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**SOUTHAMPTON MIDDLE SCHOOL**  
**23450 Southampton Parkway**  
**Courtland, VA 23837**  
**757-653-9250**

**Darian Bell, Principal**  
**Patricia Jackson, Assistant Principal**  
**Billy Jenkins, 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 MIDDLE SCHOOL GOAL**

Southampton Middle School is committed to creating a safe and respectful environment where students grow and learn by developing their character, intellect, well-being, 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	24	25	26
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 <sup>1/149</sup>	3 <sup>2/150</sup>	4 <sup>3/151</sup>	5 <sup>4/152</sup>	6 <sup>5/153</sup>	7 <sup>6/154</sup>
8	9 <sup>7/155</sup>	10 <sup>8/156</sup>	11 <sup>9/157</sup>	12 <sup>10/158</sup>	13 <sup>11/159</sup>	14 <sup>12/160</sup>
15	16 <sup>13/161</sup>	17 <sup>14/162</sup>	18 <sup>15/163</sup>	19 <sup>16/164</sup>	20 <sup>17/165</sup>	21 <sup>18/166</sup>
22	23 <sup>19/167</sup>	24 <sup>20/168</sup>	25 <sup>21/169</sup>	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 <sup>17/186</sup>	21 <sup>18/187</sup>	22	23	24	25
26	27	28	29	30		

Teaching Days 13/Cumulative Days 182

## ACADEMIC SCHOOL CALENDAR 2021 – 2022

<b>FIRST DAY OF SCHOOL</b>	SEPTEMBER 7
 <b>STAFF DAYS</b> ( <i>schools closed for students</i> )	AUGUST 23 - 24 (NEW TEACHER ORIENTATION; RETURNING TEACHERS MAY WORK IN CLASSROOMS) AUG 25 - SEPT 2 (PROFESSIONAL DEVELOPMENT / WORK DAYS) JANUARY 31 (WORK DAY) JUNE 20 & 21
 <b>HOLIDAYS</b> (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)
 <b>INTERIM REPORT DISTRIBUTED</b>	OCTOBER 7 DECEMBER 14 MARCH 4 MAY 13
 <b>REPORT CARDS DISTRIBUTED</b>	NOVEMBER 15 FEBRUARY 3 APRIL 11 JUNE 17
 <b>EARLY DISMISSALS</b> (TEACHER WORK DAYS)	NOVEMBER 8 & 9      JANUARY 27 & 28 APRIL 4 & 5      JUNE 16 & 17
<b>EARLY DISMISSALS</b>	NOVEMBER 11 NOVEMBER 24 DECEMBER 17 APRIL 15
 <b>ELEMENTARY PARENT/TEACHER CONFERENCE</b> (4:00 PM – 6:30 PM)	OCTOBER 11 MARCH 7
 <b>SECONDARY PARENT/TEACHER CONFERENCE</b> (4:00 PM – 6:30 PM)	OCTOBER 12 MARCH 8
<b>HIGH SCHOOL GRADUATION</b>	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. MeChelle Blunt	(757) 653-2692
Supervisor of Food Services	Raquel Locklear	(757) 653-2692
Supervisor of Technology	Bill Hatch	(757) 653-2692
Supervisor of Transportation	Josh Griffin	(757) 653-2692

# SCHOOL POLICIES AND PROCEDURES

## ABSENCES

Students returning to school after an absence are required to present a signed note from a parent or physician to the main office. This note should be dated and include the specific reason for the absence. **A student is only allowed five parent excused absences per year. It is recommended that a doctor's excuse be presented any time the student has been to the doctor during their absence.** Time lost by checking in late or out early also counts towards absentee records, if available, please provide physician's notes for these visits. Absences will be determined excused or unexcused in accordance with Southampton County School Board Policies. **All notes must be turned in within 5 days of the return to school. When a student accumulates five or more unexcused absences, the parent and student may be required to meet before the truancy board.**

Student absence is a main cause of many non-achievements in school. Unless health or other serious emergency arises, students should be in school, prepared and ready to learn. Any student who misses a class nine or more times, or ten percent of days enrolled in Southampton County Schools, per semester year will not receive credit for that class. Certain authorized or approved absences will not count against cumulated absence total.

### ***PLAN TO BE PRESENT IN YOUR CLASS EVERY DAY.***

#### **Approved absences would include:**

- a. Absence or illness for which a doctor's certificate is presented
- b. School sponsored activities or a late bus
- c. Court or social services appointments

***Students may also receive an excused or unexcused absence. Each of these absences will count against the eighteen possible absences. An unexcused absence would be issued for the following:***

- a. Any suspension from school
- b. Any absence for the conduct to business which could be done during non-school hours
- c. Students leaving school without permission from an administrator
- d. Failure to bring a note from a parent or guardian regarding absence from school

### ***ONLY NINE (9) ABSENCES ALLOWED PER SEMESTER***

An excused absence will be issued for absences that have parental approval excluding those listed above. Any student who has a question concerning an absence may appeal through the principal's office. When it is necessary for a student to be absent, the following sequence must be observed:

- 1. The day following the absence, the student will present themselves to the attendance officer and receive a class admit slip.**
- 2. A note from a parent or guardian should be presented to the front office for each absence since they are accountable under school law. The note should contain the student's name, date of absence, reason for absence, contact number and the parent's or guardian's signature.**
- 3. If the student has a note signed by medical personnel or a government official certifying the absence, an approved permit will be issued by the attendance officer.** The absence will not count against the allowed total. A student's statement regarding absence for a doctor or court visit will not be accepted.

4. Absences for personal illnesses, illness of a relative, death of a person in immediate family, or family demands, which cannot be satisfied during non-school hours, will be accepted as excused absences if accompanied by a parental note. Each absence will count towards the allowed total of nine (9) per semester.

We are not able to make adjustments for family trips of any kind. Please use enclosed school calendar to assist with scheduling extended absences, preferable during school breaks and or after the close of school.

**BE ADVISED, STATE ATTENDANCE REGULATIONS ARE IN EFFECT.**

### **ATHLETICS AT SMS**

We are very fortunate to be able to offer Athletic Teams at our school. Athletics always help to motivate students to become better students by teaching discipline, leadership, teamwork and dedication. Students must have a completed athletic physical to participate. Students must also be in good academic and behavior standings with the school to participate. We have the following teams:

1. Girls Basketball
2. Boys Basketball
3. Baseball
4. Softball
5. Track
6. Football
7. Cheerleaders

### **ATTENDANCE**

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers.

The instructional day begins 7:30 a.m. Students transported to school by car in the morning may not enter the building prior to 7:15 a.m. Students will be dismissed from school at 2:30 p.m. All students must be in attendance for 182 days for the given school year unless he/she has an illness or legitimate reason for not being in school. However, when he/she returns to school, a note from the parents or guardians should accompany the student stating the reason for their absence.

Daily attendance is very important for all students. If for any reason a pupil is absent for 15 consecutive days, on the 16<sup>th</sup> day the pupil will be withdrawn from school. When a pupil returns to school, he/she will be re-entered. If a student is absent repeatedly or for long periods of time, he/she may not benefit from the instruction presented. The student that is so far behind in their assignments due to absences risks the possibility of not being promoted to the next grade level.

### **Excused Absences**

It is the student's responsibility to make arrangements with teachers to make-up work. This should be done promptly on the day the student returns to school. Students who have excused absences should complete and return any make-up work promptly upon their return to school. If an excuse note is not presented by the fifth day, the absence will be recorded as unexcused.

## Consecutive Absences

Parents must notify the school **before** 9:00 a.m. if they wish to have homework collected for three (3) or more consecutive days of absences. Requests must be sent to the main office. Parents may pick up assignment sheet and books in the office **after** 3:00 p.m.

## Unexcused Absences

In the event of repeated unexcused absences, co-curricular and or other activities **will be** curtailed for the student. Parents or guardians will be contacted by telephone or in writing about the serious impact excessive absences have on student performance and academic progress.

**PLEASE BE ADVISED THAT 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 <i>Instant Alert</i> 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>
5 <sup>th</sup>	<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>
6 <sup>th</sup>	<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>
9 <sup>th</sup>	<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>
12 <sup>th</sup>	<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>

## **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

## **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.

## **CHILD ABUSE**

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

## **CUSTODY**

All custody concerns should be reported to the school office at the beginning of the school year. In cases of restricted visitation rights, the school should be given a copy of the court document stating the conditions of visitation.

## **EARLY AND LATE ARRIVALS**

Drop off time is 7:15 a.m., through 7:30 a.m. Students should not report to school before 7:15 a.m. Students who arrive after 7:30 a.m., should enter through the front of the school and report to the check-in desk for a late arrival slip.

**Students may elect to have a “Grab-n-Go” breakfast which is available in designated areas.**

Should it be necessary to arrive at school after **7:30 a.m.**, students will report to the main office or designated area to sign a late sheet. **Students should have a signed note from their physician, parent, or guardian detailing the reason for tardiness.**

Student drop-off is at the rear of the Red hall. Red hall is located near the rear of the school, by the Football field. All students must be picked up by 2:35 p.m. (5 minutes after dismissal time). Notes for pick-up must be on file in the office.

## **Tardiness**

Students are due in their 1<sup>st</sup> period class no later than **7:30 a.m.** After this time, they must report to the front lobby to obtain a pass to be admitted in class. Students who have accumulated four (4) *tardies* will earn one (1) unexcused absence. Students must arrive to school on time, prepared and ready to learn.



## EMERGENCY INFORMATION AND MEDICATION

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

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

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

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

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

### Nonprescription Medications

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

### Self-Administration of Medication

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

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

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

## GLASS BOTTLES

Glass bottles are not permitted on buses or on school grounds at any time. Flowers that are sent to school, must be in a plastic container. Flowers and any other items for students will be kept in the office until the end of the day.

## GRADING POLICY

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

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

There must be a sufficient number of grades to assure a fair and complete evaluation of each 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.

## GRIEVANCES AND COMPLAINANTS

**\*In the interest of providing fairness and courtesy to all, please follow this procedure.**

Parents and students are expected to follow proper channels in registering complaints or seeking solutions to problems dealing with the school. The proper steps are as follows:

1. Contact the teacher FIRST -then if necessary
2. Discuss the concern with the Principal
3. Contact the School Board Office for further instructions if needed.

## HOMEWORK

Homework is a vital component of the total educational program and is therefore encouraged. Homework will be assigned only when students have demonstrated knowledge and comprehension of the skill in class. Material not reviewed in class will not be assigned as homework. Routine assignments such as similar math problems or answering questions at the end of a chapter should be assigned in moderation.

- To improve the effectiveness of homework assignments, teachers must provide appropriate and well-timed feedback. Homework should not be used to punish a student.

- Homework in grades 6-8 should not exceed 15 minutes per class period. It will sometimes be necessary for team teachers and department teachers to coordinate assignments, to adhere to this time allotment. Homework may count for 5% of the 9 weeks grade.
- As a part of our commitment to literacy and learning, it is expected that students will read for twenty (20) minutes per night.

**Special and long-term project-based learning activities are used as an extension of the learning experience and encouraged.**

## **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.

## **IMMUNIZATION REQUIREMENTS**

Advisory Committee on Immunization Practices (ACIP) changed the minimum recommended age for the *Tetanus, Diphtheria* and *Acellular Pertussis (Tdap)* adolescent booster vaccine from 10 to 11 years. Students must receive a Tdap immunization before entering seventh grade.

## **INTERIMS**

The Southampton County Public School 2021-22 calendar indicates the dates that interim reports will be sent home. The dates are as follows: **10/7/2021, 12/14/2021, 3/4/2022, and 5/13/2022**. All students will receive interim reports in an effort to effectively support, manage, and maintain transparency of student academic progress.

## **LEAVING DURING SCHOOL HOURS**

During the school day, students may not leave the school, for any purpose, without their parents or guardians' permission. Prior to departing from the school building, all students must be signed out and discharged into the care of an adult who has shown sufficient identification at the main office. If returning to school the same day, the student must report back to the office before returning to classes.

## **LIBRARY**

Students are encouraged to use the school library for pleasure reading, research, and projects. The library is open between the hours of 7:20 a.m. through 2:45 p.m. Students may visit the library at any time during the school day with permission from their teachers. Students are required to use their identification cards or student identification number to check out materials. **Students are responsible for any damaged or lost library/media materials charged to their care.**

## LOCKERS (IF IN USE)

Each student will be assigned a locker. Students are responsible for providing their own lock. Lockers are provided for students' convenience but are the property of the Southampton County School district.

Administration reserves the right to inspect the contents of a locker. Locker checks will be made during the course of the school year to ensure cleanliness. Although, the school will investigate any reports of stolen property, Southampton County Schools cannot be held responsible for items lost or taken from a locker assigned to any student. **Students are responsible to ensure their lockers are locked at all times.**

Students will be permitted to go to their lockers during the morning between 7:15-7:30 a.m. and at dismissal.

Locks may remain on the lockers at the end of the PE class. Locks should not be worn or used as a weapon. Padlocks *are not* to be placed on new red lockers.

To avoid locks having to be cut, students are encouraged to give homeroom teachers their combination or copy of locker key which will be turned in and kept in the main office.

Locks will be cut from 9:00-9:30 a.m. and from 2:30-3:00 p.m.

## MAKE-UP WORK

1. It is the responsibility of the student to make up their missed assignments.
2. All make-up work must be completed within five (5) days of returning from absence.
3. When work to be made up falls at the end of a grading period, the student is obliged to complete missed assignments with all haste.
4. Students who have been suspended from school have the right to make up their work.
5. Upon the request of the parent or student, teachers are required to send make-up work home when a student, has been absent from school for five consecutive days. Students that have missed fewer than five consecutive days may use the "buddy system"-call a responsible classmate for your assignment. Students are required to make-up work.
6. Any student with an excused or unexcused absence must ask the teacher for make-up work when he/she returns to school.

## MATH AND SCIENCE ACCELERATED CLASSES

Southampton Middle School will include *Math 6* for the 6<sup>th</sup> grade, *Math 7* and *Pre-Algebra* for the 7<sup>th</sup> grade and *Pre-Algebra*, *Algebra I* and *Geometry* for the 8<sup>th</sup> grade.

The proposed math and science accelerated classes criteria is attached. Students and parents entering SMS will be made aware of the potential opportunities available for their child to participate in accelerated math and science classes. Accelerated classes begin in seventh grade.

Criteria for participation will include a SOL score of 420 or higher, a 3.0 grade point average, grades of A's and B's in math and or science, and 18/25 on the teacher checklist.

Students who have successfully completed accelerated classes will enter SHS with high school credits in Algebra I, Geometry, Spanish, and Earth Science.

Students are grouped for learning in classes that offer accelerated instruction. Students will be challenged as well as build on teamwork, skill-building, and will have an increase of expectations. Qualifying students in seventh and eighth grade are placed in accelerated content classes in math and science as part of the daily class schedule. These classes require more in-depth study of topics, a rigorous pace of instruction, expanded homework responsibilities, and independent projects determined by the teacher.

*Accelerated Periods Placement Criteria:*

<b>Middle School Rubric for Student Placements</b>	
Standards of Learning	4 Points
Teacher Recommendation	4 Points
Report Card Grades	4 Points
Grade Point Average	4 Points

Twelve (12) of sixteen (16) points are required to participate in the accelerated classes.

Students with a grade below 80% after the first four and a half weeks of school will be placed in the regular grade level classroom.

*Math and Science Acceleration:*

<b>Grade</b>	<b>6</b>	<b>7</b>	<b>8</b>
Content	Math 6	Pre-Algebra	Algebra I Semester Geometry Semester
Content	Science 6	Life Science Semester	Physical Science Semester Earth Science Semester

**SOUTHAMPTON MIDDLE SCHOOL**  
**ADVANCED CURRICULUM STUDENT CHECKLIST**

<b>Never</b>	<b>Seldom</b>	<b>Sometimes</b>	<b>Often</b>
1	2	3	4

	1. Able to complete complicated arithmetic operations
	2. Able to investigate or observe matters in detail
	3. Able to continuously focus on scientific and natural activities
	4. Shows interests in exploration or willing to take risk
	5. Able to provide opinions or solutions to different types of problems
	6. Able to adjust, improve, or rectify the views of different things
	7. Accountable and able to complete any task or program assigned them
	8. Well respected by his or her classmates
	9. Able to communicate with others effectively and able to clearly express their own thoughts
	10. Shows strong confidence in getting along with classmates of the same age group
	11. Able to organize and associate the relationship of various matters, people and situations
	12. Being cooperative in working with others
	13. Demonstrates leadership intention in activities
	14. Able to speak with rich content and explain in detail fluently
	15. Able to concentrate on one subject insistently
	16. Able to learn with minimum guidance from teachers
	17. Not afraid of failure and difficulties and insists on completing various tasks or duties
	18. Able to undertake personal responsibility for the results on which he/she has pursued
	19. Able to follow up the topics or issues he/she is interested in
	20. Being highly committed to certain topics or issues
	21. Able to pledge himself/herself to an interested long-term program
	22. Able to insist and complete the work
	23. Able to follow multi-step directions
	24. Shows organizational skills
	25. Able to complete complicated arithmetic operations

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

## **NON-EDUCATIONAL MATERIALS / NUISANCE ITEMS**

The following items should be used only during times when they are expressly permitted: cameras, pictures, radios, sunglasses, hats, cell phones, games devices, iPods, iPads, fidget spinners, and any other type of personal or entertainment devices.

The following items should not be brought to school under any circumstances: toys, water guns, whistles, balloons, confetti, gag materials, pornography, spray paint, large amounts of money, or blankets.

If the above items are brought to school and are misplaced or taken, it is not the responsibility of the school to locate, return, and or replace.

Banned items will be confiscated by the administration and not returned until they are claimed from the office by a parent or guardian. Parents will be notified of confiscated items and students will receive appropriate school consequence as aligned with school policies and the *Student Code of Conduct*.

## **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.

## **PARENT / TEACHER CONFERENCES**

Parent/Teacher Conferences will be held from **3:30-5:30 p.m.** on the following dates:

**October 8, 2021**

**March 4, 2022**

## **PARENT TEACHER ORGANIZATION (PTO)**

Southampton Middle School has an active Parent Teacher Organization. We encourage all parents and teachers to become active in the PTO in an effort to improve the educational process. Registration for PTO occurs at the new year orientations and the first Parent/Teacher conference.

## **PBIS CARDS**

**HANDLING LOST, STOLEN, AND MISUSED ID/PBIS CARDS:** Southampton Middle School and Southampton High School issue laminated cards to all students. The first card is free of charge to every student enrolled at the high school and middle school. Students must act as responsible individuals with these cards. If a student loses their card or if the card is stolen or damaged, the student may opt to buy a new card for \$2.00 or may use the pinpoint pad at a POS terminal to put in the barcode for their account.

ID/PBIS cards that are misused by students and/or the willful use of someone else's barcode number can cause the student to be disciplined by the school administration.

Each time a student misuses a card or barcode number, the student and the parent should receive a letter from the school principal/designee stating the method of misuse and indicating the type of punishment.

It is recommended that the school principal or his designee have a conference with the student and the parent after each offense. A written copy of the letter will be sent to the cafeteria manager in said school where the policy has been abused.

## **PHYSICAL EDUCATION**

All students are recommended to participate in physical education unless there are extenuating circumstances which will be reviewed by building principal. Students are to dress in school approved uniforms in order to receive full credit.

When a student does not dress for physical education during a nine weeks period, the following will occur:

- 1<sup>st</sup> Time - Teacher will record and reprimand
- 2<sup>nd</sup> Time - Letter will be sent home signed by the teacher and a copy sent to the office at the end of the school day.
- 3<sup>rd</sup> Time - Student may be sent to the office and further disciplinary action may be taken.

Teachers may excuse students for one (1) day with a note from the parent, approved by the office. Additional days must be approved by a physician or a note from the principal. Teachers reserve the right to verify all notes.

## **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 AND RETENTION**

1. Students **must receive a passing grade in English and mathematics and in either science or social studies plus health/physical education or one elective course.**
2. If the child is retained, the school must establish a written plan in order to demonstrate what process will take place in order to place that child back on academic track by the end of the next school year.
3. Parents will be notified if a child is in danger of being retained at the end of the first semester.

## **REPORT CARDS**

Report cards are given at the end of every nine weeks marking period. Report cards are distributed by the first block teacher during the last ten minutes of the school day. Report card envelopes are to be signed by a parent or guardian and returned to the first block teacher the following day. Final Report cards are mailed.



## SCHOOL CLOSINGS

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

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

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

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

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

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

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

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

## SCHOOL FOOD SERVICES

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.

have eaten their lunch. Our students are expected to use good manners and show courteous behavior in the cafeteria. They should also respect and obey the following guidelines:

- Show courtesy to others
- **Leave tables and all eating areas CLEAN and Push in your chair!**
- Properly dispose of all trash.
- According to federal guidelines, all students going through the lunch line must have at least three items on their tray.
- All students will eat in the school cafeteria.

## **SCHOOL HOURS**

Students are permitted in the building at 7:15 a.m. when the doors open. The school cannot be responsible for any student who arrives before that time. The last bus leaves at approximately 2:40 pm. All students should be picked up by 2:45 p.m., unless they are staying for an approved after school program or activity.

## **SCHOOL SAFETY DRILLS**

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

## **SELF-ADMINISTRATION OF MEDICATION**

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

Written parental permission for self-administration of medication should be on file with the school. The medication is required to be in the original container and appropriately labeled with the manufacturer's directions. The student's name must be affixed to the container.

Students must possess only the required dosage needed. Sharing, borrowing, distributing, manufacturing, exchanging, or selling any medication is **strictly** prohibited. Permission to self-administer non-prescription medication may be revoked if student violates this policy. Student may be subjected to disciplinary action in accordance with the ***Student Code of Conduct.***

## STATE AND COUNTY TESTING SCHEDULE

Standards of Learning (SOL) testing will be conducted in Grades 3, 4, 5, 6, 7, 8, and the *End of Course*. Students in Grades 3, 4, 6, and 7 will be assessed in Mathematics and Reading. Students in Grade 5 and Grade 8 will be assessed on SOL testing in the areas of English, Mathematics, Science, and Social Sciences. Grade 8 students will also take a Writing SOL test. All tests are administered online.

### ***Standards of Learning***

The Virginia Board of Education has approved standards, called SOL's or Standards of Learning, for every grade level in the four core academic areas (English, Math, Science, and Social Studies). These were implemented in 1996 as the basis for the curriculum in Virginia's schools. These standards set clear, rigorous, and measurable academic expectations for the students in our schools.

The Virginia Board of Education has set a minimum passing score on the SOL tests and requires schools to reach that minimum passing rate. The current rate is 75% in Reading and 70% for all other academic areas.

### ***SOL Dismissal Procedures***

**PROCEDURES FOLLOWED FOR DISMISSAL DURING SOL TESTING:** Parents and students are given notice of dates for the State Standard of Learning Test in a variety of ways. As soon as the dates are given to the school, the dates are posted on the school website, in the school newspaper, and in the school's main office. Informational fliers are also provided during parent/teacher conferences. Announcements will be made twice daily prior to testing and information will be posted on the school marquee. When school begins, the specific dates for State Standard of Learning (SOL) tests are not available as they are provided by the state. However, the format of testing is usually the same, whereas 8<sup>th</sup> graders usually test in the first week of March for the State Writing test, and SOL testing for grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> usually begins during the second week of May. Fall testing usually occurs in January.

The school must adhere to the state's strict testing procedures and safety protocols. These procedures and guidelines are provided to schools from the Virginia Department of Education which is adhered and followed by Southampton County School Board.

We respectfully request parental assistance and cooperation in ensuring students are rested and available to participate to the best of their ability during their testing windows. Please schedule any appointments for students after SOL testing.

If a student arrives after the testing session has begun, students will not be able to enter the testing site but will be given an opportunity to take the specific part of the SOL during makeup sessions. Once a testing session has begun students cannot be removed from the testing area until the session for all students has ended. In cases of an emergency, a student can be removed from testing, but the student will not be given the opportunity to continue or make the test up.

If during the afternoon session, a majority of students have not completed the testing section, buses will be held, and dismissal delayed. If less than the majority of students are unfinished, those students will be held to finish testing and the other students will be dismissed. In the event that students are held to finish testing, parents will be notified that their child is still participating in state required testing and arrangements need to be made to pick up child from school.

## **STAIRWAYS**

During change of classes, students should use the correct side of the stairs, by remaining on the right. No running or jumping will be permitted. Playing on steps is dangerous and affects the safety of all our students. Failing to adhere to this procedure will result in disciplinary actions.

## **STUDENT DEBTS**

Students whose names appear on the debt list are prohibited from attending school field trips. Debts incurred may be from textbooks, checks with insufficient funds, property damage, etc.

## **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 accepted only from the top of the knee and down.

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 with covering on 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. No flip flop shoes or slides are allowed.

## **STUDENT RECORDS**

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

## **SUBSTANCE USE AND ABUSE**

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

## **TEXTBOOK FEES**

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

## **TOBACCO-FREE SCHOOL FOR STAFF, STUDENTS, AND PARENTS**

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

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

## **TRANSFERS OR WITHDRAWALS**

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

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

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

## **USE OF FACILITIES**

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

## **VISITORS TO SCHOOL**

Southampton Middle School strives to maintain a safe, secure, environment for learning and overall student success. As a part of that continuing effort, a security system has been installed on the entrance doors at our school. All entrance doors will remain locked throughout the school day.

Students and parents entering the building prior to school will not be affected by this system; however, once the school day begins, all doors will be locked. Persons wishing to enter Southampton Middle School will be asked to use the intercom located at the front entrance of the school or the entrance located on the side of the building, if handicapped accessibility is required. The office staff will be able to both see and talk with building guest and will respond quickly to enable our visitors to enter and report to the front lobby for further assistance. Students will not be permitted to open any exterior door in the school during the school day.

Visitors are required to wear an ID badge while visiting the school. In order not to interrupt instructional time, we do not allow visits to the classroom during instruction, unless an appointment is made to allow the Principal to accompany the parent or guardian to the class. If a parent needs to conference with a teacher, we will be happy to setup a conference time during the teacher's planning period.

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## APPENDICES

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## **APPENDIX A: ADMINISTERING MEDICINES 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>	
<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>	
<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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 being prohibited from school grounds

<b>BULLYING/HARASSMENT</b>	
<p><u>Bullying</u> - 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</p>	
Bullying Physical	Pushing, shoving, hitting
Bullying Cyber	Sending, posting, or sharing negative, harmful, false, or mean content about someone else causing embarrassment or humiliation.
<b>BULLYING/ OTHER</b>	
Bullying Other	
<p><u>Threats; Intimidation</u> - 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.</p>	
Threaten/Intimidate Staff	
Threaten/Intimidate Student	
<p><u>Stalking</u> - Students shall not engage in a pattern of behavior that places another person in fear of serious harm.</p>	
Stalking	
Harassment	
<b>DISRUPTIVE BEHAVIOR</b>	
<p><u>Disruptive Behavior</u> - 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.</p>	
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>SELF-ADMINISTRATION OF MEDICATION</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.

<p>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.</p>	
Altercation w/o physical contact	
Assault on Staff (no Weapon)	
Assault on Staff (weapon)	
Assault on Student (no weapon)	
Assault on Student (Weapon)	
<p><u>Fighting</u> - Exchanging mutual physical contact between two or more students by pushing, shoving, or hitting with or without injury is prohibited.</p>	
Fighting w/o injury	
Fighting with injury	
<p><u>Gang-Related Activity</u> - 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).</p>	
Gang Violence	
<p><u>Hazing</u> - 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.</p> <p>Hazing is a <i>Class 1 Misdemeanor</i>, 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.</p> <p>The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.</p>	
Hazing	
Homicide	
Kidnapping/Abduction/False Imprisonment	



<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.

## **APPENDIXD: SCHOOL TRANSPORT GUIDELINES**

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

### **MEETING THE BUS**

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

### **CONDUCT ON THE BUS**

While on the bus, pupils must:

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

### **LEAVING THE BUS**

- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner, allowing pupils in front seats off first.

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

#### **OTHER CONSIDERATIONS**

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

## APPENDIX E: SCHOOL DIRECTORY

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



## Notes



## 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 Middle School Student Handbook for the 2021-2022 school year.***

\_\_\_\_\_  
Student Printed Name)

\_\_\_\_\_  
(Student Signature) (Date)

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)



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

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