trying to take another person's property or money by force, fear, or other means</li> <li>• Vandalism, arson, or any threat or false threat to bomb, burn, damage, or destroy in any manner a school building or school property</li> </ul> <p>A student (or the student's parent) shall be required to reimburse the school board for any actual loss of, breakage or, destruction of, or failure to return property owned by or under the control of the school board caused or committed by such student.</p>	

Arson	
Theft of Student or Staff Property	
Theft of School Property	
Theft of Motor Vehicle	
Possession of Stolen Property	
Vandalism of School Property	
Vandalism of Student Property	
Vandalism of Staff Property	
<b>Weapons</b>	
<p><u>Weapons</u> - Students shall not have in their possession any type of unauthorized firearm or other article, which may be used as a weapon.</p> <p>Student conduct policy on weapons should address the possession, use, sale or purchase of restricted items on school property, on school vehicles, or during school sponsored activities on or off school property. This includes, but may not be limited to, any firearm or weapon. The school board prohibits the possession of unloaded weapons by students on their persons or in their lockers, backpacks, or vehicles.</p> <p>Weapons for which mandatory expulsion is required include those enumerated in <i>Virginia Code</i> § 18.2-308.1., in the federal Gun-Free Schools Act, and in <i>Virginia Code</i> § 22.1-277.01.D.</p> <p>In accordance with § 22.1-277.01 of the <i>Code</i>, the expulsion shall be for no less than 365 days. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.</p> <p>Carrying, bringing, using, or possessing dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity on or off school property is grounds for disciplinary action. Examples of dangerous instruments include knives with blades less than three inches, letter openers, screwdrivers, hammers, hatchets, and other devices that could be used to inflict harm upon another person.</p>	
BB/Pellet Gun	
<p><u>Bomb Threat</u> - Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices, or hoax explosive devices, or chemical bombs as defined in the <i>Code of Virginia</i>. Moreover, students shall not make any threats or false threats to bomb other students, school personnel or property.</p>	
Bomb/Bomb Making Materials	
Bomb Detonation	

Chemical Substance	
Fireworks/Explosives	
Firearms	
Knife (on person or in possession)	
Knife (in vehicle greater than 3 in Blade)	
Live Ammunition	
Razor/ Box Cutter/Other Cutting Device	
Stun Gun/Taser	
Replica/Toy/Look-Alike	
Possession of Other Weapons	
<b>Other</b>	
Chemical/Biological Threat	
<p><u>Cheating</u> - Students are expected to perform honestly on any assigned schoolwork or tests. The following actions are prohibited:          Cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information          Plagiarizing by copying the language, structure, idea, and/or thoughts of another          Falsifying statements on any assigned schoolwork, tests, or other school documents</p>	
Cheating	
Terrorist Threat	
<p><u>Dress Standard</u> - All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited.</p> <p>Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.</p> <p>Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any</p>	

apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.

Dress Code	
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Extortion - No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

Extortion Attempted	
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Falsified/Altered Document	
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Gambling - A student shall not bet money or other things of value, or knowingly play or participate in any game involving a bet on school property or during any school-sponsored activity.

Gang-related - activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).

Profane or Obscene Language or Conduct - Students shall not use vulgar, profane, or obscene language, or gestures, or engage in conduct that is vulgar, profane, or obscene, or disrupts the teaching and learning environment.

Profanity	
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Bus-Related Offenses - Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. Students who become disciplinary problems on school buses shall be reported to the principal by the driver and may have their riding privileges suspended or revoked. Students are also subject to the same disciplinary action as would be prescribed had the behavior occurred at school (see Appendix C).

<u>Bus</u>	
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### **TEACHER REMOVAL OF A STUDENT 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 their parents/guardians 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 their parent and 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 not 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 a 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 and Behavior Intervention Plans*

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
  - (c) 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 which 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 TRANSPORTATION 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

## APPENDIXE: SCHOOL DIRECTORY

<a href="#"><u>School Board Office</u></a>		(757) 653-2692
<a href="#"><u>Department of Athletics</u></a>		
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
<a href="#"><u>Capron Elementary</u></a>	<a href="#"><u>Faculty and Staff Directory</u></a>	(434) 658-4348
<a href="#"><u>Meherrin Elementary</u></a>	<a href="#"><u>Faculty and Staff Directory</u></a>	(757) 654-6461
<a href="#"><u>Nottoway Elementary</u></a>	<a href="#"><u>Faculty and Staff Directory</u></a>	(757) 859-6539
<a href="#"><u>Riverdale Elementary</u></a>	<a href="#"><u>Faculty and Staff Directory</u></a>	(757) 562-3007
<a href="#"><u>Southampton Middle</u></a>	<a href="#"><u>Faculty and Staff Directory</u></a>	(757) 653-9250
<a href="#"><u>Southampton High</u></a>	<a href="#"><u>Faculty and Staff Directory</u></a>	(757) 653-2751
<a href="#"><u>Fresh Start Center</u></a>		(757) 562-2903
<a href="#"><u>Technical and Career Center</u></a>		(757) 653-9170
<a href="#"><u>Student Activities</u></a>	<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 High School Student Handbook for the 2021-2022 school year.***

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Student Printed Name)

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(Student Signature) (Date)

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(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.**

**SOUTHAMPTON COUNTY PUBLIC SCHOOLS  
POST OFFICE BOX 96  
21308 PLANK ROAD  
COURTLAND VIRGINIA 23837  
757-653-2692 PHONE  
757-653-9422 FAX**