

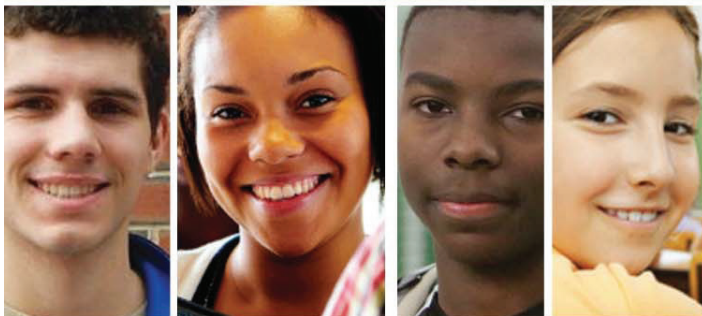
We are RPS!



Richmond Public Schools



STUDENT CODE OF RESPONSIBLE ETHICS



SCORE
2017-18

Resilience. Pride. Success.

rvaschools.net

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Richmond Public Schools

OFFICE OF THE SUPERINTENDENT
Thomas Kranz, Interim Superintendent
EMAIL: tkranz@rvaschools.net

Dear Parents/Guardians and Students,

The Student Code of Responsible Ethics (SCORE) is designed to provide the school community with a policy that fosters a safe, orderly, and supportive learning environment. Safe and orderly schools are a crucial part of academic success. We believe that families and school staff have the responsibility to work collaboratively to help students become productive citizens. Adults, as well as students, must work together to ensure a positive school climate is maintained where students reach their full potential. Richmond Public Schools (RPS) is committed to its continued work with students and families to build strong relationships that support a culture of collaboration and respect in each of our schools. Adherence to the SCORE is an important step to developing and maintaining a culture of respect, safety, and academic excellence.

It is expected that students will behave responsibly and ethically to help foster a learning environment that encourages academic achievement and success. The SCORE is designed to help families and students better understand positive behaviors. In addition to describing behavioral expectations, the SCORE includes tiered prevention and intervention strategies to support students as well as describes the disciplinary consequences for behaviors that jeopardize a safe learning environment. Lastly, the SCORE outlines the division's attendance policies and expectations to include revised procedures for unexcused tardies and early dismissals and new timelines for excusing student absences.

The SCORE applies to students on school property, at any school activities, under the supervision of school authority (including going to and coming from school), and in certain circumstances, after school hours. It is important that parents and students review the SCORE together and discuss the importance of adhering to school rules at all times. After your careful review of the SCORE, please sign and return the acknowledgment form, on the last page, to your child's school indicating that you have received and reviewed the contents in its entirety. The School Board of the City of Richmond and RPS staff believe that providing a safe and secure school environment is a shared responsibility amongst home, school and the community and is the key to our students' current and future success. The School Board and I appreciate your continued support and look forward to a year of growth with Richmond Public Schools. If you have any questions regarding the SCORE, please contact your child's principal. Have a safe and successful school year.

Sincerely,

Thomas Kranz
Interim Superintendent

Resilience. Pride. Success

INTRODUCTION

What is the Student Code of Responsible Ethics (SCORE)?

The Student Code of Responsible Ethics (SCORE) is a guide that defines appropriate and inappropriate behavior. The SCORE also covers disciplinary consequences and interventions that may be prescribed as appropriate. This guide is formulated to encourage good citizenship and to promote positive behavior that will lead to the overall welfare of students. The SCORE ensures that families, students and school personnel are aware of their rights and responsibilities in regard to student conduct. It also standardizes procedures used in responding to specific disciplinary infractions. The goal of the SCORE is to ensure every student has access to a quality education in an environment that is conducive to teaching and learning.

To Whom, When & Where is the Code Applied?

Students are subject to the Code at all times while under the jurisdiction of the school division, including, but not limited to such times as: (1) on school property, which includes any real property owned or leased by the School Board, or operated by or on behalf of the School Board; (2) waiting for the school bus at designated bus stops; (3) taking the most direct route going to and from school, including to and from the designated school bus stop; (4) on the school bus; or (5) participating in, or attending, school-sponsored / school-related activities, such as field trips, conferences and/or athletic events.

Students are also subject to the Code while engaged in certain after school activities, even if they are off school property. If a student is in violation of SCORE for activities occurring outside of the times and locations outlined above, that student may still be subject to discipline imposed by the school division if these actions disrupt and/or adversely affect school interests.

In accordance with the Code of Virginia, Richmond Public Schools will include character education programs within its schools during the regular school year or during the summer. The purpose of the character education programs will be to instill in students civic virtues and personal character traits (trustworthiness, respect, responsibility, fairness, caring and citizenship) to improve the learning environment, promote student achievement, reduce disciplinary problems and develop civic-minded students of high character.





Positive Behavioral Interventions and Supports (PBIS)

In an effort to support students in adhering to the SCORE, Richmond Public Schools implements Positive Behavioral Interventions and Supports (PBIS), an initiative to support positive academic and behavioral outcomes for positive behavior and successful learning systems (Virginia Department of Education, 2012). Administrators learn about, and implement, discipline approaches that reduce disruptive classroom behavior. This research-based program uses discipline methods and approaches that reduce office referrals while increasing teaching and learning time in the classroom. PBIS is designed to impact school culture by shifting attention to positive behavior and successful learning systems (Virginia Department of Education, 2012).

A major component of PBIS is developing site-specific expectations for student conduct. Below are examples of how students are expected to conduct themselves at school, school-related events, and while on the bus and/or at the bus stop.

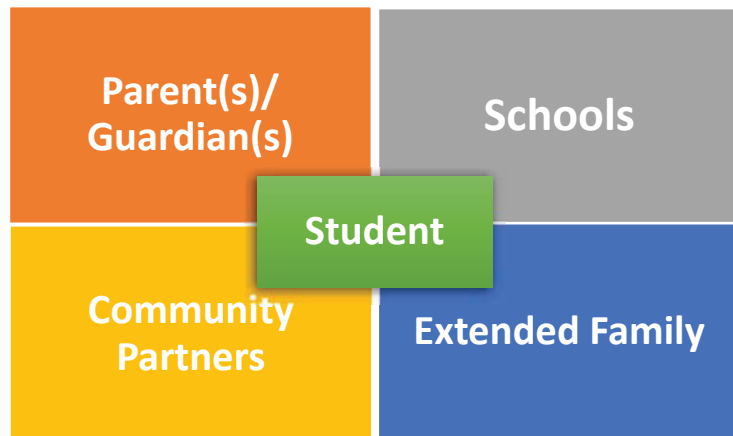
Site-Specific Expectations

	Bus	Hallway	Classroom	Bathroom	Cafeteria	School Assembly
BE RESPECTFUL	Ride quietly	Walk quietly. Use inside voices	Listen and pay attention to the teacher	Respect the privacy of others	Use appropriate language	Follow staff directions
	Be considerate of other people and their property	Follow staff directions	Walk together with teacher and classmates	Always use toilet or urinal	Allow others to join your table	Use appropriate language
	Use appropriate language	Help to keep hallways clean	Maintain dress code and personal space	Use quiet voices	Treat others kindly	Be considerate of others
BE RESPONSIBLE	Arrive at the stop on time	Maintain personal space and personal belongings	Arrive on time	Keep the bathroom clean	Stay seated until you have finished eating	Arrive on time
	Follow safety rules	Carry a hall pass when needed	Complete all assignments with integrity	Flush the toilet or urinal	Clean area when you are finished	Sit in your own space
	Stay in your seat	Walk quietly	Be prepared for the day and each class	Wash with soap and water	Let others sit down when you are finished	Enter in orderly manner
BE ENGAGED IN LEARNING	Listen and follow safety rules	Arrive to class	Do your best	Maintain personal space	Use extra time to study or finish homework	Demonstrate positive leadership
	Listen and follow the bus driver's direction	Take pride in your hallways	Take pride in your work	Demonstrate positive behavior	Engage in positive conversation with others	Challenge yourself to learn new things
	Demonstrate positive behavior	Demonstrate positive behavior	Challenge yourself to learn	Return to class promptly	Read and follow cafeteria rules	Demonstrate good manners

STAKEHOLDERS RESPONSIBILITIES

“Knowing what to expect next gives children a sense of security.”

Hilary Rodham Clinton, *It Takes a Village*



A number of parties are responsible for helping students adhere to the Student Code of Responsible Ethics. Groups taking on pivotal roles include families, Richmond Public Schools' faculty and staff, and community partners. The information below describes each groups' role in supporting our students' adherence to SCORE.

Parental, Guardian and/or Family Responsibility and Involvement

Parents/guardians of students enrolled in Richmond Public Schools have a duty to assist schools in enforcing the SCORE. Family support of the SCORE helps to foster an educational atmosphere that focuses on student's individual rights as well as a safe, disruption free learning environment.

Since families play a critical role in supporting students, parents/guardians are strongly encouraged to review the Virginia Department of Education's Parent's Guide to Understanding Discipline Policies and Practices in Virginia Schools that speaks specifically to the following: a) ensuring safe learning environments b) students' responsibilities and rights c) disciplinary process and procedures d) recommendations for parents. The Parent's Guide to Understanding Discipline Policies and Practices in Virginia Schools is located at www.doe.virginia.gov/support/student_conduct/parents_guide_student_discipline_policies.pdf.

In addition to the parental responsibilities outlined in the Parent's Guide to Understanding Discipline Policies and Practices in Virginia Schools, Richmond Public School parents/guardians are responsible for ensuring students obtain all missed assignments during suspensions. Per School Board Policy 8-3.13, a student who is suspended from school, whether short-term or long-term, shall receive and complete all academic assignments (classwork and homework) during the period of the suspension. Students must submit the completed work to his/her classroom teacher(s) upon his/her return to school. Please note that it is the parent/guardian's

responsibility to contact the school, make arrangements to pick up the work from the school and to return the completed work to school.

Responsibilities of the Faculty/Staff

Faculty and staff are responsible for creating a safe environment that is conducive to teaching and learning where teacher and student engagement is optimal. Additionally, employees are responsible for developing, implementing and communicating procedures to students and families in a manner that is easily understood. Given the parameters above, faculty and staff are expected to hold students accountable for adhering to the standards in the SCORE.

Faculty and staff are responsible for following the Richmond City Public Schools' referral system for student discipline. Teachers handle the majority of student discipline through their system of classroom management. However, when warranted, teachers are expected to refer a student to an administrator for discipline. The school principal and/or designee are responsible for addressing students' behavior after receipt of a teacher/staff referral. While teachers or school-based administrators address the majority of student discipline, more severe, or repeated infractions, require the involvement of central office administrative via the Superintendent, Disciplinary Hearing Officer, and/or the School Board.

Faculty and staff will consider the following factors when determining the most appropriate disciplinary interventions / consequences: a) the nature and seriousness of the violation b) the student's age c) the student's previous disciplinary record d) any other relevant circumstances. The Superintendent or his/her designee may deem it necessary to reassign students from their zoned schools to other comprehensive or alternative schools for a set period of time in order to maintain a safe and orderly environment.

Responsibility of Community Partners

Community partners play an important role in supporting student adherence to the SCORE by addressing a number of fundamental needs. Richmond Public Schools has strategic partnerships with various organizations within the City of Richmond to provide additional support for students that addresses their physical, social, emotional, and mental health. Therefore, community partners are responsible for providing agreed upon services and support to students in order to assist them in adhering to the SCORE and to enhance their academic achievement.

Rights and Responsibilities of Students

Students have the right and responsibility to:

- Attend school and receive a quality education. It is the student's responsibility to attend school and their assigned classes every day. Absences must be reported to the school, by phone, daily. Upon returning to school, students are required to provide the school with a written note from a parent/guardian that explains the reason for the absence.
- Be informed of all school rules and the consequences of breaking those rules. It is the responsibility of the students to know and follow all school rules, and to accept the consequences of their behavior. Students should understand the SCORE.
- Have discipline guidelines followed.
- Be informed of how grades are calculated and earned.
- Use school grounds and materials appropriately at all times.
- Respect the thoughts and beliefs of others. Ideas must not offend or hurt others.
- Discuss or seek guidance regarding the lack of academic progress.
- Respect, and be respected, by other students and school staff.
- Take part in student activities and clubs for which they are permitted. Students must not be kept out of activities because of gender (except as allowed under Title IX), color, race, religion, or nationality. It is the responsibility of the students to follow the rules of student activities and clubs. Students should cooperate and demonstrate school spirit.
- Follow the school dress code.
- Be free from bullying, name calling, harassment and avoid engaging in such behavior. It is the responsibility of students to report this type of conduct to school staff.

Hierarchy of Needs



Note: Although students possess the above-mentioned rights, certain rights can be revoked in the event of violations of the conduct SCORE.

Search and Seizure

To maintain order and discipline in schools, and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student lockers, student desks, and automobiles driven to school by students and/or automobiles parked on

school property. Authorized school personnel may seize any illegal, unauthorized, or contraband materials that are discovered in a search, consistent with applicable law.

Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of the students and the school administration. The school administration has the right to search lockers, desks, and other storage facilities for items which violate the law, school policies and regulations, or which may be harmful to the school, its students or other persons. Lockers and other storage facilities are subject to periodic searches for any reason, which can be conducted at any time. Searches can also be conducted without notice, without student consent, and without a search warrant. Computer network storage areas, any disks and/or external storage drives, and school Internet access records shall be treated like school lockers. Therefore, the aforementioned items are subject to search in accordance with this policy.

The school administration may also search a student's personal property when there is a reasonable belief that the student is in possession of an item that violates the law, and/or school policies and regulations. Property belonging to a student includes, but is not limited to, items that can be connected to a student, carried by a student, or stored by a student in areas made available to the student by the school and may include, but is not limited to, backpacks, book bags, handbags, notebooks, and books.

The school administration also has the right to search any student's person when there is a reasonable belief that the student is in possession of an item that violates the law, and/or school policies and regulations. Strip searches may be conducted only when necessary to avoid the imminent threat of death or great bodily injury to any person.

A strip search, when warranted, can only be conducted by a sworn law enforcement officer of the same sex as the person that is being searched and the strip search shall be conducted in the presence of a same-sex witness. The sworn law enforcement officer shall consult with the building principal and the Office of Safety and Security prior to conducting the search. Richmond Public Schools employees will not engage in the strip search of any person.

The Richmond Public Schools' Office of Safety and Security is authorized to use metal detectors to aid searches in accordance with applicable law and administrative regulations. Metal detectors may also be used randomly to deter the possession of weapons and other illegal and/or dangerous objects.

The Richmond Public Schools' Office of Safety and Security is also authorized to use, in conjunction with the City of Richmond Police Department, canine teams to aid in searches for illegal drugs. All canine searches shall be conducted in accordance with applicable law and

Richmond Public Schools administrative regulations. Canine searches may be conducted when school administrators suspect that a student may possess illegal drugs. Canine searches may also be conducted randomly to deter the possession and/or distribution of illegal drugs.

Surveillance cameras are in use in school facilities and on school buses to promote safety and to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Any person entering a school facility, on school property, at a school function, or riding a school bus is subject to being recorded.

A student's expectation of privacy and freedom from unreasonable search and seizure must be balanced against the school division's responsibility to protect the health, safety and welfare of all persons within the school community, and its duty to maintain a safe learning environment for all students. If illegal materials are found during a search, law enforcement officials shall be notified. If unauthorized or contraband materials are discovered, the SCORE shall be enforced.

CONSEQUENCES OF MISCONDUCT

This SCORE contains types of misconduct that shall result in disciplinary action to include interventions and/or consequences. The SCORE is generally descriptive of the more obvious types of misconduct, but should not be construed as an exclusive list or as a limitation upon the authority of the School Board or school officials to address other types of conduct that interfere with the proper functioning of schools. It is noted that any initial infraction may warrant more serious interventions / consequences than solely a parental conference, depending on the nature of the offense. Additionally, the term "conference" includes, but is not limited to, informal or formal meetings with the student and/or telephone conversations with parents/guardians regarding the student's conduct.

While suspended, whether in or out of school, a student shall not be allowed to participate in any extracurricular activities, including attendance at and/or participation in such activities.

For any violation of the SCORE per school board policy, a student may be reassigned to another comprehensive school to maintain a safe and orderly environment. Such reassignment is administrative in nature and cannot be appealed.

Who Notifies Parent/Guardian?

For each SCORE violation, a principal or principal's designee (RPS personnel) shall notify the student's parents/guardians, and may request a conference with parents/guardians when he/she deems such a conference is appropriate. A student who has been suspended three or more times during an academic school year will not be readmitted until a conference with the

principal and parents/guardians has occurred. In addition, if the student is a student with disabilities and any disciplinary action would constitute a change of the student's educational (not physical) placement, a principal or designee must refer any student violating the SCORE to the IEP team for a Manifestation Determination Review.

The above paragraph only applies to students who are under eighteen (18) years of age and/or students over the age of 18 whose parents/guardians produce legal documentation demonstrating that the parent/guardian (1) retained control of the student's education after the student turned 18 or (2) the parent/guardian has the consent of the adult student to have access to and/or receive information about the student's discipline and disciplinary record.

Who Recommends Long-Term Suspension or Expulsion?

The superintendent reserves the authority, either on the recommendation of a principal or on his/her own initiative, to impose or recommend to the School Board the suspension or expulsion of a student for any length of time, when required by the SCORE. The superintendent may also recommend suspension or expulsion when, in his/her opinion, the circumstances surrounding the violation warrant a consequence more severe than that stated in the SCORE or imposed by a principal or other persons, regardless of whether the violation is an initial or a repeated violation. For information regarding the discipline of students protected by the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) and Section 504 of the Rehabilitative Act of 1973, please refer to other sections of this document.

Note: The School Board has the final authority in all disciplinary matters.









LEVELS OF INTERVENTIONS AND REPONSES










Level 1	LEVEL 1 - TEACHER/CLASSROOM LEVEL	
	<i>Teachers use the following interventions to help improve student behavior in the classroom and/or school. If these interventions are successfully implemented, a referral to the school administrator may not be necessary. However, documentation will be required.</i>	
	<ul style="list-style-type: none"> • Warning • Letter of apology • Loss of privileges • Seat change • Parent/guardian contact • Teacher conference with students • Mentoring • Daily behavior checklist • Teacher and/or administrator conference • Conflict resolution • Community Service 	<ul style="list-style-type: none"> • Peer mediation • In-class time-out • Time-out in another classroom setting • Reinforcement of appropriate behaviors • Written reflection about incident • Behavior contract • Phone call/letter/conference to parent/guardian • Confiscation of item • Parent/guardian accompany student to school • Referral to the Student Assistance Team • Skill reinforcement modules/activities
Level 2	LEVEL 2 - SCHOOL ADMINISTRATION LEVEL	
	<ul style="list-style-type: none"> • Before or after school detention • Campus clean-up • In-school suspension • Peer mediation • Suspension (1-5 days) (except for truancy cases) • Community Service 	<ul style="list-style-type: none"> • Conflict resolution • Teacher and/or administrator conference • Referral to the Student Assistance Team • Referral to community resources (e.g. TDT, FAPT) • Counseling • Skill reinforcement modules/activities
Level 3	LEVEL 3 - HEARING OFFICER CONSULTATION	
	<ul style="list-style-type: none"> • Suspension (6-10 days) • Referral to an alternative learning school or program • Modified school day • Administrative Transfer 	<ul style="list-style-type: none"> • Referral to the Student Assistance Team • Referral to community resources (e.g. TDT, FAPT) • Counseling • Restorative Practices
Level 4	LEVEL 4 - HEARING OFFICE (Long-term Removal Request)	
	<ul style="list-style-type: none"> • Long-term suspension (11-364 days) 	<ul style="list-style-type: none"> • Referral to the Student Assistance Team • Referral to community resources (e.g. TDT, FAPT)
Level 5	LEVEL 5 - HEARING OFFICE (Expulsion Request)	
	<ul style="list-style-type: none"> • Referral for expulsion • Referral to an alternative learning school or program 	<ul style="list-style-type: none"> • Referral to the Student Assistance Team • Referral to community resources (e.g. TDT, FAPT) • Police may be contacted for certain offenses





















Note: Intervention plans will be developed, reviewed, and/or modified, at minimum, at Levels 3, 4 and 5. Restorative justice will be implemented as deemed appropriate with Intervention plans will be developed, reviewed, and/or modified, at minimum, for students who have five (5) or more office disciplinary referrals in a school year OR three (3) or more physical altercations in a school year. This will enable us to monitor compliance and ensure support is provided to repeat offenders and those with physical aggression.











In determining which of the disciplinary consequences are most appropriate, the following shall be considered: a) the nature and seriousness of the violation b) the student's age and previous disciplinary record c) any other relevant circumstances.

Out-of-school removals must be paired with an intervention to teach of review expected school behavior (e.g. Three days suspension and counseling)

Pre-K – 5 th Grade Discipline						Levels						
Offense/Violation						1	2	3	4	5	Police Documentation Required	Safety & Security Consult
Arson												
AS1	Arson: Actual								*	*		
AS2	Arson: Attempted								*	*		
AS3	Lighted Firecrackers/Cherry Bombs/Stink Bombs/Contribute to a Damaging Fire							*	*	*		
Attendance												
ATO 02	Cutting Class					*	*					
ATO 03	Truancy					*	*					
ATO 04	Brought to School by Police					*	*					
ATO 05	Leaving School Grounds without Permission*					*	*	*				
A1T	Tardiness											
Behavior on School Bus												
S3V	Other Code of Conduct Violation					*	*	*	*	*		L5
Cheating												
S2V	Misrepresentation (altering notes, false information, cheating, etc.)						*	*	*			
Defiance of School Personnel's Authority												
D1C	Disrespect (walking away, talking back, etc.)					*	*					
D2C	Defiance of Authority/insubordination (refuses reasonable requests)					*	*					
D8C	Minor Insubordination					*	*					
Disruptive Conduct												
D3C	Disruptive Demonstrations					*	*	*	*	*		
D5C	Classroom/Campus Disruption					*	*	*				
RG1	Inciting a Riot							*	*	*		L5
RG2	Attempting to Incite a Riot								*	*		L5
Dress Code												
S1V	Inappropriate Personal Property (food/beverage, clothing, toys, etc.)					*	*					
Fighting, Assault & Battery, Bullying, Hazing												
BA1	Assault Against Staff: Law Violations with Firearm or Other Weapon (aggravated assault)									*		
BA2	Assault Against Staff: Law Violations - No Weapon (aggravated assault malicious wounding)								*	*		
BA3	Assault Against Student: Law Violations - with Firearm or Other Weapon (aggravated assault, malicious wounding)									*		
BA4	Assault Against Student: Law Violations - No Weapon aggravated assault, malicious wounding								*	*		
BA5	Malicious wounding without a weapon								*	*		
BA6	Assault/Battery without bodily injury								*	*		
BU1	Bullying								*	*		L5
BU2	Cyber-bullying								*	*		L5










Pre-K – 5 th Grade Discipline										Levels						
Offense/Violation										1	2	3	4	5	Police Documentation Required	Safety & Security Consult
Fighting, Assault & Battery, Bullying, Hazing (Cont’d)																
FA2	Fighting: Mutual Contact between Students – No Weapon/Minor Injuries That Do Not Require Medical Attention											*	*	*		
F1T	Minor Physical Altercation									*	*					
HR1	Harassment (shoving, throwing objects at someone)									*	*	*	*	*		
H1Z	Hazing									*	*	*	*	*		
H01	Homicide - Firearm Against Staff													*		
H02	Homicide - Firearm Against Student													*		
H03	Homicide - Other Weapon Against Staff													*		
H04	Homicide - Other Weapon Against Student													*		
KI1	Kidnapping/Abduction													*		
ST1	Stalking													*		
TI1	Threatening Staff Member (physical or verbal threat or intimidation)													*		
TI2	Threatening Student (physical or verbal threat or intimidation)									*	*	*	*	*		L5
Gambling																
G1B	Gambling									*	*	*				
Gang Activity																
GA 1	Gang Activity									*	*	*	*	*		L1 – L5
Improper Use of the Internet/Internet Safety																
T1C	Unauthorized Use of Technology and/or Information									*	*	*	*	*		L5
T2C	Causing/Attempting to Cause Damage to Computer Hardware, Software or Files									*	*	*	*	*		
T3C	Violations of Acceptable Usage Policy									*	*	*	*	*		
T4C	Violations of Internet Policy									*	*	*	*	*		
Other Conduct																
S3V	Other Code of Conduct Violation									*	*	*	*	*		
Possession, Use or Possession with Intent to Sell or Distribute Alcohol																
AC1	Alcohol Use											*	*	*		
AC2	Alcohol Possession											*	*	*		
AC3	Alcohol Sales/Distribution												*	*		
Possession/Use of Communication Devices																
C1M	Beepers									*	*	*				
C2M	Cellular Phones: Student possession of cell phones at Richmond Alternative (alternative program) is prohibited.									*	*	*				
C3M	Electronic Devices (laptops, iPods, MP3 Players, etc.)									*	*	*				
Possession of Contraband																
S1V	Inappropriate Personal Property (food/beverage, clothing, toys, etc.)									*	*					
Possession, Exhibition or Dissemination of Obscene Literature or Materials																
D4C	Possession of Obscene or Disruptive Literature/Illustrations									*	*	*				











Pre-K – 5 th Grade Discipline										Levels						
Offense/Violation										1	2	3	4	5	Police Documentation Required	Safety & Security Consult
Possession, Use or Possession with Intent to Sell or Distribute Illegal Drugs: Possession of Drug Paraphernalia																
DG1	Use or Possession of Drugs; Possession of Drug Paraphernalia Schedule I & II Drug Use (e.g. Heroin, Cocaine, Opium,Morphine, LSD, Hallucinogenic)													*		
DG2	Schedule I & II Drug Possession													*		
DG7	Marijuana Use											*	*	*		
DG8	Marijuana Possession												*	*		
D10	Other Drug Use											*	*	*		
D11	Other Drug Possession												*	*		
D13	Drug Overdose (any kind)												*	*		
D15	Possession of Inhalants												*	*		L5
D16	Use of Inhalants											*	*	*		L5
D17	Substances Represented as Drugs (“look-a likes”)												*	*		
DR2	Drug Paraphernalia Possession										*	*				
DG3	Schedule I & II Drug Sale/Distribution													*		
DG9	Marijuana Sale/Distribution													*		
D12	Other Drug Sale/Distribution													*		
Possession or Use of Medication and Prescription Drugs																
D4G	Unauthorized Over-the-Counter Medication Use										*					
D5G	Unauthorized Over-the Counter Medication Possession										*					
D6G	Over-the-Counter Medication Sale/Distribution											*	*	*		L5
DR3	Theft or Attempted Theft of Student Prescription Medications											*	*	*		
Possession or Use of Tobacco or Tobacco Products																
TC1	Tobacco Use										*	*				
TC2	Tobacco Possession										*	*				
TC3	Tobacco Sales/Distribution										*	*				
T4B	Bringing Tobacco Paraphernalia to School									*	*	*				
TB2	Electronic Cigarettes									*	*	*				
Possession or Use of Weapons																
W1P	Possession of Ammunition										*	*				
W2P	Chemical Used as a Weapon											*	*	*		
WP0	Pneumatic Weapon - BB, Pellet and Paintball guns												*	*		
WP1	Bringing a Handgun to School/School Event													*		
WP2	Bringing a Rifle/Shotgun to School/School Event													*		
W3P	Bringing a Toy/Look-alike Gun to School/School Event										*	*				
WP4	Bringing Any Other Weapon Which is Designed or May Be Converted to Expel a Projectile by the Action To Include Live Ammunition													*		
WP5	Bringing a Knife to School/School Event (more than 3 inches)													*		
WP6	Possession or Representation of Any Destructive Bomb or Explosive (including live ammunition)													*		














Pre-K – 5 th Grade Discipline										Levels						
Offense/Violation										1	2	3	4	5	Police Documentation Required	Safety & Security Consult
Possession or Use of Weapons (Con't)																
WP7	Use of Any Destructive Bomb or Explosive Device													*		
WP8	Other Firearms (firearms other than handguns, rifles or shotguns)													*		
WP9	Possession of Other Weapon (instrument or object to inflict harm on another individual)											*	*	*		
W8P	Bringing Razor Blades/Box Cutters to School/School Event												*	*		L5
W9P	Bringing Fireworks to School/School Event											*	*	*		
WT1	Taser													*		L5
WS1	Stun Gun													*		L5
Profane/Abusive Language, Obscene Gestures or Conduct																
D6C	Using Obscene or Inappropriate Language or Gestures									*	*					
Sexual Assault and Harassment																
SX0	Sexual Harassment									*	*	*	*	*		L5
SX1	Offensive Sexual Touching Against Staff											*	*	*		L5
SX2	Offensive Sexual Touching Against Student											*	*	*		L5
SX3	Forcible Rape Against Staff													*		
SX4	Forcible Rape Against Student													*		
SX5	Attempted Rape Against Staff													*		
SX6	Attempted Rape Against Student													*		
SX7	Sexual Offenses Without Force (includes indecent exposure, lewd behavior)										*	*	*	*		
Stealing																
BK1	Burglary: Actual													*		L5
BK2	Burglary: Attempted													*		
TF1	Theft of School Property										*	*	*	*		
TF2	Theft of Staff Property											*	*	*		
TF3	Theft of Student Property										*	*	*	*		
TF4	Possession of Stolen Property										*	*	*	*		
TF6	Attempted/Theft of Motor Vehicle													*		
RB1	Actual Robbery													*		L5
RB2	Attempted Robbery													*		L5
ET1	Extortion										*	*	*	*		L5
ET2	Attempted Extortion										*	*	*	*		L5
Threats to Property																
BB1	School Threat (bomb threat, terrorist threat, chemical/biological threat)													*		
B04	Setting Off False Fire Alarm										*	*	*	*		
Trespassing																
TR 1	Trespassing											*	*	*		L5
Vandalism																
VN1	Vandalism of School Property									*	*	*	*	*		
VN2	Vandalism of Private Property									*	*	*	*	*		
VN3	Graffiti									*	*	*	*			L5














NOTE: Please consult the appropriate Assistant Superintendent of Schools if you have any concerns about a discipline matter.

Denotes infractions that must be reported to law enforcements.

6 th – 12 th Grade Discipline							Levels							
Offense/Violation							1	2	3	4	5	Police Documentation Required	Safety & Security Consult	
Arson														
AS1	Arson: Actual									*	*			
AS2	Arson: Attempted									*	*			
AS3	Lighted Firecrackers/Cherry Bombs/Stink Bombs/Contribute to a Damaging Fire								*	*	*			
Attendance														
ATO 02	Cutting Class						*	*						
ATO 03	Truancy						*	*						
ATO 04	Brought to School by Police						*	*						
ATO 05	Leaving School Grounds without Permission*						*	*	*					
A1T	Tardiness						*	*						
Behavior on School Bus														
S3V	Other Code of Conduct Violation						*	*	*	*	*			L5
Cheating														
S2V	Misrepresentation (altering notes, false information, cheating, etc.)							*	*	*				
Defiance of School Personnel's Authority														
D1C	Disrespect (walking away, talking back, etc.)						*	*						
D2C	Defiance of Authority/insubordination (refuses reasonable requests)						*	*						
D8C	Minor Insubordination						*	*						
Disruptive Conduct														
D3C	Disruptive Demonstrations						*	*	*	*	*			
D5C	Classroom/Campus Disruption						*	*	*					
RG1	Inciting a Riot								*	*	*			L5
RG2	Attempting to Incite a Riot									*	*			
Dress Code														
S1V	Inappropriate Personal Property (food/beverage, clothing, toys, etc.)						*	*						
Fighting, Assault & Battery, Bullying, Hazing														
BA1	Assault Against Staff: Violations with Firearm or Other Weapon (aggravated assault)										*			
BA2	Assault Against Staff: Law Violations - No Weapon (aggravated assault malicious wounding)									*	*			
BA3	Assault Against Student: Law Violations - with Firearm or Other Weapon (aggravated assault, malicious wounding)										*			
BA4	Assault Against Student: Law Violations – No Weapon aggravated assault, malicious wounding									*	*			
BA5	Malicious wounding without a weapon									*	*			
BA6	Assault/Battery without bodily injury									*	*			
BU1	Bullying									*	*			L5
BU2	Cyber-bullying									*	*			L5


6 th – 12 th Grade Discipline						Levels						
Offense/Violation						1	2	3	4	5	Police Documentation Required	Safety & Security Consult
Fighting, Assault & Battery, Bullying, Hazing (Cont'd)												
FA2	Fighting: Mutual Contact between Students – No Weapon/Minor Injuries That Do Not Require Medical Attention							*	*	*		
F1T	Minor Physical Altercation						*	*				
HR1	Harassment (shoving, throwing objects at someone)					*	*	*	*	*		
H1Z	Hazing					*	*	*	*	*		
H01	Homicide - Firearm Against Staff									*		
H02	Homicide - Firearm Against Student									*		
H03	Homicide - Other Weapon Against Staff									*		
H04	Homicide - Other Weapon Against Student									*		
KI1	Kidnapping/Abduction									*		
ST1	Stalking									*		
TI1	Threatening Staff Member (physical or verbal threat or intimidation)								*	*		
TI2	Threatening Student (physical or verbal threat or intimidation)					*	*	*	*	*		L5
Gambling												
G1B	Gambling					*	*	*				
Gang Activity												
GA 1	Gang Activity					*	*	*	*	*		L1-L5
Improper Use of the Internet/Internet Safety												
T1C	Unauthorized Use of Technology and/or Information					*	*	*	*	*		L5
T2C	Causing/Attempting to Cause Damage to Computer Hardware, Software or Files					*	*	*	*	*		
T3C	Violations of Acceptable Usage Policy					*	*	*	*	*		
T4C	Violations of Internet Policy					*	*	*	*	*		
Other Conduct												
S3V	Other Code of Conduct Violation					*	*	*	*	*		
Possession, Use or Possession with Intent to Sell or Distribute Alcohol												
AC1	Alcohol Use							*	*	*		
AC2	Alcohol Possession							*	*	*		
AC3	Alcohol Sales/Distribution								*	*		
Possession/Use of Communication Devices												
C1M	Beepers					*	*	*				
C2M	Cellular Telephones: Student possession of cell phones at Richmond Alternative (alternative program) is Prohibited.					*	*	*				
C3M	Electronic Devices (laptops, iPods, MP3 Players, etc.)					*	*	*				

6 th – 12 th Grade Discipline						Levels						
Offense/Violation						1	2	3	4	5	Police Documentation Required	Safety & Security Consult
Possession of Contraband												
S1V	Inappropriate Personal Property (food/beverage, clothing, toys, etc.)					*	*					
Possession, Exhibition or Dissemination of Obscene Literature or Materials												
D4C	Possession of Obscene or Disruptive Literature/Illustrations					*	*	*				
Possession, Use or Possession with Intent to Sell or Distribute Illegal Drugs: Possession of Drug Paraphernalia												
DG1	Use or Possession of Drugs; Possession of Drug Paraphernalia Schedule I & II Drug Use									*		
DG2	Schedule I & II Drug Possession									*		
DG7	Marijuana Use							*	*	*		
DG8	Marijuana Possession								*	*		
D10	Other Drug Use							*	*	*		
D11	Other Drug Possession								*	*		
D13	Drug Overdose (any kind)								*	*		
D15	Possession of Inhalants								*	*		L5
D16	Use of Inhalants							*	*	*		L5
D17	Substances Represented as Drugs (“look-a likes”)								*	*		
DR2	Drug Paraphernalia Possession						*	*				
DG3	Schedule I & II Drug Sale/Distribution									*		
DG9	Marijuana Sale/Distribution									*		
D12	Other Drug Sale/Distribution									*		
Possession or Use of Medication and Prescription Drugs												
D4G	Unauthorized Over-the-Counter Medication Use						*					
D5G	Unauthorized Over-the Counter Medication Possession						*					
D6G	Over-the-Counter Medication Sale/Distribution							*	*	*		L5
DR3	Theft or Attempted Theft of Student Prescription Medications							*	*	*		
Possession or Use of Tobacco or Tobacco Products												
TC1	Tobacco Use						*	*				
TC2	Tobacco Possession						*	*				
TC3	Tobacco Sales/Distribution						*	*				
T4B	Bringing Tobacco Paraphernalia to School					*	*	*				
TB2	Electronic Cigarettes						*	*				

6 th – 12 th Grade Discipline							Levels							
Offense/Violation							1	2	3	4	5	Police Documentation Required	Safety & Security Consult	
Possession or Use of Weapons														
W1P	Possession of Ammunition							*	*					
W2P	Chemical Used as a Weapon								*	*	*			
WP0	Pneumatic Weapon - BB, Pellet and Paintball Guns									*	*			
WP1	Bringing a Handgun to School/School Event										*			
WP2	Bringing a Rifle/Shotgun to School/School Event										*			
W3P	Bringing a Toy/Look-alike Gun to School/School Event							*	*					
WP4	Bringing Any Other Weapon Which is Designed or May Be Converted to Expel a Projectile by the Action To Include Live Ammunition										*			
WP5	Bringing a Knife to School/School Event (more than 3 inches)										*			
WP6	Possession or Representation of Any Destructive Bomb or Explosive (including live ammunition)										*			
WP7	Use of Any Destructive Bomb or Explosive Device										*			
WP8	Other Firearms (firearms other than handguns, rifles or shotguns)										*			
WP9	Possession of Other Weapon (instrument or object to inflict harm on another individual)								*	*	*			
W8P	Bringing Razor Blades/Box Cutters to School/School Event									*	*		L5	
W9P	Bringing Fireworks to School/School Event								*	*	*			
WT1	Taser										*		L5	
WS1	Stun Gun										*		L5	
Profane/Abusive Language, Obscene Gestures or Conduct														
D6C	Using Obscene or Inappropriate Language or Gestures							*	*					
Sexual Assault and Harassment														
SX0	Sexual Harassment							*	*	*	*	*		L5
SX1	Offensive Sexual Touching Against Staff								*	*	*		L5	
SX2	Offensive Sexual Touching Against Student								*	*	*		L5	
SX3	Forcible Rape Against Staff										*			
SX4	Forcible Rape Against Student										*			
SX5	Attempted Rape Against Staff										*			
SX6	Attempted Rape Against Student										*			
SX7	Sexual Offenses Without Force (includes indecent exposure, lewd behavior)							*	*	*	*			
Stealing														
BK1	Burglary: Actual										*		L5	
BK2	Burglary: Attempted										*			
TF1	Theft of School Property							*	*	*	*			
TF2	Theft of Staff Property							*	*	*	*			
TF3	Theft of Student Property							*	*	*	*			
TF4	Possession of Stolen Property							*	*	*	*			
TF6	Attempted/Theft of Motor Vehicle										*			

6 th – 12 th Grade Discipline						Levels						
Offense/Violation						1	2	3	4	5	Police Documentation Required	Safety & Security Consult
Stealing (Cont'd)												
RB1	Actual Robbery									*		L5
RB2	Attempted Robbery									*		L5
ET1	Extortion						*	*	*	*		L5
ET2	Attempted Extortion						*	*	*	*		L5
Threats to Property												
BB1	School Threat (bomb threat, terrorist threat, chemical/biological threat)									*		
B04	Setting Off False Fire Alarm							*	*	*		
Trespassing												
TR1	Trespassing							*	*	*		L5
Vandalism												
VN1	Vandalism of School Property					*	*	*	*	*		
VN2	Vandalism of Private Property					*	*	*	*	*		
VN3	Graffiti					*	*	*	*			L5

NOTE: Please consult the appropriate Assistant Superintendent of Schools if you have any concerns about a discipline matter.

 Denotes infractions that must be reported to law enforcements.

STUDENT CODES AND INFRACTIONS

Please be advised that per Virginia law and/or the policies of the School Board of Richmond Public Schools, violations of certain codes of conduct require that the student be recommended for expulsion from Richmond Public Schools.

1. Arson

AS1 Arson: Actual

AS2 Arson: Attempted

AS3 Lighted Firecrackers/Cherry Bombs/Stink Bombs/Contribute to a Damaging Fire

Students shall not bomb or set a fire, or attempt to bomb or set a fire on school property.

2. Attendance

ATO 02 Cutting Class

ATO 03 Truancy

ATO 04 Brought to School by Police

ATO 05 Leaving School Grounds without Permission*

Students must be punctual and attend all of their assigned classes. Student attendance is a cooperative effort and schools shall involve parents/ guardians and students in accepting responsibility for regular attendance. Each parent/ guardian of a child within the compulsory school attendance age shall be responsible for the child as required by law. Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with school board regulation. Students shall not be absent from or tardy to school. Nor shall students leave school prior to the end of the school day without parental permission, school permission or any other valid excuse. Unexcused absence shall include, but not be limited to, leaving school premises without authorization.

ATO 05 Leaving School Grounds without Permission

Students shall never leave school grounds without permission.

Unexcused Tardiness to School or Class

A1T Tardiness

Students arriving after the start of the school day shall be considered tardy. Students shall not be tardy to school or class without written explanation or verbal notification from parents/ guardians, teachers or administrators. Any five (5) unexcused tardies or early dismissals from school will count as the student missing a full instructional day.

3. Behavior on School Bus

S3V Other Code of Conduct Violation

Riding a public school bus is a privilege. This privilege can be revoked should the student become a danger to himself/herself or others who are riding that bus. Students shall not behave in a disruptive manner or otherwise violate the SCORE while riding school buses.

4. Cheating

S2V Misrepresentation (altering notes, false information, cheating, etc.)

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assignments or tests.

Depending on the seriousness of the violation, the student may not receive credit for the particular piece of work, the course, or may be subject to out-of- school suspension. A student found using a mobile telephone or any unauthorized device during any testing situation will have the device immediately confiscated and will lose the privilege of using said devices for the remainder of the school year. Test results may be rendered invalid in this situation.

5. Defiance of School Personnel's Authority

D1C Disrespect (walking away, talking back, etc.)

D2C Defiance of Authority/insubordination (refuses reasonable requests)

D8C Minor Insubordination

Students shall not violate any verbal or written instructions given by school personnel within the scope of their authority.

6. Disruptive Conduct

D3C Disruptive Demonstrations

D5C Classroom/Campus Disruption

RG1 Inciting a Riot

RG2 Attempting to Incite a Riot

Students are entitled to a learning environment that is free of unnecessary disruptions. Any physical or verbal disturbance within the school setting or during related activities, which interrupts or interferes with teaching or orderly conduct of school activities, is prohibited. Students shall not engage in conduct that is, or is intended, to be disruptive of any school activity, function or process of the school, or is dangerous to the health or safety of students or others. (Physical violence is covered in the SCORE in Section 8 – Fighting, Assault & Battery, Bullying, and Hazing)

7. Dress Code

S1V Inappropriate Personal Property (food/beverage, clothing, toys, etc.)

A student's attire and appearance should not be indecent, cause any disruptions, distractions, health and/or safety problems in the educational environment. Students' clothing must not be more than two inches (2") above the top of the knee when standing. Students may not wear rubber or plastic flip-flops, shoes with wheels, transparent clothing or pajamas. Midriffs shall not be visible. Students' backs must be covered at all times and all shirt straps must be at least three inches (3") wide. All bottoms shall be worn at the waist at all times and under garments shall not be visible.

Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited.

All students shall be prohibited from wearing hats, caps, scarves, sweatbands, bandanas, face mask or head covers of any description inside a school building except: a) when worn because of religious beliefs b) when worn as a matter of health or safety c) when worn in connection with a school-sponsored program, such as an assembly or a dramatic production. Students must comply with any specific building dress regulations that are made. Students will be given prior notice of specific building dress regulations.

If a student's attire or appearance is unacceptable and a proper adjustment cannot be made at school:

- (a) The student's parent/ guardian will be notified and, when feasible, the student will be sent home to acquire acceptable attire and should return to school if the time permits; or
- (b) If the aforementioned is not feasible, the student will be placed in an appropriate school location and the parent or guardian will be notified.

8. Fighting, Assault & Battery, Bullying, Hazing

BA1 Assault Against Staff: Law Violations with Firearm or Other Weapon aggravated assault)

BA2	Assault Against Staff: Law Violations - No Weapon (aggravated assault, malicious wounding)
BA3	Assault Against Student: Law Violations - with Firearm or Other Weapon (aggravated assault, malicious wounding)
BA4	Assault Against Student: Law Violations - No Weapon (aggravated assault, malicious wounding)
BA5	Malicious wounding without a weapon
BA6	Assault/Battery without bodily injury
BU1	Bullying
BU2	Cyberbullying
FA2	Fighting: Mutual Contact between Students – No Weapon/Minor Injuries That Do Not Require Medical Attention
F1T	Minor Physical Altercation
HR1	Harassment (shoving, throwing objects at someone)
H1Z	Hazing
H01	Homicide - Firearm Against Staff
H02	Homicide - Firearm Against Student
H03	Homicide - Other Weapon Against Staff
H04	Homicide - Other Weapon Against Student
KI1	Kidnapping/Abduction
ST1	Stalking
TI1	Threatening Staff Member (physical or verbal threat / intimidation)
TI2	Threatening Student (physical or verbal threat or intimidation)

A student shall not engage in fighting. Students shall not physically strike or otherwise commit an assault or battery upon, or bully another person. Assault means to intentionally put one in fear by intimidation or threats, including by electronic means. This includes, but is not limited to, harassment based on sexual, religious or physical differences. Battery means a wrongful touching.

All students have the right to be educated in an atmosphere that is free from fear, intimidation and harassment. Bullying, teasing, hazing, or other acts of intimidation can have long-term negative effects on the emotional and educational well-being of students and are, therefore, prohibited. Section § 22.1-276.01 of the Code defines bullying as 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(s) and victim(s); and is repeated over time or causes severe emotional trauma. This includes cyberbullying. It does not include ordinary teasing, horseplay, argument, or peer conflict. School boards are expected to include bullying as a prohibited behavior in their student codes of conduct.

Students shall not participate in the hazing, or other acts of intimidation, of other students. Hazing is the reckless or intentional endangerment of the health or safety of, or the infliction of bodily injury on, a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. Hazing constitutes a criminal offense and any student who hazes another may be found guilty of a Class 1 misdemeanor that carries a penalty of up to 12 months in jail and/or a fine of up to \$2,500.

Any student who has been a victim of any personal crime while on school property or on the school bus, may request to be transferred to another comparable school within the school division if the crime was committed by: (1) another student; (2) school employee, contract worker, social worker, or person who regularly performs services in the school.

Any student who has been accused of bullying, and against whom there is substantiated evidence of such bullying, may be reassigned to another comprehensive school pursuant to School Board Policy 8.20(B) in addition to any disciplinary action that may also be imposed by the School Division. Substantiated evidence of bullying includes, but is not limited to, documented complaints from the victim to school staff and/or administration regarding incidents between the student engaging in the bullying and the student who has been the victim of bullying, criminal charges filed against the student accused of bullying by the student and/or the parents of the student who has been the victim of the bullying, and/or a criminal conviction of the student accused of bullying for assault and/or battery of the student who has been the victim of the bullying.

In each instance of fighting, assault, bullying, battery, or hazing, the parent shall be notified. Students who voluntarily fight (mutual fighting), to include incidents when student(s) choose to reciprocate instead of retreating or asking for help from a staff member, will face disciplinary action. The parents and police shall be notified in instances of aggravated circumstances and/or where such an incident includes a threat to kill or do bodily harm. A threat assessment shall be completed to determine the seriousness of threats. The superintendent or his designee will not consider discipline for a threat if a threat assessment has not been completed within twenty-four (24) hours of the incident. A "threat assessment" is defined as the process of formally evaluating the degree of threat to an individual or entity and describing the nature of the threat.

Any student committing battery on a teacher or school employee shall be recommended for expulsion. A student found to have committed battery on a teacher or school employee may be re-assigned to another school pursuant to School Board Policy 8-3.14.

9. Gambling

G1B Gambling

Students shall not play or participate in any game in which the outcome is uncertain or a matter of chance for money or other things of value on school property or during any school-related activity. Note: This does not include school sponsored and approved activities.

10. Gang Activity

GA1 Gang Activity

Students shall not participate in gang activity.

A gang is an ongoing organization, association or group (1) having common characteristics, including but not limited to, initiation practices, hand signals, structured style of dress, specific geographic territorial claim or identifiable leadership; and (2) consisting of three or more individuals, at least one of whom is a juvenile, who identify themselves as a group by a name or symbol and are involved in a pattern of recurrent felonious criminal conduct. Gang related activities may result in the student(s) being recommended for expulsion.

Gang activity is defined as:

- a. wearing, distributing, or possessing any clothing, jewelry, emblem, badge, symbol, sign, color, or other item that is evidence of membership or affiliation in any gang;
- b. committing any act or omission, or using speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in any gang;
- c. committing any act in furtherance of the interests of any gang, including: (1) soliciting, hazing, initiating others for membership in any gang, (2) requesting any person to pay for protection or otherwise intimidating or threatening any person, (3) committing any other illegal act or other violation of the SCORE and (4) encouraging other students to act with physical violence;
- d. any inappropriate behavior and/or activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

11. Improper Use of the Internet/Internet Safety

T1C Unauthorized Use of Technology and/or Information

T2C	Causing/Attempting to Cause Damage to Computer, Hardware, Software or Files
T3C	Violations of Acceptable Usage Policy
T4C	Violations of Internet Policy
BU2	Cyber-Bullying

Students of Richmond Public Schools are offered access to the school system computer network for the Internet and electronic mail (e-mail). Internet and e-mail are global networks. Through these networks, students have access to thousands of libraries, databases and educational websites, and can exchange messages with Internet users throughout the world.

Students are responsible for their behavior on the school computer network just as they are in a classroom. The SCORE applies to all students' use of the school computer network.

The network is provided for students to conduct research and to communicate with others for educational purposes only. Access to network services will be given to students who are in compliance with the rules for appropriate use.

Individual users of the school system computer network are responsible for their behavior and their communications over that network.

Network storage areas, disks and/or external drives used with the Internet will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to ensure students are using the system responsibly. The following are prohibited forms of Internet use:

- Accessing, sending, or displaying offensive messages, pictures, or profane or abusive language
- Sexting
- Cyber-bullying
- Texting
- Damaging computer networks
- Violating copyright laws
- Using another's identification or password, or trespassing in another's work
- Using the network for any illegal activities as defined by state or federal law
- Hacking

The RPS Internet Safety curriculum is implemented in all schools. Lessons and activities are integrated in all subject areas. Internet safety tips and Acceptable Use policies are posted on our website.

If it is determined that the use of technology, and/or social media on or off school property, caused a disruption in school, the school has the authority to discipline the student.

Cyber-bullying: Cyber-bullying may include sending cruel or threatening messages to students' school email accounts or posting rumors, threats or negative comments about peers online. Schools have the authority to discipline students for misuse of school system computers, email and Internet services. Schools also have the authority to discipline students for e-mails or Internet activity that is off school grounds and without using school equipment if the conduct causes serious disruption to the school environment.

12. Other Conduct

S3V Other Code of Conduct Violation

In addition to the specific SCORE, students shall not engage in any conduct that interferes with the ongoing educational process or which is otherwise a violation of federal, state or local law.

Riding a public school bus is a privilege. This privilege can be revoked should the student become a danger to himself/herself or others who are riding that bus. Student shall not behave in a disruptive manner or otherwise violate the SCORE while riding school bus.

13. Possession, Use or Possession with Intent to Sell or Distribute Alcohol

A. Use or Possession of Alcohol

AC1 Alcohol Use

AC2 Alcohol Possession

Students shall not use, be under the influence of, or possess alcohol of any kind (including imitation alcoholic beverages*) on school property or at school-sponsored activities. When there is a reasonable suspicion that a secondary school student has violated the law by engaging in underage drinking, a "breathalyzer" may be used by school officials who have been trained in the use of the machine. Elementary school students will not be subject to breathalyzer testing. However, parents/ guardians should be aware of procedure once the student enters secondary school.

B. Possession with Intent to Sell or Distribute

AC3 Alcohol Sales/Distribution

Students shall not give, sell or distribute, or possess with the intent to give, sell or distribute on school property or at school-sponsored activities alcoholic beverages of any kind (including imitation alcoholic beverages*).

*For purposes of this standard, "imitation alcoholic beverage" shall mean a liquid which is not an alcoholic beverage, but by overall appearance, including color, marking, packaging and/or marketing, or by representations made, is intended to lead, or would tend to lead a reasonable person to believe that such item is an alcoholic beverage.

14. Possession/Use of Communication Devices

C1M Beepers

C2M Cellular Telephones

C3M Electronic Devices (laptops, tablets, iPods, MP3 Players, etc.)

The student use of any type of unauthorized electronic or mechanical device that is not part of the instructional program is prohibited during school hours. Video and/or audio recording of staff and students during the school day or school sponsored activity is prohibited. This shall include, but is not limited to: cellular phones, portable musical devices, laser pointers, cameras, laptop computers, MP3 players, iPod, portable DVD players, portable TV's, etc. or look-alikes. Students will be permitted to use cellular phones on school property or at school sponsored activities before and after regular school hours. However, cellular phone use must not interfere with any after-school activity.

Pre-K and Elementary Students (Pre-K – 5th Grade):

Cellular phones are prohibited during school hours, at school-sponsored events and on the bus. Students are permitted to have cellular phones in their possession; however, the phone must be turned off and stored out of sight.

Secondary Students (6th – 12th grade):

Students may use cellular phones at designated times and in accordance with the parameters specified in the following section:

Secondary students may use their cellular phone while riding the school bus by utilizing headphones, earbuds, or personal listening equipment as not to disturb others.

Secondary students may have cellular phones in their possession; however, the phone must be turned off and stored out of sight after the first bell or equivalent signifying the beginning of the school day. The phones must remain off until the last bell or equivalent signifying the end of the school day.

Students may use their phone, with personal listening equipment such as earbuds, at after-hour, school-sponsored events provided that they do not disrupt or interfere with the activity or program that is taking place.

Richmond Alternative School:

Student possession of cellular phones at Richmond Alternative School (alternative program) is prohibited.

Consequences for Cellular Phone Violations PK – 12th Grade:

Any prohibited device may be confiscated by the school administration and returned to the parent/ guardian at a time deemed convenient for both the principal and parent/ guardian (dates offered by the school shall be within 10 school days of the phones confiscation). If it is determined that a communication device used on or off school property caused a disruption in school, the school has the authority to discipline the student in accordance with the SCORE.

- 1st Offense: The cellular phone will be confiscated by an administrator/administrative designee and returned to the student at the end of the day.
- 2nd Offense: The cellular phone will be confiscated by an administrator/administrative designee and returned to the parent/guardian on a designated day and time deemed to be convenient for both the administrator and the parent (dates offered by the school shall be within 10 school days).
- 3rd Offense: The student's cellular phone privileges will be banned for the remainder of the school year.

Richmond Public Schools will not assume responsibility for the loss, destruction, damage or theft of confiscated items. Lost or stolen electronic devices are an administrative and/or civil issue. A student found using a cellular phone during any testing situation will have the phone immediately confiscated and will lose their cellular phone privileges for the remainder of the school year. Additionally, test results may be rendered invalid in this situation.

Note: Cellular phone violations that also include other violations of the SCORE are subject to additional and/or more severe interventions/ consequences. Finally, as noted on pg. 9 of the SCORE, in determining which of the disciplinary consequences are most appropriate, the following shall be considered: a) the nature and seriousness of the violation b) the student's age and previous disciplinary record c) any other relevant circumstances.

15. Possession of Contraband

S1V Inappropriate Personal Property (food/beverage, clothing, toys, etc.)

Students shall not possess contraband items on school property, at any school bus stop, or at any school-sponsored activity. Contraband includes any item that is not appropriate in a school setting and/or is disruptive to, or interferes with, the educational process. These items include, but are not limited to: matches, lighters, hand-held computer games, laser pointers, and trading cards. Contraband may also include laptop computers if said computers are not being used for authorized educational purposes.

Neither Richmond Public Schools nor the student's individual school assumes responsibility in any circumstance for the loss/destruction/damage to, or theft of, items that have been confiscated due to a violation of this Standard. Any literature or materials confiscated that violate the law will be turned over to legal authorities.

16. Possession, Exhibition or Dissemination of Obscene Literature or Materials

D4C Possession of Obscene or Disruptive Literature/Illustrations

Students shall not possess, exhibit or disseminate obscene literature, materials, illustrations, and/or images.

Neither Richmond Public Schools nor the student's individual school assumes responsibility in any circumstance for the loss/destruction/damage to or theft of items that have been confiscated due to a violation of this standard. Any literature or materials confiscated that violate the law will be turned over to legal authorities.

17. Possession, Use or Possession with Intent to Sell or Distribute Illegal Drugs: Possession of Drug Paraphernalia

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| A. | Use or Possession of Drugs; Possession of Drug Paraphernalia |
| DG1 | Schedule I & II Drug Use (e.g. Heroin, Cocaine, Opium, Morphine, LSD, Hallucinogenic) |
| DG2 | Schedule I & II Drug Possession |
| DG7 | Marijuana Use |
| DG8 | Marijuana Possession |
| D10 | Other Drug Use |
| D11 | Other Drug Possession |
| D13 | Drug Overdose (any kind) |
| D15 | Possession of Inhalants |
| D16 | Use of Inhalants |
| D17 | Substances Represented as Drugs ("look-a likes") |
| DR2 | Drug Paraphernalia Possession |

Students shall not use, be under the influence of, or have in their possession on school property or at school-sponsored activities any controlled substance, marijuana or anabolic steroid, as defined in the Drug Control Act, Chapter 34 or Title 54.1 of the Code

of Virginia and in 21 U.S.C., Section 812, imitation controlled substance as defined in Section 18.2-247 of the Code of Virginia, or drug paraphernalia as defined in Section 18.2-265.1 of the Code of Virginia.

For violations of possession or use of controlled substances, or anabolic steroids on school grounds and/or at school sponsored activities, the student shall be recommended for expulsion for one (1) year. Upon a finding that special circumstances exist, another disciplinary action or term of suspension may be imposed by the school board. Parents and law enforcement shall be notified.

First offense of possession of marijuana or alcohol: In lieu of expulsion, the division superintendent or his/her designee may implement the following disciplinary action, if deemed appropriate by the situation: a ten day suspension from school and forty-five day suspension from school activities. The student will also be required to complete drug and/or alcohol counseling*, as defined by a comprehensive assessment, along with the student's parent/guardian, at the family's own expense.

Expulsion will be recommended for RPS students found guilty of possession of marijuana and/or alcohol a second time.

*Completion is defined as completing an assigned rehabilitation program or nine months compliance with the rehabilitation program, whichever comes first.

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| B. | Possession with Intent to Sell or Distribute |
| DG3 | Schedule I & II Drug Sale/Distribution |
| DG9 | Marijuana Sale/Distribution |
| D12 | Other Drug Sale/Distribution |
| D17 | Substances Represented as Drugs ("look-alikes") |

Students shall not give, sell or distribute, or possess with the intent to give, sell or distribute on school property or at school-sponsored activities, any controlled substance, marijuana or anabolic steroid, as defined in the Drug Control Act, Chapter 34 or Title 54.1 of the Code of Virginia and in 21

U.S.C. Section 812, imitation controlled substance as defined in Section 18.2-247 of the Code of Virginia.

The student shall be recommended for expulsion. Upon a finding that special circumstances exist, another disciplinary action or term of suspension may be imposed by the school board. Parents and law enforcement shall be notified.

18. Possession or Use of Medication and Prescription Drugs

A. Use or Possession of Drugs; Possession of Drug Paraphernalia

DG1	Schedule I & II Drug Use (e.g. Heroin, Cocaine, Opium, Morphine, LSD, Hallucinogenic)
DG2	Schedule I & II Drug Possession
D4G	Unauthorized Over-the-Counter Medication Use
D5G	Unauthorized Over-the Counter Medication Possession
D6G	Over-the-Counter Medication Sale/Distribution
DG7	Marijuana Use DG7 Marijuana Use
D10	Other Drug Use
D11	Other Drug Possession
D13	Drug Overdose (any kind)
D15	Possession of Inhalants
D16	Use of Inhalants
D17	Substances Represented as Drugs (“look-a-likes”)
DR2	Drug Paraphernalia
DR3	Theft or Attempted Theft of Student Prescription Medications

Violations:

Prescription Drugs: In case of an emergency, and to prevent prescription drug trafficking, school authorities must know what medicine(s) a student is taking while at school. Therefore, no student may possess any prescription drugs while in the school building and/or on school property, unless (1) that drug has been prescribed to the student; and (2) the student’s parent/guardian has requested and received written permission from the school division that the student can possess and self-administer the medication during the school day. The student shall not bring prescription drugs to school. If a child needs to take prescription medication during the school day, the parent/guardian must take all medication to the school nurse’s office at the start of the school day for safe keeping, unless the student meets the criteria below.*

Students who have been identified as diabetics by a physician, should inform the school in which he/she attends. This definition includes any medication or paraphernalia to administer medication for the treatment or control of diabetes when the school nurse has not been notified that the student requires this medication.

Over-the-Counter Drugs: In case of an emergency, and to prevent adverse drug interactions or overdoses, students may not possess any over-the-counter drugs while in the school building and/or on school property unless the student's parent/guardian has requested and received written permission from the school division that states the student can possess and self-administer the medication during the school day. Otherwise, students are not permitted to bring over-the-counter drugs to school. If a child needs to take over-the-counter medication during the school day, the medication must be taken to the school nurse's office by the parent/guardian unless the student meets the criteria below.*

A student with a documented diagnosis of asthma or anaphylaxis, or both, may possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, during the school day, at school-sponsored activities, or while on a school bus or other school property. Provisions include: 1) written consent of the parent of a student with a diagnosis of asthma or anaphylaxis, or both, that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both; 2) written notice from the student's primary care provider or medical specialist, or a licensed physician or licensed nurse practitioner that identifies the student; states that the student has a diagnosis as described above, and has approval to self-administer inhaled asthma medication or auto-injectable epinephrine, or both, as the case may be; specifies the name and dosage of the medication, the frequency in which it is to be administered and certain circumstances which may warrant the use of medication, such as before exercising or engaging in physical activity to prevent the onset of asthma symptoms. (See full plan in the nurse's office)

When a physician determines a diagnosis of diabetes the parent should inform the student's school. This definition includes any medication or paraphernalia to administer medication for the treatment or control of diabetes when the school nurse has not been notified that the student requires this medication.

Definitions:

Prescription Drugs: any drug or other substance for the treating of diseases, healing, and/or relieving pain that must be, and has been, obtained from a licensed pharmacist pursuant to a doctor's prescription.

Over the Counter Drugs: any drug or other substance for the treating of diseases, healing, and/or relieving pain that can be bought off the shelf in any retail store that sells such product. These items include, but are not limited to, aspirin, cough syrups, gargles, caffeine pills, and any medication meeting the definition in this paragraph that has been written on a doctor's prescription pad.

19. Possession or Use of Tobacco or Tobacco Products

TC1 Tobacco Use

TC2 Tobacco Possession

TC3	Tobacco Sales/Distribution
T4B	Bringing Tobacco Paraphernalia to School
TB2	Electronic Cigarettes

The possession, use, sale or distribution of tobacco or tobacco products by students is prohibited. This also includes nicotine, hash oil, or any product that can be ingested by tobacco paraphernalia.

The use of electronic cigarettes is prohibited on a school bus, school property, and at school- sponsored activities.

20. Possession or Use of Weapons

W1P	Possession of Ammunition
W2P	Chemical Used as a Weapon
WP0	Pneumatic Weapon - BB, Pellet and Paintball gun
WP1	Bringing a Handgun to School/School Event
WP2	Bringing a Rifle/Shotgun to School/School Event
WP3	Bringing a Toy/Look-alike Gun to School/School Event
WP4	Bringing Any Other Weapon Which is Designed or May Be Converted to Expel a Projectile by the Action of Any Explosive to Include Live Ammunition
WP5	Bringing a Knife to School/School Event (more than 3 inches)
WP6	Possession or Representation of Any Destructive Bomb or Explosive (including live ammunition)
WP7	Use of Any Destructive Bomb or Explosive Device
WP8	Other Firearms (firearms other than handguns, rifles or shotguns)
WP9	Possession of Other Weapon (instrument or object to inflict harm on another individual)
W8P	Bringing Razor Blades/Box Cutters to School/School Event
W9P	Bringing Fireworks to School/School Event
WT1	Taser
WS1	Stun Gun

Students shall not have in their possession, in their lockers, on school property, or at any school-sponsored activity any type of weapon (operable or inoperable).

In accordance with Section 22.1-277.07 of the Code of Virginia, a student who is found to possess a firearm or destructive device as defined below, a firearm muffler or firearm silencer, or pneumatic gun as defined below, on school property or at a school-sponsored activity shall be expelled for a period of not less than one (1) year. Upon a finding that special circumstances exist, another disciplinary action or term of expulsion may be imposed. Parents, police and juvenile authorities shall be notified.

As defined by Va. Code §22.1-277.07, “firearm” means any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material or the frame or receiver of any such weapon. “Firearm” does not include any pneumatic gun.

As defined by Va. Code §15.2-915.4, a “pneumatic gun” means any implement, designed as a gun that will expel a BB or a pellet by action of pneumatic pressure. “Pneumatic gun” includes a paintball gun that expels by action of pneumatic pressure plastic filled with paint for the purpose of marking the point of impact.

Pursuant to Va. Code §308.1, weapons prohibited on school property or at school-sponsored activities include: (i) a stun weapon; (ii) any knife with a metal blade of 3 inches or longer. Also prohibited on school property are weapons as defined by **Va. Code §18.2-308** which include (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchakus, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of the like kind as those enumerated in items (ii) through (vi) above.

Pursuant to Va. Code §22.1-277.07, “destructive device” means (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (ii) any weapon, except a shotgun or shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will or may be readily converted to expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Vs. Code §18.2-299 or any firearm prohibited from civilian ownership by federal law; and (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. “Destructive device” shall not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device.

21. Profane/Abusive Language, Obscene Gestures or Conduct

D6C Using Obscene or Inappropriate Language or Gestures

Students shall not use profane, obscene or abusive language, obscene gestures, or engage in obscene conduct.

22. Sexual Assault and Harassment

SX0 Sexual Harassment

SX1 Offensive Sexual Touching Against Staff

SX2 Offensive Sexual Touching Against Student

SX3 Forcible Rape Against Staff

SX4 Forcible Rape Against Student

SX5 Attempted Rape Against Staff

SX6 Attempted Rape Against Student

SX7 Sexual Offenses Without Force (includes indecent exposure, lewd behavior)

Students shall not commit a sexual assault upon another person or subject another person to any sexual harassment. Sexual assault is any inappropriate behavior of a sexual nature, including, but not limited to, touching of sensitive and private areas of one's body. Sexual harassment is any unwelcome advances, requests for sexual favors, and other inappropriate verbal or physical conduct or contact, including by electronic means, of a sexual nature that creates an intimidating, hostile, or offensive environment.

23. Stealing

BK1 Burglary: Actual

BK2 Burglary: Attempted

TF1 Theft of School Property

TF2 Theft of Staff Property

TF3 Theft of Student Property

TF4 Possession of Stolen Property

TF6 Attempted Theft/Theft of Motor Vehicle

RB1 Actual Robbery

RB2 Attempted Robbery

ET1 Extortion

ET2 Attempted Extortion

A student shall not intentionally take the personal property of another person without his/her consent.

24. Threats to Property

BB1 School Threat (bomb threat, terrorist threat, chemical/biological threat)

Students shall not make threats to bomb school facilities or property. Students will automatically be referred for expulsion and may be prosecuted by local law enforcement.

B04 Setting Off False Fire Alarm

Students shall not set off false fire alarms. Students may be prosecuted by local law enforcement.

25. Trespassing

TR 1 Trespassing

Students shall not enter upon school property unlawfully. These include, but are not limited to, instances whereby:

- a. An unauthorized student or other person attends or visits a Richmond public school, during the regular school day without authorization from the school administration;
- b. A student is requested by an administrator or other school official to leave school property and refuses to do so immediately;
- c. A student has been suspended from attendance or expelled and comes onto school property;
- d. A student who has been denied school bus privileges and continues to use school bus transportation; and
- e. A student is in the area when the area is being used as a school bus stop.

If a student appears or remains on school premises and/or the school bus in the instances cited above, he/she will be considered trespassing. This section also applies to any school sponsored activity that does not take place on school division property.

26. Vandalism

VN1 Vandalism of School Property

VN2 Vandalism of Private Property

VN3 Graffiti

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board or the property of any other person.

Suspensions, Expulsions, and Appeals

A. Short-Term Suspensions (10 days or less)

1. Students may be suspended from school for up to five (5) school days by a school principal, assistant principal or, in their absence, a principal designee and for up to an additional five (5) school days by a school principal with the concurrence of the Superintendent or his/her designee.
2. Prior to imposing the suspension, a principal, assistant principal or principal designee must inform the student of the charges against him/her. If the student denies the charges, he/she must be given an explanation of the known facts and an opportunity to present his/ her version of the facts. If he/she deems it necessary, a principal, assistant principal or principal designee shall conduct a further investigation into the matter prior to determining if the student should be suspended.
3. Students whose presence may pose a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts, and an opportunity to present his/her version of what occurred shall be provided by the student as soon as practicable.
4. Upon a student's suspension from school, a principal, assistant principal or principal designee shall report the facts of the case in writing to the Superintendent or a designee, and the student's parents/guardians on a form approved by the Superintendent. Such notice provided to the parents/guardians shall include the length of suspension, information regarding the availability of community-based educational programs, alternative education or other programs, and the right of the student to return to regular school attendance after suspension. The cost of any community-based educational program or alternative education program or educational option, which is not a part of the educational program offered by the school division, shall be borne by the student's parents/guardians.
5. Upon the parent's written request, and after review of the action taken, the Superintendent or a designee shall confirm or disapprove such action based on an examination of the student's behavioral record. Such written request must be filed with the Superintendent or a designee within five (5) school days of the suspension notice or the right to review and to appeal to the School Board will be waived.
6. The student and his/her parents/guardians may appeal the Superintendent's or a designee's decision to the school board or a committee thereof. The School Board or

a committee thereof will consider the appeal upon the record of the suspension at its next regularly scheduled meeting.

7. Students with disabilities will be disciplined according to applicable state and federal laws.

B. Suspensions in Excess of Ten Days or Expulsion

1. If, after the student has had an opportunity to explain his/her version of what occurred, a principal or his or her designee determines a suspension in excess of ten (10) school days or expulsion is appropriate, he/she shall immediately notify the student's parent(s), in writing, of the following:
 - a. the proposed action and the reasons therefore;
 - b. that the decision to suspend the student in excess of ten (10) school days shall be determined through a panel hearing before the Superintendent or his/her designee, during which they may be represented by counsel and/or present evidence, and a copy of the procedures for this hearing;
 - c. the availability of community-based educational, alternative education, or intervention programs that the student may attend during his/her suspension, and that the costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.
2. Within ten (10) school days of the superintendent or his/her designee receiving notice, the superintendent or his/her designee shall determine whether a suspension in excess of ten (10) school days or expulsion is appropriate and shall immediately notify the student's parents/guardians in writing. In the event that the superintendent or his or her designee determines that suspension in excess of ten (10) school days is appropriate, he/she shall immediately notify the student's parents/guardians, in writing, of the following:
 - i. The proposed action and the reasons therefore;
 - ii. The length of the suspension;
 - iii. The availability of community-based educational, alternative education, or intervention programs that the student may attend during his/her suspension, and that the costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school

division that the student may attend during his suspension shall be borne by the parent of the student; and

- iv. When the student is eligible to return to regular school attendance, or to attend appropriate alternative education program by the School Board, or an adult education program offered by the school division, during or upon the expiration of the suspension, and the terms or conditions upon expiration of the suspension.

A decision to impose a long-term suspension may be appealed to a committee of the School Board, which shall be composed of at least three members. This committee may confirm or disapprove the suspension of a student. If the committee's decision is not unanimous, the pupil or his parent may appeal the committee's decision to the full School Board. The School Board shall decide such appeals within thirty (30) days.

The School Board may permit or require students suspended pursuant to this section to attend an alternative education program provided by the school board for the term of such suspension.

C. Expulsions

Please be advised that, per Virginia law and/or the policies of the School Board of Richmond Public Schools, violations of certain codes of conduct require that the student be recommended for expulsion from Richmond Public Schools.

1. If, after the student has had an opportunity to explain his/her version of what occurred, a principal or his/her designee determines that a recommendation of expulsion of the student is appropriate he/she shall immediately notify the student's parents/ guardians in writing, of the following:
 - a. The proposed action and the reasons therefore;
 - b. that a hearing before the Superintendent or his/her designee will occur within ten (10) school days of the notice to determine whether expulsion of the student will be recommended to the School Board, or whether another disciplinary action is more appropriate, and during which hearing they may be represented by counsel and/or present evidence, and a copy of the procedures for this hearing; and
 - c. the availability of community-based educational, alternative education, or intervention programs that the student may attend during his/her suspension, and that the costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.

2. Within ten (10) school days of receiving notice, the Superintendent or his/her designee shall determine whether an expulsion of the student or another disciplinary action is appropriate and shall immediately notify the student's parents/guardians in writing. In the event that the Superintendent or his/her designee determines that expulsion is appropriate he/she shall immediately notify the student's parents/guardians in writing, of the following:
 - (a) The proposed action and the reasons therefore;
 - b. The length of the expulsion;
 - c. Information concerning the availability of community-based educational, alternative education, or intervention programs that the student may attend during his or her expulsion, and that the costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his expulsion shall be borne by the parent of the student;
 - d. Whether or not the student is eligible to return to regular school attendance, or to attend appropriate alternative education program by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission;
 - e. That the costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his expulsion shall be borne by the parent of the student; and
 - f. If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice shall also advise the parent of such student that the student may petition the school board for readmission to be effective one calendar year from the date of his/her expulsion, and of the conditions, if any, under which readmission may be granted.

A decision to confirm or disapprove the student's expulsion may be made by a committee of the School Board, which shall be composed of at least three members. If the committee's decision is not unanimous, the pupil or his or her parents/guardians may appeal the committee's decision to the full School Board. The School Board shall decide such appeals within thirty (30) days.

The School Board may permit or require students who are expelled pursuant to this section to attend an alternative education program provided by the school board for the term of such expulsion.

D. Procedures for a Hearing Before the Superintendent or His or Her Designee

1. The panel hearing shall be held within ten (10) school days from the date of the notice unless the student and/or the parents/guardians, as appropriate, ask for a continuance and the continuance is granted by the hearing officer.
2. At the panel hearing, which shall be audio recorded, a principal or his/her designee shall present any evidence he/she wishes in support of the recommendation and the student, the parents/guardians, or a representative may be represented by counsel and may present evidence. Both parties may cross-examine witnesses, and the hearing officer shall be free to ask questions at any time. The hearing officer may continue the hearing when he/she deems such action necessary for the full development of facts.
3. The hearing officer may recommend to the Superintendent that he/she uphold the principal's recommendation in whole or in part, or may deny it entirely.
4. A letter shall be sent to the parents/guardians informing them of the Superintendent's decision and of their right to appeal to the School Board in the case of suspension and to another hearing before the School Board in the case of a recommended expulsion. The letter shall contain all required notice provisions. A copy of this letter shall be sent to the Chief of Staff, Principal and Manager of Pupil Personnel Services.

E. Appeals of Long-Term Suspensions and Expulsions

1. In the case of a long-term suspension, the student or his/her parents/guardians may appeal the decision of the Superintendent or his/her designee to the School Board (or, at the School Board's discretion, a committee thereof) by notifying the Clerk of the School Board in writing of their intent to appeal within seven (7) calendar days from the receipt of the decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The School Board will consider the appeal upon the record of the suspension hearing within thirty (30) calendar days of the appeal. The student will remain suspended pending the disposition of the appeal.
2. The student or his/her parents/guardians may request a hearing before the School Board, (or, at the School Board's discretion, a committee thereof), regarding the decision of the Superintendent or his/her designee to recommend expulsion by notifying the Clerk of the School Board in writing of their request within seven (7) calendar days from the receipt of the decision. Failure to file a written request within

the specified time will constitute a waiver of the right to a hearing before a committee of the School Board. A hearing shall be held at the next regularly scheduled meeting unless the request for a hearing is received less than five (5) days prior to a meeting, in which case the hearing shall be set by the Chairman as soon as practicable. The student shall remain suspended pending the School Board committee hearing. The School Board has the authority to overrule the Superintendent or amend the Superintendent's decision in any respect. Any decision to expel a student requires School Board action before it becomes effective.

3. A decision made by the School Board or a committee thereof, shall be communicated to the student and his/ her parents/guardians in writing, and shall comply with the applicable notice provisions.
4. Nothing in this subsection shall be construed to prohibit the School Board from permitting or requiring expelled students, pursuant to this subsection, from attending a School Board provided alternative education program.

F. Students With Disabilities Under the Individuals With Disabilities Education Improvement Act of 2004 (IDEIA), Students With Disabilities Qualified Under Section 504 of the Rehabilitation Act of 1973, and Students Who Are Suspected of Having a Disability But Are Not Yet Determined Eligible or Qualified

This section is intended as an application and summary of federal law and regulations as found in the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA). Federal and Virginia Special Education Laws and regulations take precedence over this document. Families may obtain additional information regarding students with disabilities and the disciplinary process in Virginia from the Virginia Department of Education.

Virginia Department of Education's Parent's Guide to Understanding Special Education (2010) which can be found at:

<http://www.pen.k12.va.us/specialed/parents/parentsguide.pdf>

1. Student Population

For the purpose of student suspensions and expulsions, certain special education due process procedures are accorded to following students:

- A. A student who has been identified as having a disability under IDEIA or under Section 504;
- B. A student who is suspected of having a disability, but has not yet been determined eligible or qualified to receive services.
 - I. Students who have not been determined eligible for special education and related services under IDEIA or who have not yet qualified for special

education or related services under Section 504, and who have engaged in behavior that violated any rule of conduct, may assert any of the protections provided under IDEIA if the school division had "a basis of knowledge" that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. The school division has a "basis of knowledge" that the student is a student with or suspected of having a disability if:

- i. The parents/guardians of the student has expressed a concern in writing (or verbally if the parent does not write or has a disability that prevents him/her from writing a statement) to school personnel, that the student is in need of special education and related services;
 - (a) The parents/guardians has requested that their child be evaluated to determine eligibility for special education and related services; or
 - (b) The teacher of the student, or school personnel, has expressed concern about a student's behavioral pattern directly to the Director of Exceptional Education of Richmond Public Schools or to other Richmond Public Schools supervisory personnel.
- II. Exceptions to this "basis of knowledge" in the above section occur if:
 - i. The parent has not allowed an evaluation of the student or has refused special education and related services; or
 - ii. An evaluation was conducted and it was determined that the student does not have a disability.

2. Removal Procedures

A. Removals of Ten (10) School Days or less in a School Year

Short-Term Removals

- 1) School personnel may "short-term" remove a student with a disability from the student's current educational setting to an appropriate interim alternative education setting, to another setting, or suspend said student to the extent those alternatives would also be applied to a student without disabilities.
- 2) Additional short-term removals may apply to a student with a disability within a school year for separate incidents of misconduct as long as the removals do not constitute a pattern.

- 3) Richmond Public Schools is not required to provide services during the first ten (10) school days in a school year that a student with a disability is removed from their current educational setting.
- 4) For additional short-term removals, which do not constitute a pattern Richmond Public Schools shall provide services to the extent determined necessary to enable the student to continue to participate in the general education curriculum and to progress toward meeting the goals of the student's IEP. School personnel, in consultation with the student's special education teacher, will make the service determinations.
- 5) If the number of school days a student is removed from school approaches ten (10) days, the building administrator or designee may convene an IEP team to review and revise the IEP. This meeting may address any needed changes in services or placement. The IEP team may develop and complete a Functional Behavioral Assessment (FBA), and may develop and implement a Behavioral Intervention Plan (BIP). If a BIP exists, the IEP team shall review and modify the BIP as needed.

B. Removals of More Than 10 School Days in a School Year (Long- Term Removals)

- 1) Students may be removed for more than ten (10) cumulative school days without limit during the school year, if the removal is not a change of placement.
- 2) A change of placement occurs if: (a) the student's removal is for more than ten (10) consecutive days; or (b) the student receives a series of short-term removals within a school year that constitute a pattern. School personnel will determine if the series of removals constitutes a change of placement. To determine this, the following factors must be considered:
 - i. The length of each removal;
 - ii. The proximity of the removals to one another;
 - iii. If the student's behavior is substantially similar to the student's behavior in previous incidents that result in a series of removals; and
 - iv. The total amount of time the student has been excluded from the classroom. The parent must be notified in writing of the results of this determination.
- 3) When the removal does not constitute a change of placement, the student may be removed from his/her educational placement in accordance with

procedures for suspensions of students without disabilities. However, the following procedures must also be implemented:

- i. Provide, if any, services that will enable the student to appropriately progress in the general curriculum and appropriately advance towards achieving IEP goals. These services are determined by the student's IEP team.
 - ii. If appropriate, convene an IEP team before or within five (5) business days after first removing the student for more than ten (10) school days in a year to conduct a functional behavioral assessment, and determine necessary behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
- 4) When the removal constitutes a change of placement, the following procedures must be implemented:
 - i. Provide, if any, services that will enable the student to appropriately progress in the general curriculum and appropriately advance towards achieving IEP goals. These services are determined by the student's IEP team.
 - ii. If appropriate, convene an IEP team before or within five (5) business days after first removing the student for more than ten (10) school days in a year to conduct a functional behavioral assessment, and determine necessary behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
 - iii. The IEP team must also answer the following questions:
 - (a) Was the student's conduct caused by, or in direct and substantial relationship to, the student's disability?
 - (b) Was the student's conduct a direct result of the school division's failure to implement the IEP?

In cases where the IEP team determines that the behavior was a manifestation of the student's disability, a removal or expulsion may not occur and the IEP team shall:

- i. Conduct a FBA and develop a BIP for the student;
- ii. If a BIP already exists, review the existing plan and modify it as necessary to address the behavior;

- iii. Return the student to the educational placement from which he or she was removed, unless the parents/guardians and school personnel agree to a change of placement as part of the modification of the behavioral intervention plan; and
- iv. Review and revise the IEP as needed to address the behaviors which may include changes and/or additions in goals, services and placement.

For subsequent removals, when a change of placement has occurred, a manifestation determination must be made by the parents/guardians and relevant IEP team members, within five (5) business days of the suspension decision.

C. Weapons/Drugs/Controlled Substances/Serious Bodily Injury

The following provisions apply to any student with a disability who: (a) carries a weapon to, or possesses a weapon at, school, on school property or to a school function; (b) knowingly possesses, uses, sells or solicits the sale of illegal drugs or any controlled substance while at school, on school property or a school function; or (c) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function:

- I. A school administrator, along with representatives of the Office of Exceptional Education and Student Services, may assign the student to an interim alternative educational setting (IAES) for a maximum of forty-five (45) school days. Parental permission is not required. While the student is in an IAES placement, school personnel:
 - i. Must enable the student to continue to progress in the general curriculum although in another setting;
 - ii. Must provide services and modification described in the current IEP which will enable the student to meet IEP goals; and
 - iii. Conduct, as appropriate, a functional behavioral assessment, and determine necessary behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur provided in Procedures for Long-term Removals 2b above.
- II. When the IAES expires, the student returns to his/her prior educational placement, unless the parent/guardians and the LEA

agree otherwise through an IEP meeting. Also, a Hearing Officer or court order can extend the IAES.

D. Miscellaneous

- 1) Schools may report a crime to the police even if the student involved in the violation is considered, or suspected, to have a disability.
- 2) A student with a disability is entitled to the same due process rights that all students are entitled to under Richmond Public School's disciplinary policies and procedures.
- 3) If during the course of reviewing the student's IEP relevant to disciplinary action, the IEP team determine deficiencies in the student's IEP or placement, the IEP team, will take immediate steps to remedy those deficiencies.
- 4) A student may not be removed A student may not be removed from the school for more than ten (10) school days while the IEP team processes are initiated and completed, unless the parents/guardians gives permission for a change of placement through the IEP team meeting. This does not apply to incidents involving weapons, drugs, controlled substances, serious bodily injury. These incidents may necessitate immediate removal to an IAES for forty-five (45) school days.
- 5) A copy of the procedural safeguards must be available to the parents/guardians of a student with a disability on the date which the decision is made to make a disciplinary removal that constitutes a change in placement because of a violation of a code of student conduct.
- 6) If a student is under evaluation for IDEIA or Section 504 when the disciplinary incident occurs, the evaluation shall be expedited.
- 7) During the pendency of any proceedings to contest the imposition of discipline, the student shall remain in his/her current educational placement, which may be the IAES.

3. Expedited Hearings

Richmond Public Schools may request an expedited due process hearing if it maintains that it is dangerous for the student to be in the current educational placement (the educational placement prior to removal to the interim alternative setting) while due process proceedings are pending. Parents/guardians may request an expedited hearing if they disagree with:

- a) The determination that the student's behavior was not a manifestation of the student's disability; or
- b) Any decision regarding educational placement under the disciplinary procedures.

Note: The terms IEP or IEP team also apply to 504 plans or 504 teams.

4. Definition of Terms

Pattern: a series of removals of unrelated instances cumulating more than ten (10) school days in a school year because of factors such as the length of each removal, total time removed, and proximity of the removals to each other.

IAES: an Interim Alternative Educational Setting that enables the student to progress in the general curriculum in a different setting and receive the services and modification in the IEP. This placement will also enable the student to meet his/her IEP goals and the services are designed to prevent the behavior from recurring.

Other qualified persons: included to ensure that diagnostic and other persons are present at the IEP meeting for expertise in assessing the issues that are being reviewed by the IEP team.

Serious bodily injury: an injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or faculty.

NOTIFICATIONS FOR ALLEGED DELINQUENT ACTIVITY

When the RPS Superintendent receives notification pursuant to Va. Code §16.1-260(G) that an RPS student has had a petition filed against him/her for one of the enumerated following crimes, due to the serious nature of the crimes charged, the student will immediately be reassigned to an alternative educational assignment (as determined by the Superintendent or his/her designee) until the charges are resolved so as to ensure the safety of all students. Such a reassignment is permitted under Va. Code §22.1-254 (F).

According to Va. Code §16.1-260(G), a school division's superintendent must receive notification if:

...the subject of a petition alleging that such student who is a juvenile has committed an act, wherever committed, which would be a crime if committed by an adult, or that such student who is an adult has committed a crime and is alleged to be within the jurisdiction of the court. The report shall notify the division superintendent of the filing of the petition and the nature of the offense, if the violation involves:

1. A firearm offense pursuant to Article 4 (§ 18.2-279 et seq.), 5 (§ 18.2-288 et seq.), 6 (§ 18.2-299 et seq.), or 7 (§ 18.2-308 et seq.) of Chapter 7 of Title 18.2;
2. Homicide, pursuant to Article 1 (§ 18.2-30 et seq.) of Chapter 4 of Title 18.2;
3. Felonious assault and bodily wounding, pursuant to Article 4 (§ 18.2-51 et seq.) of Chapter 4 of Title 18.2;
4. Criminal sexual assault, pursuant to Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2;
5. Manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances, pursuant to Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2;
6. Manufacture, sale or distribution of marijuana or synthetic cannabinoids pursuant to Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2;
7. Arson and related crimes, pursuant to Article 1 (§ 18.2-77 et seq.) of Chapter 5 of Title 18.2;
8. Burglary and related offenses, pursuant to §§ 18.2-89 through 18.2-93;
9. Robbery pursuant to § 18.2-58;
10. Prohibited criminal street gang activity pursuant to § 18.2-46.2;
11. Recruitment of other juveniles for a criminal street gang activity pursuant to § 18.2-46.3; or
12. An act of violence by a mob pursuant to § 18.2-42.1.

The failure to provide information regarding the school in which the student who is the subject of the petition may be enrolled shall not be grounds for refusing to file a petition.

The information provided to a division superintendent pursuant to this section may be disclosed only as provided in § 16.1-305.2.

Appeal Information

Parents/guardians have the right to request an appeal of the reassignment to an alternative educational setting. If a parent/guardian wishes to appeal the decision, you are to appeal in writing to Assistant Superintendent of Exceptional Education and Student Services, 301 North Ninth Street, 13th floor, Richmond, VA 23219. The appeals must be sent within seven (7) business days from the receipt of the notice of reassignment to an alternative educational setting. Failure to file a written appeal within the specific time will constitute a waiver of the rights to an appeal.

If a parent/guardian wishes to appeal the decision made by the Assistant Superintendent of Exceptional Education and Student Services regarding the placement to the alternative educational program, the appeal is to be sent in writing to the School Board of the City of Richmond, C/O Clerk of the School Board. The appeals must be sent within seven (7) business days from the receipt of the Assistant Superintendent of Exceptional Education and Student Services' decision. Failure to file a written appeal within the specific time will constitute a waiver of the rights of the appeal.

Please be mindful that the student must attend the alternative assignment pending the appeal process. Students who fail to attend may be reported for truancy.

Promoting Positive Student Behavior on School Buses

All students will be governed by the tenets of this section while traveling by school buses to and from school or school-related activities, such as, but not limited to, field trips, conferences, or athletic events. The school administration and Safety and Security personnel have the right to conduct random searches of school buses and, when reasonable suspicion exists, school bus passengers.

Consequences involving students with disabilities, those who have accommodations under Section 504, and those students currently under child study or eligibility processes will be imposed in accordance with their rights under federal and state laws.

Riding the school bus is a privilege. This privilege may be suspended if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. Behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other occupants is prohibited. The driver of each school bus shall cooperate with the school

administration in their work in the school to which she/he is transporting students by being on time in the mornings and waiting in the afternoons until all students are dismissed by the school administration and safely aboard the bus. Drivers shall take particular notice along their route in the mornings and give students within sight a reasonable time in which to board the bus. The driver shall be responsible for maintaining good conduct on the bus and shall report promptly to the school administration of the school to or from which the students are transported any misconduct or any violation of the driver's instructions or school division rules by any person riding in his bus using the prescribed referral forms. The school bus driver will promptly report, in writing, all misconduct to the appropriate administrative staff. Appropriate disciplinary action will follow after administrative staff reviews the operator's report. A copy of the misconduct report will be returned to the school bus operator. Generally, misconduct on a school bus will not deny a student access to the classroom. However, school suspension, including expulsion, may occur in special cases of misconduct that warrant such action.

Consequences for Violations Related to Transportation For Students Include, but are Not Limited to:			
1st Offense	2nd Offense	3rd Offense	4th Offense
Parent/Guardian Phone Call	Parent/Guardian Conference	Bus Suspension (1 to 5 days)	Bus Suspension (6 to 10 days)

The following misconduct shall result in disciplinary action. This list is not exhaustive and shall not be a limitation upon the authority of the School Board or school officials to deal with other types of conduct that interferes with the proper functioning of the school. While suspended from the bus, a student shall not be allowed to attend or participate in any extracurricular activities.

Consequences for Inappropriate School Bus Behavior

A. Threatening Behavior

Threatening behavior exhibited toward other students and/or adult school personnel is addressed in Standards of Student Conduct No. 9 - Fighting, Assault & Battery, Bullying; and any student violating this Standard on the school bus shall be disciplined in accordance with that standard. There shall be a concurrent consequence on the school bus for the student as a result of his/her behavior.

B. Fighting

Fighting is addressed in Standards of Student Conduct No. 8 - Fighting, Assault & Battery, Bullying; and any student fighting on the bus shall be disciplined in accordance with that standard. There shall be concurrent consequence on the school bus for the student as a result of his behavior.

C. Weapons

Weapons are addressed in Standards of Student Conduct No. 20 - Possession or Use of Weapons; and any student having possession of a weapon on the school bus or at the bus stop shall be disciplined in accordance with this standard. There shall be concurrent consequences on the school bus for this offense.

D. Disruptive Behavior

Disruptive behavior includes, but is not limited to, making inappropriate comments to, or about, another student, improper boarding/departing the bus, refusing to obey the bus operator, excessive noise, eating or drinking on the bus, and the use of profanity. If any of these behaviors are done in a threatening manner, they are to be addressed in accordance with Standards of Student Conduct No. 6 - Disruptive Conduct. Unless a consequence for disruptive behavior is specifically stated, the principal/designee may:

- 1) Conference/counsel the student with or without the parents/guardians and bus driver where practical:
- 2) Execute a student-behavior contract
- 3) Suspend the student from the bus for one (1) to three (3) days; suspend the student for three (3) to five (5) days from the bus and a parent/guardian conference; suspend the student for more than five (5) days
- 4) Request a disciplinary hearing at the school level for suspensions off the bus in excess of ten (10) days (except as noted in the section regarding students with disabilities)

E. Vandalism

Destruction of school property should be handled in accordance with existing Standards of Student Conduct No. 26 - Vandalism (which requires that students/parents make restitution for damage resulting from vandalism) as well as existing Department of Safety and Security procedures for prosecuting incidents of vandalism. Under an existing Department of Transportation policy, students and parents are given the option of cleaning the bus in lieu of payment for damages. Juvenile authorities shall be notified.

F. Safety

Safety offenses include, but are not limited to, failure to obey the bus driver, putting any part of one's body (or that of another individual's body) outside a window, throwing objects anywhere, failure to remain seated, tampering with school bus equipment, lighting matches or a lighter, and possession of contraband on the school bus. (If any of these behaviors are done in a defiant manner, they are addressed by Standards of Student Conduct No. 5 – Defiance of School Personnel's Authority). Consequences for safety offenses include, but are not limited to:

- 1) Student counseling;
- 2) Two (2) to five (5) days, suspension off the bus, attendance at a conference with the student, his/her parents/guardians, the principal and the bus driver before the student may return to the bus, and execution of behavior contract;
- 3) Attendance at a bus safety class;
- 4) A disciplinary hearing at the school level for bus suspensions in excess of ten (10) days; except in the case of certain protected students where cessation of services, excluding transportation and related services, is not permitted, and
- 5) Appropriate notification of legal authorities.

G. Possession or Use of Tobacco or Tobacco Products (see Standard No.19)

H. Possession or Use of Illegal Drugs or Alcohol (see Standard Nos. 13 & 17)

I. Distribution or Sale of Alcohol or Illegal Drugs or Possession with Intent to sell or Distribute (see Standard Nos. 13 & 17)

J. Possession or Use of Medication and Prescription Drugs (see Standard No. 18)

K. Sexual Assault and Harassment (see Standard No. 22)

Visual and Audio Recording Devices

Many school buses are now equipped with visual and audio recording devices. These tools monitor the passenger area of the bus. The objective is to provide an additional tool to assist the driver and administration in managing student behavior on school buses, in order to provide safe and nurturing environment.

STUDENT ATTENDANCE POLICY

A. Why is Attendance Important?

Section 22.1-254 of the Code of Virginia requires that all school divisions inform parents of compulsory attendance requirements and enforcement procedures within thirty (30) days of the beginning of each school year. Regular school attendance is important to the academic progress of students and contributes to the development of a healthy school environment. For this reason, parents/guardians are expected, and required, to support school attendance policies.

The Richmond Public Schools is expected to undertake several actions in support of attendance monitoring and enforcement:

- identify and develop a list of all school-age children and youth who are not enrolled in an approved educational program;
- investigate apparent violations of the compulsory attendance requirements; and
- enforce attendance requirements.

Under the direction of the Superintendent, the Richmond Public Schools Attendance Officer(s), in collaboration with school principals, will enforce compulsory attendance requirements, including failure to attend summer school, when required. Priority attention will be given to non-enrolled children and youth between the ages of 5 and 18. Options for enforcement include the following:

- filing a Child-In-Need-of-Supervision (CHINS) petition with the juvenile court;
- filing criminal charges (Class 3 misdemeanor) against the parents/guardians of truant or non-enrolled students; and/or
- enforcing compulsory attendance requirements during the summer session if the superintendent determines that such attendance is necessary for the student(s) to be promoted, pass the Standards of Learning (SOL) tests, or otherwise achieve appropriately in school.

In addition to these enforcement options, the Richmond Public Schools is required to report all Temporary Assistance for Needy Families' (TANF) recipients violating compulsory school attendance and truancy provisions to the Department of Social Services for further investigation and a potential reduction in benefits.

Please make your family members aware of these requirements. It is important that we all work together in fostering regular school attendance, which is critical to student success. Please contact the Office of Student and Family Services at 780-6070 if you have any questions.

B. Under What Circumstances May Older Students Attend School?

As a general rule, a person who has reached twenty (20) years of age, on or before August 1 of the school year, shall be permitted to attend school only with special permission of the Superintendent. The School Board, in its discretion, may charge tuition to such students.

The School Board may accept and provide programs for students for whom English is a second language who entered school in Virginia for the first time after reaching their twelfth (12th) birthday, and who have not reached twenty-two (22) years of age on or before August 1 of the school year. No tuition shall be charged to such students if state funding is provided for such programs.

Students with disabilities who are in need of special education and related services (1) whose second birthday falls on or before September 30 and have not reached their twenty-second (22nd) birthday on or before September 30; and (2) have not already graduated with a standard or advanced studies diploma, shall be eligible to attend school free of charge.

C. What are Excused Absences?

Excused absences are classified as those that have resulted from conditions beyond the control of students, parents/guardians, or the school, and will be counted in the tally of absences. The School Board considers more than fifteen (15) days of excused absences in a semester to be excessive. The only excuses for absence that shall be deemed acceptable are:

1. Personal Illness: If over three (3) days, the school will require a note from the doctor.
2. Personal court appearance
3. Death in the family (mother, father, spouse, son, daughter, sister, brother, grandparent, aunt, uncle, nephew, or niece)
4. Religious holidays regularly observed by the student
5. Extenuating circumstances, as approved by the school administration

D. When are Students Considered Present Although Not in School?

Students are considered present when participating in field trips, athletic events, student government activities, and other functions sanctioned by the school. The students are marked present on all school records.

E. Tardiness/Leaving School Without Permission

Truancy is usually a symptom of personal or family problems. The school division will make a reasonable effort to help resolve the underlying problems that affect the student's regular attendance. Referrals to outside agencies and other departments in Richmond Public Schools will be utilized to assist in resolving and reducing truancy.

1. Tardiness / Early Dismissal - Students must arrive on time and be picked up at the scheduled dismissal time. Any five (5) unexcused tardies to school or early dismissals from school will count as the student missing one (1) full instructional day. Tardiness and early dismissals may be considered excused for the same reasons as listed for absences. For the purposes of this policy, the student must be more than thirty (30) minutes late to school, or leave thirty (30) minutes early, without an excuse approved by the principal or his/her designee. Students attending schools outside of their neighborhood zones with special permission where parents/guardians are responsible for providing transportation) will be required to attend school on a regular basis or be withdrawn from the school by notifying the parents/guardians and Office of Pupil Personnel Services. Provisions of the Compulsory School Law of Virginia are in effect for all schools.
2. Leaving school without permission - Once a student arrives on school property, he/she may not leave without administrative permission.

F. Parental Responsibilities

1. Parents/guardians must send a note providing reasons and dates for any absence from school, on the day of the student's return to school. If a note is not provided within five (5) school days of the last day of school missed, the period of absence will be considered unexcused.
2. Parents/guardians may request approval of absences by filing a request in advance with the principal or designee. Such requests will be signed by the principal or designee and returned to the parents/guardians. A copy will be filed for reference.

G. Can Make-up Work Be Requested?

For excused absences, students are required to request make-up work upon returning to school. Teachers shall assign and schedule appropriate make-up work, which shall be completed within five (5) days of the student's return from absences. Make-up work assigned, but not completed within the established time period, shall be recorded as a failing grade for the assignment unless an extension is granted by the teacher.

The teacher will supply make-up work for excused absences. It is the responsibility of parents/guardians to request make-up work for unexcused absences. Students who are suspended from school shall receive and complete all academic assignments (classwork and homework) during the period of suspension and submit the completed work to his/her classroom teacher(s) upon return to school.

Note: Parents/guardians and students must understand that certain subject matter cannot be assigned as make-up work to be completed out of class, especially if the student is absent when certain concepts are taught.

H. What is the School's Responsibility When a Student is Absent?

The Code of Virginia requires that, "Every teacher in every school in the Commonwealth shall keep an accurate daily record of attendance of all children..." The student attendance card and the teacher's class record are the official records of student absences.

The school will contact the parents/guardians home on each day of a student's absence from school. If a student accumulates four (4) unexcused absences, written notification will be sent to the parents/guardians. If a student accumulates five (5) unexcused absences, the principal or his designee shall make a reasonable effort to ensure that direct contact is made with the parents/guardians, either in person or through telephone conversation, by the attendance officer to obtain an explanation of the student's absence and to explain to the parents/guardians the consequences of continued absences. The attendance officer, the student and the student's parents/guardians, shall jointly develop a plan to resolve the student's nonattendance. Such plan shall include documentation of the reason for the student's absences.

If the student is absent one (1) additional day without an excuse, the attendance officer shall schedule a conference, within ten (10) days, with the student, his/her parents/guardians, and school personnel. The conference may include other community service providers in order to resolve issues related to the student's absences. The conference shall be held no later than fifteen (15) school days after the sixth absence.

Upon the next unexcused absence, the school principal or his designee shall notify the attendance officer, who shall enforce the provisions of the compulsory attendance laws by either or both of the following: (1) filing a complaint with the Juvenile and Domestic Relations Court alleging the pupil is a child in need of supervision as defined in §16.1-228 of the Code of Virginia, or (2) instituting proceedings against the parent(s) pursuant to §18.2-371 or §22.1-262 of the Code of Virginia.

I. Can the Attendance Decision Be Appealed?

The parents/guardians may appeal the designation of absences as unexcused if evidence is provided to verify absences under this policy. Reasons for absences considered in the appeal must be documented by the parents/guardians and verified by the principal or designee. The parents/guardians may also request a waiver of these attendance policies due to medical hardship, extenuating educational circumstances, or transfer situations.

J. Steps of Appeal

1. Parents/guardians appeals must be communicated in writing to the principal, or the decision becomes final.
2. The principal will make a ruling of the appeal based on policy. A written copy of the ruling will be sent to the parents/guardians, the student, and the teacher(s).

Appeal to the Superintendent or Designee

1. Parents/guardians appeals must be communicated in writing to the superintendent or designee, or the decision of the principal becomes final.
2. Based on policy guidelines, a finding will be made affirming or approving the principal's decision. A written copy of the finding will be sent to the parents/guardians, the student, and the principal.

Richmond Public Schools Internet Acceptable Use Procedures

Appropriate student use of the Internet is addressed in the SCORE. This standard recognizes the role of students as responsible users of the Internet and the resources that are provided. Students in Richmond Public Schools will be provided access to the Internet for educational purposes. They will not be provided with individual electronic mail accounts or unsupervised access to other tools for utilizing the Internet. As such, the SCORE shall serve as the definitive guide for acceptable uses of the Internet in the Richmond Public Schools. If you have questions about accessing the Internet, contact your school administrator. The information below is provided for faculty and administration as a supplement to share with students in preparation for their use of the Internet.

Richmond Public Schools Instructional Use of the Internet

RPS students will follow a structured approach to gaining skills that will allow them to become independent, responsible users of the Internet. This approach addresses Internet use based on an age and topic appropriate standpoint.

In elementary schools (K-5), faculty will actively supervise student use of the Internet. Students will access Internet resources that their teacher has previously explored and selected. Faculty will make every effort to ensure that students are only directed to sites that are age and topic appropriate.

Richmond Public Schools Internet Acceptable Use Procedures

The intent of the RPS Internet Acceptable Use Procedures is to ensure that all uses involving access to Internet resources are consistent with RPS' stated mission and goals and SCORE. With this opportunity, comes the responsibility for appropriate use. It is expected that all division computers accessing the Internet be used in a responsible, efficient, ethical and legal manner.

RPS will provide access to the Internet for all students, faculty, and administration. Student acceptance of these procedures is guided by their incorporation into the SCORE. Faculty, administration, and students must acknowledge acceptance of these procedures prior to being provided individual accounts for accessing Internet resources.

The use of Internet resources is a privilege, not a right. Inappropriate Internet use will result in the cancellation of those privileges and/or disciplinary action by school officials. All activities by all persons while using the Internet in Richmond Public Schools must be in support of education and research, and be consistent with the educational objectives of Richmond Public Schools. All persons accessing the Internet from a school site are responsible for all on-line activities that occur through that access. When using another organization's network or computing resources, all persons must comply with the rules appropriate for that network.

Acceptable Uses

The following actions, which are not exhaustive, constitute acceptable use of the Internet, whether that use is initiated from a school or any other site:

1. Research assigned classroom projects
2. Send electronic mail to other users
3. Access and exchange information
4. Use the Internet solely for educational purposes

Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not a defense and does not provide you with any type of immunity. If you are unsure about downloading any material, ask a teacher or administrator before taking action.

1. Plagiarism is a violation of the SCORE. Cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
2. Use or possession of hacking software is strictly prohibited and violators will be subject to Richmond Public Schools' SCORE. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by Richmond Public Schools.

Unacceptable Uses

The following actions, which are not exhaustive, constitute unacceptable use of the Internet, whether that use is initiated from a school or any other site:

1. Using impolite, abusive, inappropriate, and/or otherwise objectionable language in either public or private messages.
2. Placing unlawful information on the Internet.
3. Using the Internet in ways that violate federal, state, or local laws or statutes.
4. Using the Internet at school for non-school related activities.
5. Sending messages that are likely to result in the loss of the recipient's work or systems.
6. Sending chain letters or pyramid schemes to lists or individuals, and any other types of use that would cause network congestion or otherwise interfere with the work of others.
7. Using the Internet for commercial purposes.
8. Using the Internet for political lobbying.

9. Changing any computer file that does not belong to the user.
10. Posting, sending or receiving copyrighted materials without permission.
11. Knowingly giving one's password to others.
12. Using another person's password.
13. Using Internet access for sending, retrieving, creating, and/or viewing pornographic material.
14. Posting inappropriate text files or files that are dangerous to the integrity of any network.
15. Circumventing security measures on school computers, remote computers or networks.
16. Attempting to gain access to another's resources, programs, or data.
17. Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the Internet, and includes the uploading or creation of computer viruses.
18. Falsifying one's identity to others while using the Internet.

GLOSSARY

State Code Violations and Definitions

Offense	Definition
Alcohol	Violating laws or ordinances, prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.
Altercation	Confrontation, tussle or verbal / physical aggression that does not result in injury.
Arson (Actual / Attempted)	Unlawfully and intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fires would be included in this category if they were contributing factors to a damaging fire.
Assault / Battery With Firearm or Other Weapon Against Staff	An actual offensive, forceful, violent and intentional touching or striking of a staff member against his/her will that intentionally causes bodily harm through the use of a firearm or other weapon.
Assault / Battery With No Firearm or Weapon Against Staff	An actual offensive and intentional attack of a staff member that intentionally causes bodily harm without the use of a firearm or weapon.
Assault / Battery With Firearm or Other Weapon Against Student	An actual offensive, forceful, violent and intentional touching or striking of a student against his/her will, or mutual participation in a fight that intentionally causes bodily harm through the use of a firearm or other weapon.

Assault / Battery With No
Firearm or Weapon Against
Student

An actual offensive and intentional touching or striking of a student against his/her will or mutual participation in a fight that intentionally causes bodily harm without the use of a firearm or weapon.

Assault / Battery Malicious
Wounding Without a Weapon

Maliciously causing bodily injury to a person (without a weapon) with the intent to maim, disfigure, disable, or kill.

Assault/Battery Without Bodily
Injury

The assault or the assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school sponsored event.

Breaking and Entering
(Burglary)

Unlawfully entering or attempting to enter a building or other structure with the intent to commit a crime.

Battery

Any bodily attack, however slight, done to another person in an angry, rude or vengeful manner.

Bullying

Section § 22.1-276.01 of the Code defines bullying as 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. This includes cyberbullying. It does not include ordinary teasing, horseplay, argument, or peer conflict. School boards are expected to include bullying as a prohibited behavior in their student code of conduct.

Disorderly Conduct /
Insubordinate

Unwillingness to submit to authority or refusal to respond to any reasonable request. Any act that intentionally disrupts the orderly conduct of a school function. Any behavior that substantially disrupts the orderly learning environment.

Disruptive Conduct

Conduct that interrupts or obstructs the learning environment. The related offense of disorderly conduct is defined as involving the intent to cause public inconvenience, an annoyance or alarm, or recklessly creating risk.

Drug Violation Schedule I & II
(Anabolic Steroid, Marijuana
Use / Possession)

Violation of laws or ordinances prohibiting the manufacture, transportation, possession or consumption of marijuana, Schedule I & II drugs, and anabolic steroid use. Suspicion of being under the influence of marijuana may be included if it results in disciplinary actions.

Drug Violation Look-alikes Use
/ Possession

Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any substances represented as a drug look-alikes.

Drug Violation Inhalants

Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any inhalants.

Drug Violations Prescription
(Theft / Attempted Theft)

Unlawfully possessing or attempting to take possession of drugs prescribed for another.

Drug Violation Schedule I & II
(Anabolic Steroid, Marijuana
Sale / Distribution)

Unlawfully possessing with intent to distribute, sell, or solicit any Schedule I or II drug, marijuana, or anabolic steroid.

Drug Violations Schedule III -
VI (Use, Possession, Sale,
Distribution, Paraphernalia
Possession)

Unlawfully using or possessing with intent to distribute, selling or soliciting any controlled drug or narcotic substance not specified in previous drug categories. Having equipment (paraphernalia), which can be used for consuming illegal drugs, in one's pocket, bag, car or locker.

Drug Violations Over-the-
Counter (Use / Possession,
Sale / Distribution)

Unlawful use, distribution, sale, solicitation, purchase, possession, transportation or importation of over-the-counter medication.

Electronic Cigarettes	Possessing, using, distributing, or selling electronic cigarettes or paraphernalia on school grounds, at school sponsored events, and/or while on school transportation.
Electronic Devices	Using electronic devices that are deemed inappropriate in an educational setting.
Extortion	Unlawfully obtaining or attempting to obtain something of value from another by compelling that person to deliver it by the threat of eventual physical injury and/or other harm to that person or that person's property.
Fighting With No Injury or Minor Injury	Mutual participation in a fight involving physical violence where injuries are minor or not present. Injuries may include, but are not limited to, the following: body scrape(s) (e.g., knees, elbow, and hand) or minor bruising.
Gambling	Making, placing, or receipt of any monetary bet or wager of any other item of value, made in exchanged for a chance to win a prize, stake or other consideration or thing of value.
Gang Activity	Gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, that has as one of its primary objectives or activities to commit one or more criminal activities or non-criminal (i) which has as one of its primary objectives or activities the commission of one or more activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.” This

	includes articles of clothing that symbolize association, rituals, or activities identified by groups of students.
Harassment Non-Sexual (Physical, Verbal or Psychological)	Repeatedly annoying or attacking a student, a group of students, or other personnel, which creates an intimidating or hostile educational or work environment.
Hazing	Committing an act(s) against a student or coercing a student to commit an act(s) that creates risk of harm to a person in order to be initiated into a student organization, team, or class.
Homicide Against Staff With Firearm	Any death of a staff member resulting from the use of a firearm (other than accidentally self-inflicted or suicide.)
Homicide Against Student With Firearm	Any death of a student resulting from the use of a firearm (other than accidentally self-inflicted or suicide.)
Homicide Against Staff With Other Weapon	Any death of a staff member resulting from the use of a weapon (other than accidentally self-inflicted or suicide.)
Homicide Against Staff With Other Weapon	Any death of a student resulting from the use of a weapon (other than accidentally self-inflicted or suicide.)
Inciting a Riot	Unlawful use of force or violence that seriously jeopardizes the public safety, peace, or order. Three or more people acting together.
Kidnapping	Unlawfully seizing, transporting, and/or detaining a person against his/her will, or a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.
Other Violations	Violations that are inappropriate for school behavior.

Robbery	Taking, or attempting to take, anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.
Stalking	Engaging in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury.
Sexual Assault	Sexual abuse of an individual by the use of force, by threat, or use of intimidation
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.
Sexual Battery Against Staff	Sexual battery against a staff member involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. Sexual battery is a Class I misdemeanor.
Sexual Battery Against Student	Sexual battery against a student member involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. Sexual battery is a Class I misdemeanor.
Sexual Offenses Against Staff	Non-consensual sexual penetration (e.g. oral, anal or vaginal) against a staff member.
Forcible Assault Sexual Offenses Against Student	Forcible Assault Sexual Offenses Against Staff also includes statutory rape, which is defined as sexual penetration with or without the consent of a minor.

Attempted Forcible Assault

Attempted sexual penetration (e.g., oral, anal, or vaginal) against a student without consent, including statutory rape, or sexual penetration with or without the minor's

Sexual Offenses Against Students

Lewd behavior, indecent exposure that includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat. Consider age, developmentally appropriate behavior, and

Sexual Offense -
Offensive Touching
Against Staff

Improper physical contact against staff that is offensive, undesirable, and/or unwanted as determined by the victim.

Sexual Offense -
Offensive Touching

Improper physical contact against a student that is offensive, undesirable, and/or unwanted as determined by the victim.

School Threat
Bomb Threat (Threat of
Destruction or Harm)

Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to school building or school property, or harming students or staff. Intentionally making a false report of potential harm from dangerous chemicals or biological agents.

Technology Use (Violations /
Use)

Unauthorized violations of technology use according to the Acceptable Usage Policy.

Threat / Intimidation Against
Staff

Unlawfully placing a staff member in fear of bodily harm through physical, verbal, written or electronic threats that immediately creates fear of harm without displaying a weapon or subjecting the person to an actual physical attack. Consider age, developmentally appropriate behavior, and disability status before using this category.

Threat / Intimidation Against Student

Unlawfully placing a student in fear of bodily harm through physical, verbal, written or electronic threats without displaying a weapon or subjecting the person to an actual physical attack. Consider the age, developmentally appropriate behavior, and disability status before using this category.

Theft Offenses
(No Force)

Unlawfully taking, carrying, leading, or riding away property from the possession of another person. May include pocket picking, purse snatching, theft from building, theft of electronic data, theft from motor vehicles, or theft from coin-operated machines.

Theft Offense of a Motor Vehicle

Unlawfully taking, carrying, leading, or riding away a motor vehicle or the attempted theft of a motor vehicle. This category includes theft of a car, truck, motorcycle, dune buggy, snowmobile, RV, or anything that is self-propelled.

Tobacco (Use, Possession, Sale, Distribution)

Possessing, using, distributing, or selling tobacco products, including smokeless tobacco, on school grounds, at school-sponsored events, and/or on school transportation.

Tobacco Paraphernalia

Bringing tobacco paraphernalia to school or to a school event.

Trespassing

Entering or remaining on a public school campus or school board facility without authorization or invitation and without lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave.

Vandalism

Willfully and/or maliciously destroying, damaging, or defacing public or private property without the consent of the owner or person having custody or control of the property. This category includes graffiti.

Weapons (1)
Firearm Handgun / Pistol

Possession or bringing a handgun/pistol to school or to a school-sponsored event.

Weapons (2)
Firearm Shotgun / Rifle

Possessing or bringing a rifle/shotgun to school or a school-sponsored event.

Weapon (3)
Expels a Projectile

Possessing or bringing to school or a school-sponsored event any weapon designed to expel a projectile or that may readily be converted or modified manufactured guns to expel a projectile by the action of an explosive device.

Weapon (4)
Knife

Possessing or bringing to school or a school-sponsored event any sharp-edged instrument that is classified as a knife with a blade of three inches or more.

Weapon (5)
Other Firearms

Possessing or bringing any other weapon to school or a school event that is designed to expel a projectile by the action of an explosive. This includes firearms not mentioned previously (operable or inoperable, loaded or unloaded) such as, but not limited to, a zip or starter gun.

Weapon (6)
Other Weapon

Possessing or bringing any weapon, instrument, or object to school or to a school event that may inflict harm on another person. (i.e., golf club, baseball bat, chains, nunchakus, or batons/nightsticks/Billy clubs)

Pneumatic Weapon (BB Gun)

Possessing or bringing any pneumatic gun or air powered rifle to school or a school event. A pneumatic gun or rifle includes BB, paint ball, and pellet guns.

Possession of Explosive Device

Possessing or representing any weapon that explodes or designed to or may readily be converted to explode.

Use of Bomb or Explosive Device

Using any weapon that is designed to explode with the use of a triggering device

or by a chemical reaction that causes an explosion.

Possession of Ammunition

Possession of any type of ammunition. Ammunition means ammunition or cartridges, cases, primers, bullets, or propellant powder designed for use in any firearm.

Weapon / Look-alike

Any device that looks like a real gun or that is a toy gun (i.e., water pistols). This category also includes look-alike weapons.

Weapon / Chemical Substance

Possessing or bringing to school or a school-sponsored event any substance used as a weapon. Substances include mace, tear gas, and pepper spray.

Possible Weapons

Possessing a knife that is less than three inches, razor blades, box cutters, fireworks, firecrackers, or stink bombs at school or a school event.

Possession of Taser Gun

Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or another charge or shock through the use of a projectile and used for the purpose of temporarily incapacitating a person.

Possession of Stun Gun

Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or another charge that exceeds the equivalency of five milliamp 60 hertz shock and used for the purpose of temporarily incapacitating a person.

FREQUENTLY DIALED NUMBERS

GENERAL INFORMATION.....	780-7710
Exceptional Education and Student Service.....	780-7911
Department of Curriculum and Instruction.....	780-7751
Student and Family Service/Family and Community Engagement.....	780-6070
Health Services.....	780-7801
Hearing Office.....	780-7808
Pupil Placement Services	780-7811
Social Work Services.....	780-7850
Department of Pupil Transportation.....	674-1234
School Board Office.....	780-7716
School Board Office Fax	780-8133

SCHOOL BOARD MEMBERS

District 8.....Dawn Page, Chair
dpage@rvaschools.net

District 5.....Patrick Sapini, Vice Chair
psapini@rvaschools.net

District 1.....Elizabeth Doerr
edoerr@rvaschools.net

District 2.....J. Scott Barlow
jbarlow3@rvaschools.net

District 3.....Cynthia Menz-Erb
cmenz-erb@rvaschools.net

District 4.....Jonathan Young
jyoung7@rvaschools.net

District 6.....Felecia Cosby
fcosby@rvaschools.net

District 7.....Nadine Marsh-Carter
ncarter@rvaschools.net

District 9.....Linda Owen
lowen2@rvaschools.net

RICHMOND CITY PUBLIC SCHOOLS

Richmond, Virginia

Approved School Calendar for the School Year 2017-2018

AUGUST 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	SBM	7	8	9	10	11
13	14	15	16	17	18	19
20	SBM	21	District Rally	School Based	School Based	26
27	School Based	District Wide	District Wide	School Based	School Based	

SEPTEMBER 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					School Based	2
3	Labor Day	1 st Day of School Pre-K - 12	6	7	8	9
10	11	12	13	14	15	16
17	SBM	18	19	20	21	22
24	25	26	27	28	29	30

OCTOBER 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	SBM	2	3	4	1st Interim	7
8	9	10	2 hr. Early Dismissal	11	12	13
15	SBM	16	17	18	19	20
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	SBM	6	No School for Students	8	9	10
12	Report Cards Sent Home	13	14	15	16	17
19	SBM	20	21	22	23	24
26	27	28	29	30		

DECEMBER 2017						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	SBM	4	5	6	7	8
10	11	12	2nd Interim	13	14	15
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	New Year's Day	SBM	2	3	4	5
7	8	9	10	11	12	13
14	Martin Luther King, Jr. Holiday	SBM	16	17	18	19
21	22	23	24	25	26	27
28	End 1st Semester	29	30	31		

FEBRUARY 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	SBM	5	6	7	8	9
11	Report Cards Sent Home	12	13	14	15	16
18	Presidents Day	19	SBM	20	21	22
25	26	27	28			

MARCH 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				3rd Interim	2	3
4	SBM	5	6	7	8	9
11	12	13	14	15	16	17
18	SBM	19	20	21	22	23
25	26	27	28	29	30	31

APRIL 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	SBM	9	10	11	12	13
15	16	17	18	19	20	21
22	SBM	23	24	25	26	27
29	30					

MAY 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	SBM	7	8	9	10	11
13	14	15	16	17	18	19
20	SBM	21	22	23	24	25
27	Memorial Day	28	29	30	31	

JUNE 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	SBM	4	5	6	7	8
10	11	12	13	14	15	16
17	SBM	18	19	20	21	22
24	25	26	27	28	29	30

JULY 2018						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	SBM	2	3	4	5	6
8	9	10	11	12	13	14
15	SBM	16	17	18	19	20
22	23	24	25	26	27	28
29	30	31				

- Student/Staff Holiday

Early Dismissal

Full make-up day
- Teacher Workday/PD/Mtgs.

Parent-Teacher Conference Day

Last Day For Seniors
- Division-wide Professional Development Day

End Interim Report Period
- Summer Office Hours - 7:00 AM-5:30 PM, M-Th

Early dismissal will be cancelled to make-up seat hours if necessary

TEACHING DAYS

(Monthly)

September	19
October.....	22
November.....	18
December	11
January	21
February	18
March.....	22
April	16
May.....	22
June	11

TEACHING DAYS

(Academic Period)

First Nine Weeks	45
Second Nine Weeks	44
Third Nine Weeks	46
Fourth Nine Weeks	45
First Semester.....	89
Second Semester.....	91
Year.....	180

PROGRESS/GRADE REPORTING DATES

First Interim Report	October 5, 2017
First Report Card	November 13, 2017
Second Interim Report	December 13, 2017
Second Report Card	February 5, 2018
Third Interim Report	March 1, 2018
Third Report Card	April 19, 2018
Fourth Interim Report	May 10, 2018
Fourth Report Card	June 15, 2018

SCHOOL BOARD MEETINGS (CITY HALL)

The School Board meets at the first and third Monday of each month. Please visit www.rvaschools.net for meeting locations and times. If the Monday of the School Board Meeting is a holiday, the meeting will be held on a Tuesday.

EARLY DISMISSAL DATES

October 11, 2017 - 2 hr early dismissal

November 6, 2017 - 3 hr early dismissal

January 29, 2018 - 3 hr early dismissal

March 7, 2018 - 2 hr early dismissal

April 12, 2018 - 3 hr early dismissal

MAKE-UP DAYS

November 7, 2017
(Election Day)

February 1, 2018
(School Based Work Day/ Professional Development Day)

February 19, 2018
(President's Day)

The superintendent determines the make-up days. In addition to the days provided as optional makeup days, the lengthening of some instructional days may be used for make-up time. The School Board retains the right to modify this calendar.

PARENT-TEACHER CONFERENCE DAYS

November 6, 2017

November 7, 2017

March 7, 2018

12-MONTH EMPLOYEES

Should circumstances allow, two days between December 18, 2017 and January 1, 2018 will be considered bonus days to facilitate closing of schools enabling the school division to realize a cost savings. Employees will have to use additional vacation days if they choose to take the entire winter break.



**A Publication of Richmond Public Schools
Richmond, Virginia**

In accordance with federal laws, the laws of the Commonwealth of Virginia and the policies of the School Board of the City of Richmond, the Richmond Public Schools does not discriminate on the basis of sex, race, color, age, religion, disabilities or national origin in the provision of employment and services. The Richmond Public Schools operates equal opportunity and affirmative action programs for students and staff. The Richmond Public Schools is an equal opportunity/affirmative action employer. The School Board also supports equal opportunities and treatment of all individuals regardless of sexual orientation. The Section 504 Coordinator is the Assistant Superintendent of Exceptional Education and Student Services, Richmond Public Schools, 301 North Ninth Street, Richmond, Virginia 23219, (804) 780-7911. The ADA Coordinator is the Assistant Superintendent, Operations, 301 N. Ninth St., 17th Floor, Richmond, VA 23219, (804) 780-7707. The Title IX Officer is the Chief of Staff, Richmond Public Schools, 301 North Ninth Street, Richmond, Virginia 23219, (804) 780-7686. The United States Department of Education's Office of Civil Rights may also be contacted at 400 Maryland Avenue, SW, Washington, DC 20202, (202) 401-2000 or 1-800-872-5327.

School Board

Dawn Page, Chair
Patrick Sapini, Vice Chair
Elizabeth Doerr
J. Scott Barlow
Cynthia Menz-Erb
Jonathan Young
Felicia Cosby
Nadine Marsh-Carter
Linda Owen

Thomas Kranz, Interim Superintendent

Parental Responsibility and Involvement & Acknowledgement of Review of the Student Code of Responsible Ethics

Parents/guardians of students enrolled in Richmond Public Schools have a duty to assist the school in enforcing these Student Code of Responsible Ethics and compulsory school attendance so that each student may be educated in an atmosphere that is free of disruption, free of threats to persons or property, and supportive of individual rights.

To that end, Section §22.1-279.3 of the Code of Virginia requires that the parents of each enrolled student shall sign and return a Statement of Parental Responsibility to the school in which their student is enrolled.

Statement of Parental Responsibility

I, (please print your name) parent/legal guardian of _____, (please print student's name) a student enrolled at:

_____, acknowledge that I have received the Richmond Public Schools Student Code of Responsible Ethics (SCORE) and a copy of the compulsory school attendance law. I understand that I must sign and date this statement and return it to my child's school.

I understand that my acknowledgment of the receipt of the SCORE and the compulsory school attendance law does not waive, and I expressly reserve, any parental rights protected by federal or state constitutions or laws, including my right to appeal suspensions or expulsions as provided in §22.1-277.04 and §22.1-277.05 of the Code of Virginia, and that I have the right to express disagreement with the school's or school division's policies and/or decisions.

Please review the ***Student Code of Responsible Ethics (SCORE)*** with your child. The school will discuss the SCORE and the policies and regulations it references as an important part of daily student life, supporting a safe and secure learning environment. There will be periodic reviews of important sections of *The Code* throughout the year, in particular sections related to:

- ***Academic Integrity***
- ***Technology Resource Use by Students***
- ***Bullying, Cyberbullying, Harassment, Intimidation and Hazing***

It is essential that families and schools work together to ensure that all students meet the high expectations established in the Student Code of Responsible Ethics. This enables students to succeed in school, at home, and in our community.

After you have reviewed the Student Code of Responsible Ethics with your child, please sign and return the signed form to the school by September 29, 2017.

As the parent/guardian of the above student, I have read and discussed the Student Code of Responsible Ethics with my child and I understand that the policies and regulations referenced in the SCORE apply to all students, and at all times while on all school division property, including buildings, buses and vehicles.

Name of Parent/Legal Guardian

Signature

Name of Student

Date

Acceptable Use

Student's Agreement

I have read the information on acceptable uses on pages 63 and 64. If I did not understand the meaning of any part of it, I asked an adult to explain it to me. I agree to follow these rules at all times when I am using RPS equipment and/or the Internet. Failure to follow these rules may result in discipline per the SCORE and loss of privileges.

Student's Name

Date

Parent or Guardian

My son or daughter, whose name is above, understands the rules that he or she is to follow in using the Internet and/or equipment. I have talked to my child to make sure that these rules are understood. I realize that teachers and other school officials will try their best to provide only educationally-sound material from the internet to my child and that, should objectionable pictures or information accidentally appear, school personnel will take immediate action to correct that situation. I give my permission to Richmond Public Schools for my child to appropriately use the Internet and/or equipment.

Signature

Date