

**POQUOSON CITY PUBLIC SCHOOLS**



**Student  
Handbook  
&  
Code of Student  
Conduct  
2024-2025**

2024-2025 Student Handbook and Conduct Code

Dear Parents and Students:

Welcome to a new school year. We want to continue to provide you the information you need to have a successful and productive year. The Student Handbook provides all of our parents and students with important information in one location. Included in the handbook is key information about School Board policies, school programs, and other related matters.

It is also important to note that this document contains the Code of Student Conduct. Parents, please review this document with your students so they understand our expectations for behavior. If you have any questions, contact your school's principal.

I hope you find this Student Handbook and Code of Student Conduct useful and that you have an enjoyable and successful school year.

Sincerely,

**Arty Tillett**

Arty Tillett  
Superintendent



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**Special Notes:**

Under many subject headings in this Handbook is a notation citing a section or sub-section of School Board Policy. These notations are provided to give parents and students background information about each topic. The full text of all division policies is available via the web at [www.poquoson.k12.va.us](http://www.poquoson.k12.va.us)

This Handbook is subject to change without notice. Poquoson City Public Schools reserves the right to revise its policies in accordance with the law. The online version will be the official document and can be accessed at [www.poquoson.k12.va.us](http://www.poquoson.k12.va.us).



**Poquoson City Public Schools**

Poquoson Primary School  
19 Odd Road  
Telephone: 868-4403  
Fax: 868-6846

Poquoson Elementary School  
1033 Poquoson Avenue  
Telephone: 868-6921  
Fax: 868-8058

Poquoson Middle School  
985 Poquoson Avenue  
Telephone: 868-6031  
Fax: 868-4220

Poquoson High School  
51 Odd Road  
Telephone: 868-7123  
Fax: 868-3141

Ruth-Marie Cason, Principal  
Sarah Young, Assistant Principal  
Kimberly Gryszko, Principal  
Kristen Lamm, Assistant Principal  
Melissa Bunting, Principal  
Nicole Sneddon, Assistant Principal  
Irene Winchester, Principal  
Stacy Tuttle, Assistant Principal  
Brett Higginbotham, Assistant Principal

### School Board Members

Shannon Martin, Chair 757-593-3592  
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J. Chris Maxwell 757-897-1110  
Melissa Bartlett, Ph.D. 704-450-5615  
Timothy Goodale, Ph.D. 757-333-2881  
Michael DuBose 757-435-0923  
Kristen Jones 757-880-1945

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[Michael.Dubose@poquoson.k12.va.us](mailto:Michael.Dubose@poquoson.k12.va.us)  
[Kristen.Jones@poquoson.k12.va.us](mailto:Kristen.Jones@poquoson.k12.va.us)

### School Board Office Staff

Arty Tillett 757-868-3055  
Ashley Ide 757-868-3055  
Andrew Roberts 757-868-3055  
Tracy Spence 757-868-3055  
Kimberly Montalvo 757-868-3055  
Heather Worthen 757-868-3050  
Kelly Purdie 757-868-3055

Superintendent  
Assistant Supt. for Instruction  
Assistant Supt. for Operations  
Executive Director of Finance  
Director of Accountability  
Director of Student Services  
Prof. Learning & Digital Comm. Admin.

### School Hours of Operation

<i>School Hours</i>		
School	Begin	End
PPS	9:00	3:40
PES	8:20	3:05
PMS	7:50	2:35
PHS	7:20	2:00

### Office Hours of Operation

Office	Open	Close
PPS	8:00	4:30
PES	7:30	4:00
PMS	7:00	3:30
PHS	7:00	3:30
School Board Office	8:30	4:30

### Schools' Early Dismissal Times

School	Early Dismissal Time
PPS	12:20
PES	11:40
PMS	11:10
PHS	10:40



## Poquoson City Public Schools 2024-2025



<p><b>JULY 2024</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>4</b> Independence Day Holiday (Schools and Offices Closed)</p>	<p><b>1-3</b> Winter Break (Schools/Offices Closed) Students Return <b>6</b> <b>15</b> Early Dismissal (Collab Planning/Prof. Learning) <b>20</b> MLK Jr. Holiday (Schools/Offices Closed) <b>21</b> 2<sup>nd</sup> Quarter Ends <b>22</b> Begin 3<sup>rd</sup> Quarter <b>28</b> Report Cards Issued</p>	<p><b>JANUARY 2025</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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<p><b>NOVEMBER 2024</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p><b>5</b> Report Cards Issued <b>6</b> Early Dismissal (Collab Planning/Prof. Learning) <b>11</b> Parent-Teacher Conf. (No School for Students) <b>27-29</b> Thanksgiving Holiday (Schools/Offices Closed)</p>	<p><b>6</b> Interim Reports Issued <b>7</b> Early Dismissal (Collab Planning/Prof. Learning) <b>26</b> Memorial Day Holiday (Schools and Offices Closed)</p>	<p><b>MAY 2025</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
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If school days are missed due to inclement weather, early dismissal days, professional development days, and holidays may be used for make-up days.

# Student Handbook

## Alternatives to Animal Dissection

The Virginia Board of Education requires that school divisions have in place a provision for offering students alternatives to animal dissection within the relevant public school curriculum or course. Alternatives to animal dissection may include, but are not limited to, the use of detailed models and computer simulations. Parents and students have the option to select an alternative to animal dissection.

## Asbestos Management Plan

Information regarding asbestos inspections, response actions, and post response action activities, including periodic re-inspection and surveillance activities that are planned or are in progress is on file in a full asbestos report located in the main office of each school.

## Athletics

### Reference: School Board Policy 7-4.1

Poquoson High School Athletics and Activities follow eligibility rules provided under the Virginia High School League (VHSL). In order to participate in any extra-curricular activities covered under the VHSL rules and regulations, students are required to provide documentation of parental consent and a physical examination each school year. The physical exam must be done between May 1st of the previous school year and June 30th of the current school year. The physicals are kept on file in the office of the PHS Activities Director. Adequate insurance coverage for an athlete is the responsibility of the parent/guardian. Eligibility to participate in interscholastic athletics is a privilege earned by students who meet the standards set by the VHSL, the division and the school.

## Attendance

### Reference: School Board Policy 7-2.3

Every parent, guardian, or other person in the City of Poquoson having control or charge of any child between the ages of 5 and 18 must cause such child to attend the appropriate Poquoson City Public School in accordance with VA Code § 22.1-254. Principals and the division superintendent shall follow all legal requirements with regard to the compulsory school attendance reporting requirements of state law. Non-compliance with the state regulations will lead to disciplinary action, where appropriate, by the principal and the division superintendent or his/her designee.

Students shall attend school for a full day unless otherwise excused. Schools will develop plans in combination with parents/guardians for those students that engage in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full-day schedule must be approved on an individual basis by the division superintendent or his designee.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:

- for middle and high school students, one school day per school year to engage in a civic event, additional school days as approved by the building principal,
- student illness, a parent note will be accepted for up to five days of a student illness, a doctor's note will be required for absences due to student illness beyond five days of parent notes,
- funeral,
- legal obligations,
- medical procedures/medical appointments that could not be scheduled outside of school hours,
- observance of a religious holiday,
- military obligation,
- non-school sponsored extracurricular activities as approved by the building principal,

- and/or extenuating circumstances as approved by the building principal,
- if a student accumulates excessive (10) absences, a physician's note may be required by the building principal following additional absences.

Parents/Guardians should provide written information about, and/or discuss, civic events over one day in length, non-school sponsored extracurricular activities, and extenuating circumstances with the building principal.

High school students may work with the building principal to request approval for a specified number of school days each academic year to be utilized for participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. Students may make up work missed while participating in a High School to Work Partnership.

For any other reason the absence is unexcused.

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

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

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) a reasonable effort to notify the parent has failed, then the principal or principal's designee makes a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the student's absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal's designee, the student, and the student's parent shall jointly develop a plan to resolve the student's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

**B. Upon Additional Absences Without Parental Awareness and Support**

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

To comply with Virginia Code, the school will attempt to telephone each student's home to verify absences.

State code 8VAC20-110-130 requires that any student who is absent for 15 consecutive days be withdrawn from school.



The Virginia Department of Education considers students who are absent ten percent of the school year or 18 days to be considered chronically absent. A student is considered to be chronically absent if the 18 days are excused **or** unexcused. The Virginia school accreditation system includes chronic absenteeism as a school quality indicator which may impact a school's and division's accreditation rating.

### **Make-Up Work**

When requesting make up work, a parent should give teachers 24 hour notice to have the child's assignments prepared for take home work. At least one day will be allowed for make-up work for every day of excused absence. Failure on the part of the student to complete make up work on time will result in the student receiving a lowered grade on the assignment. Students may not be allowed to make up any daily work and instruction provided by teachers during unexcused absences or unexcused tardies. Students may be given credit for extended assignments with a due date that occurs during an unexcused absence; extended assignments include, but are not limited to, research papers, essays, book reports, projects, tests, quizzes, and semester exams.

## **Bicycles**

The Poquoson City School Board permits but does not advocate the riding of bicycles to school by students. The riding of bicycles is only permitted if parents have provided written permission to the school.

## **Cellular Phones and Other Mobile Devices**

Students at Poquoson Middle and Poquoson High may carry their cellular phones in a pocket or backpack, but to avoid disruption to the instructional process, all cellular phones must be turned off and not displayed unless the student is in a designated area or classroom in which they are permitted to use their cellular phone. Students may also leave their cellular phones in their lockers. Students may not wear cellular phones outside clothing as an accessory. Certain instructional activities may occur during the school day that permit students to use their cellular phones. Cellular phones used as part of an instructional activity will be under the direct supervision of a teacher or staff member.

Students at Poquoson Elementary School and Poquoson Primary School may not bring cellular phones to school or mobile-connected devices, with the exception of smart watches, which must be kept in the backpack. Smart watches that are in the backpack shall be in silent mode or turned off while on school grounds during school hours, school activities during school hours, or the school bus.

PCPS issues Chromebooks or iPads to students in grade K-12 for use during the school year; therefore, students do not need to bring laptops, tablets or other mobile devices to school. A mobile device is any device that can connect to the internet such as laptops, tablets, iPads, notebooks, eReaders, hand-held gaming devices, or PDAs. Students who have an instructional need for the use of mobile devices other than a cellular phones at school should speak with an administrator. PCPS is not responsible for loss, damage, or theft of any cellular phone or mobile device brought to school.

Any violations in the use of cellular phones or other mobile devices will result in disciplinary action in accordance with the PCPS Code of Student Conduct and the Acceptable Use Policy.

## **Child Abuse**

### **Reference: School Board Policy 7-5.7**

Poquoson City Public Schools' employees, in compliance with the Code of Virginia, Title 63.1, Chapter 12.1 Child Abuse and Neglect, shall report to the local department of social services, incidents of suspected child abuse and/or neglect.

## **Clubs • Activities**

### **Reference: School Board Policy 7-4.5**

All school clubs and organizations are established to benefit students. Some clubs and organizations may have prerequisites for membership. If students are interested in seeking membership to a club or organization, they will need to see the advisor for more information.

## Communication with PCPS Employees

It is expected that teachers and staff will respond to emails and other electronic communication within 24 hours of receipt. If teachers and staff receive an email or other electronic communication on a Friday after school hours, a weekend or during a school holiday, they are not expected to respond until the first school day following the Friday, weekend or school holiday.

## Dress Code

Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the building principal in accordance with the dress codes shown below:

At any time during the school day, the purpose of the dress code is to present a positive image and provide an environment conducive to learning. All students are expected to maintain good grooming habits and appropriate dress. Students in violation of the dress code will not be permitted to attend classes until the violation is corrected. Although a student with offensive clothing may have inadvertently been allowed to attend one or more classes, this does not mean that a student cannot be referred for a dress code violation later in the day.

- Hats, head covers, sweatbands, sunglasses, and extraneous headgear are not to be worn in the building. These items, including long coats, must be kept in the students' lockers.
- Shirts/tops and all dresses may not expose the midriff, navel, back, or any cleavage.
- Tank tops and spaghetti straps are not permitted.
- Shirts, or other clothing, which display messages or illustrations of a profane nature, sexual connotation, advertisement or suggestive statement relating to drugs, alcohol, or any illegal substances are unacceptable and may not be worn at school. Shirts or other clothing or jewelry which display violent themes, designs or pictures are not permitted.
- Appropriate street footwear must be worn at all times in the school building. No bedroom footwear is allowed.
- Clothes must be worn in the way they were intended to be worn. Pants and shirts must be worn in such a way as not to reveal undergarments, or expose skin normally covered by undergarments. Undergarments may not be worn as outer clothing.
- The length of shorts, skirts, dresses, etc., must be at least mid-thigh in length (typically mid-thigh would be below the tip of the thumb when placed at sides, arms straight with palms down) and may not be worn if undergarments are revealed.
- Clothes may not be ripped in a fashion that would reveal skin or undergarments that would be covered if the clothing is longer than the longest fingertip.
- Pajamas, costumes, fishnet shirts or tops and transparent clothing are not permitted.
- Clothing or clothing accessories which are form fitting to the point of being revealing are not permitted unless covered by appropriate outerwear that is no shorter than the length of the longest fingertip with the arms fully extended.
- Items such as studded or pointed rings, bracelets, or neckwear are considered dangerous and are not permitted. This includes wallet chains and other similar items worn as clothing accessories.
- Team uniforms must comply with the dress codes. For example, warm-up pants must be worn under short skirts or over shorts that do not comply with the dress code.
- No costume masks or face paint are to be used by students.
- Face Coverings - During times of pandemics or widespread illness caused by viruses, students will be permitted to wear masks that cover their mouth and nose. Guidelines that are more specific will be provided by the school division in these particular cases with guidance from the Center for Disease Control (CDC), Virginia Department of Health (VDH) and the Virginia Department of Education (VDOE).

\*Periodically, schools have special days or events. During these times school level administration will inform students of what is allowable and what is not allowable

## Driving and Parking

Only students with parking decals are allowed to drive to school and park on campus during regular school hours. Parking decals will be sold on a first come first served basis. Students without parking permits who park on school grounds are subject to disciplinary action. Vehicles parked illegally are subject to fines and/or towing at the owner's expense.

Students who pay the fee and submit required documentation will be issued a parking decal and a designated parking space. The decal number and the parking space number will be the same (decal #1 = parking space #1). Parking privileges may be revoked for improper parking, unsafe driving behaviors or for other actions deemed inappropriate. In addition, students may forfeit parking privileges for inappropriate school conduct. Students are not permitted to go to the parking lot during the school day without first obtaining permission from a school administrator.

When students choose to use private transportation, they accept the responsibility of being at school on time. Parking on campus is a privilege for students in good standing. Students are expected to follow all school rules (Code of Conduct) as well as the driving/parking guidelines/regulations. Any violation may result in the suspension or loss of parking privileges.

All vehicles parked on school property are subject to search by school authorities and/or law enforcement personnel.

## Enrollment Requirements

**Reference: School Board Policy 7-2.2**

### Requirements

1. Age. A person of school age (i.e., a person who will have reached his fifth birthday on or before September 30 of the school year and who has not reached 20 years of age on or before August 1 of the school year) is eligible for admission on a non-tuition basis if residing within the city limits of Poquoson.
2. Residence. A person of school age shall be deemed to reside within the boundaries of the Poquoson City Public School division:
  - a. when the person is living with a natural parent, or a parent by legal adoption in the Poquoson City Public school division;
  - b. when the person is living with an individual who is defined as a parent in Virginia Code § 22.1-1, not solely for school purposes, pursuant to a Special Power of Attorney executed under Title 10, United States Code § 1044b, by the custodial parent while such custodial parent is deployed outside the United States as a member of the Virginia National Guard or as a member of the United States Armed Forces;
  - c. when the parents of such person are deceased and the person is living with a person in loco parentis who actually resides within the City of Poquoson;
  - d. when the parents of such person are unable to care for the person and the person is living, not solely for school purposes, with another person who resides within the city of Poquoson and is either (i) the court-appointed guardian or has legal custody of the person, or (ii) acting in loco parentis pursuant to placement of the person for adoption by a person or entity authorized to do so under Virginia Code § 63.1-219.8;
  - e. when the person is living with a parent, guardian or person in loco parentis in a temporary shelter (as defined by Virginia Code § 22.1-3) in the City of Poquoson not solely for school purposes;
  - f. when the person is living in the City of Poquoson not solely for school purposes as an emancipated minor; or
  - g. when the person lacks a fixed, regular, and adequate nighttime residence and has a primary nighttime residence located within the school division that is:
    1. a supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters, and transitional housing for the mentally ill;
    2. an institution that provides a temporary residence for individuals intended to be institutionalized, or
    3. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; or
  - h. when the person has been placed in a foster care placement within the school division by a local social services agency. No person of school age who is the subject of a foster care placement will be charged tuition regardless of whether the child is attending the school in which he was enrolled prior to the more recent foster care placement or is attending a school in the receiving school division.

For purposes of this policy, a person meeting any of the above requirements shall be deemed to reside in the school division if (i) the person lives in housing or temporary shelter that is wholly or partially situated within the Poquoson City Public School division; or (ii) the person lives in housing or temporary shelter located upon property that is partially situated within the Poquoson City School division and the person or sibling of the person residing in the same household has attended Poquoson City Public Schools prior to July 1, 1999.

3. **Birth Certificate.** The student must present a certified copy of his birth certificate. The principal or his designee shall record the official state birth number from the pupil's birth record in the pupil's permanent school record. If a certified copy of the student's birth certificate cannot be obtained, the person enrolling the student must submit an affidavit giving the student's age and explaining the inability to present a certified copy of the birth record. If a certified copy of the birth record is not provided, the school principal or his designee shall immediately notify the local law enforcement agency as required by Virginia Code § 22.1-3.1(B). The notice shall include copies of the submitted proof of the pupil's age and identity and the affidavit explaining the inability to produce a certified copy of the birth record. (Within fourteen days after enrolling a transfer student, the administration shall request documentation that a certified copy of the pupil's birth record was presented when the pupil was initially enrolled in the former school.)
4. **Immunizations.** Persons who are admitted to the Poquoson City Public Schools shall comply with state immunization requirements.
5. **Preschool Physical Examinations.** Prior to being admitted to public kindergarten or elementary school for the first time, the student must present proof of a preschool physical examination as required by Virginia Code § 22.1-270.
6. **Exclusions Based on Certain Health Conditions.** Students who have communicable diseases or blood borne contagious or infectious diseases shall be excluded as described in Policies 7-5.3 and 7-5.4.
7. **Statements Regarding Discipline and Criminal Adjudication.** Prior to a student's admission in the Poquoson City Public Schools, the parent, guardian, or other person having control or charge of the child of school age shall provide, upon registration:
  - (a) a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs or for the willful infliction of injury to another person. This document shall be maintained as a part of the student's scholastic record; and
  - (b) a sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of Virginia Code § 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. This document shall be maintained as provided in Virginia Code § 22.1-288.2.

## Family Life Education

### Reference: School Board Policy 6-3.9

Family Life Education (FLE) instruction is organized and maintained under the FLE Standards of Learning objectives developed by the Virginia Department of Education. Curricular materials are available for parents to review. Parents who want to opt their child out of the FLE curriculum must complete the Permissions Form (provided separately) and return it to the school principal. Please note that at Poquoson Primary School, Family Life is taught as part of science and social studies.

## Fees

### Reference: School Board Policy 3-3.13

All fees or charges must be authorized by the Virginia Department of Education and approved by the Poquoson City School Board. Fees should be paid directly to the student's school, and are shown below. Fees are reduced or waived for economically disadvantaged students. Please contact your child's school if you wish to apply for a waiver.

Category	Description	Amount
Athletics	Required of every student participating in VHSL sports. Payment of fees does not guarantee playing time.	\$75.00

Physical Education Uniform, Grades 8-10	Recommended of students enrolled in physical education, weight training and/or advanced conditioning. Uniforms may be purchased from school(s).	\$20.00 (\$10 Shirt, \$10 Shorts)
Music, Grades 9-12	Required of students enrolling in band courses for uniforms.	\$50.00
Technology Education, Grades 6-12	Required of students enrolling in Technology Education courses for consumable materials.	\$15.00
Student Parking Permit, PHS	Required of students wishing to park on campus, available parking space permitting.	\$75.00
Class Dues	Recommended for each high school student to assist with specific class functions, such as end-of-year events, prom, and graduation	\$5.00-\$20.00
Field Trips	Reasonable fees charged to students.	Varies
Test Fees	Students pay for the cost of SAT and Advanced Placement Tests.	Amount determined by testing organization
Club Fees	Several Clubs at high school. Annual dues vary.	\$15.00-\$20.00
Official Transcripts, current	Provided when requested for current students.	\$2.00
Official Transcripts, former	Provided when requested for former students.	\$3.00
Optional Device Insurance	Optional to device insurance that will cover student issued devices with accidental damage.	\$20-\$30 plus deductible, deductible varies per incident

## Food Service

Poquoson City Public Schools participate in the National School Breakfast and Lunch Program. The nutrition department provides meals that are appealing to students, in accordance with the local wellness policy and all USDA guidelines.

### Meal prices 2024-2025

SCHOOL	BREAKFAST		LUNCH	
	Full Price	Reduced Price	Full Price	Reduced Price
Primary	\$1.70	\$0.30	\$2.75	\$0.40
Elementary	\$1.70	\$0.30	\$2.75	\$0.40
Middle	\$1.85	\$0.30	\$2.85	\$0.40
High	\$1.85	\$0.30	\$2.95	\$0.40

Breakfast and lunch are available at each school. Students may use cash or their pre-paid meal account (similar to a debit card) to purchase additional a-la-carte items.

Students whose family income falls within federally established guidelines may be eligible for relief from certain other school fees. If you are interested in applying for this benefit, application forms are available online at MyschoolApps.com. Simply hit the start button and enter our zip code to access the application form. Applications may be submitted at any time during the year. For any questions regarding applications please call the Food Service Office at 868-3151. PCPS has an Unpaid Meal Charge practice and fee collection procedure. The details are available on the Poquoson City Public Schools' web site. Superintendent's Regulation 4-4.1 outlines the procedures utilized by the school division. Students may not leave school grounds during lunch.

## Fund Raising

### Reference: School Board Policy 2-5.4

#### Generally

In general, the Poquoson City School Board does not desire to overburden parents or local merchants with the support of special activities, nor does the School Board wish to have students in competition with local merchants. The School Board believes that fundraising should not endanger the safety of students in the school division.

### Elementary Schools

Fundraising activities to benefit Poquoson's elementary schools which involve students in door-to-door solicitations are prohibited. Elementary school principals have the discretion to limit fundraising activities throughout the year.

Fundraising activities conducted at Poquoson's elementary schools that bring students, parents, and other citizens to the school (examples: dinners, field days, fun fairs, drama productions, and musicals) are encouraged.

### Secondary Schools

Fundraising activities to benefit Poquoson's city public secondary schools which involve students fundraising on a door-to-door basis shall be approved in advance, by the school division administration.

## Gifted Education

### **Reference: School Board Policy 6-3.10**

The school division provides educational opportunities for students identified as having exceptional abilities. These students have potential or demonstrated ability in one or both of the following areas: intellectual aptitude(s); and/or specific academic aptitude(s).

Students may be referred for consideration by administrators, teachers, school counselors, other professional staff, parents and students. Identification of students to be placed in the gifted education program is made through multiple criteria:

- Assessment of student products, performance and/or portfolio.
- Record of observation of in-class behavior.
- Appropriate rating scales, checklists, or questionnaires.
- Individual interview.
- Individual or group aptitude tests – Students who are eligible for gifted services generally score between the 95<sup>th</sup> and the 99<sup>th</sup> percentile on these tests.
- Individual or group achievement tests – Students who are eligible for gifted services generally score between the 95<sup>th</sup> and the 99<sup>th</sup> percentile on these tests.
- Record of previous accomplishments (grades, awards, honors, grades, etc.).
- Additional valid and reliable measures or procedures.

Questions regarding referrals for gifted services, timelines and other eligibility criteria should be directed to the Director of Accountability at (757) 868-3055.

## Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

## Graduation Requirements

Poquoson City Public Schools' students are eligible for several diplomas and numerous seals based on their academic achievement and courses completed. The PCPS Secondary Program of Studies (POS) lists the details of each diploma and the requirements for obtaining special seals. Parents and students are encouraged to review the information in the POS and contact the school's guidance office for further assistance in course planning.

*The Standards for Accrediting Public Schools in Virginia*, adopted by the Virginia Board of Education, establish high school graduation requirements and certain diploma recognitions. To receive a diploma, students must earn the following number of total credits and "verified credits." A "verified credit" is earned by passing the course and passing the end-of-course SOL test.

The following chart shows a *brief* summary of diploma options and graduation requirements. To review all of the details associated with this information, please go to the PCPS Program of Studies. The Program of Studies can be found on our division website under *Parents and Students* or in the School Counseling Office at each school.

<b>Diploma Options and Virginia Graduation Requirements</b>									
<b>Type of Diploma</b>	<b>Standard Diploma</b>				<b>Advanced Study Diploma</b>				<b>Modified Standard Diploma</b>
<b>For students who entered 9<sup>th</sup> grade in</b>	<b>2013-14 through 2017-18</b>		<b>2018-19 and Beyond</b>		<b>2013-14 through 2017-18</b>		<b>2018-19 and Beyond</b>		<b>2013-14 and Beyond</b>
<b>Content Area</b>	<b>Standard Units of Credit Required</b>	<b>Verified Credits (VC) Required</b>	<b>Standard Units of Credit Required</b>	<b>Verified Credits (VC) Required</b>	<b>Standard Units of Credit</b>	<b>Verified Credit (VC) Required</b>	<b>Standard Units of Credit</b>	<b>Verified Credit (VC) Required</b>	<b>Standards Units of Credit Required</b>
English	4	2	4	2	4	2	4	2	4
Mathematics	3	1	3	1	4	2	4	1	3
Laboratory Science	3	1	3	1	4	2	4	1	2
History/Social Science	3	1	3	1	4	2	4	1	2
Foreign Language					3		3		
Foreign Language, Fine Arts or CTE	2		2						
Health/PE	2		2		2		2		2
Fine Arts or CTE					1		1		1
Economics and Personal Finance	1		1		1		1		
Electives	4		4		3		3		6
Student Selected Test		1				1			
<b>Total Number of Credits Required</b>	<b>22</b>	<b>6</b>	<b>22</b>	<b>5</b>	<b>26</b>	<b>9</b>	<b>26</b>	<b>5</b>	<b>20</b>

#### **OTHER DIPLOMAS AND CERTIFICATES**

- **Special Diplomas** – Students with disabilities who complete the requirement of their Individual Education Program (IEP) and do not meet the requirement for other diplomas shall be awarded an Applied Studies Diploma.
- **Certificates of Program Completion** – Students who complete prescribed programs of studies defined by the local school board but do not qualify for diplomas shall be awarded Certificates of Program Completion.
- **General Education Development Certificates** – In accordance with the provisions of the compulsory attendance law and 8 VAC 20-360-10, et. Seq., Regulations Governing General Education Development Certificates, students who do not qualify for diplomas may earn a high school equivalency credential.

## Grounds and Facilities, Use of

### Reference: School Board Policies 2-4.1-2-4.4

School facilities and grounds may be utilized by citizens of the City of Poquoson for purposes authorized by the School Board. Individuals and groups wishing to utilize grounds, fields, or facilities for group activities must apply for permission and agree to all the terms and conditions of the Facilities Use Agreement. Interested individuals should contact the school principal.

## Health Services

### Reference: School Board Policy 7-5.5

To assist students with health-related problems, each school clinic is staffed by a nurse. If a student has an accident or becomes ill during the school day, clinic staff will assess their condition and provide appropriate care. The parents will be contacted immediately if they need to go home or need further treatment. In case of emergencies, clinic staff will provide care until the student can be transported to a hospital. Student screenings (e.g., hearing, vision, height, weight, etc.) are conducted in accordance with state regulations and parents will be notified if a student fails any screening. Prescription and non-prescription medication will be dispensed per School Board Policy 7-5.5. All medication must be delivered to the school nurse by the parent or guardian, and must remain in the clinic and be taken in the clinic as scheduled, with the exception of self-administered medications (e.g., inhaled asthma medication, auto-injectable epinephrine) that are approved per School Board policy. Use of medical equipment and requests for medical procedures during school hours must be accompanied by a physician's order. It is important that clinic staff be notified of current telephone numbers, emergency contacts, changes in health status and student medications. Contact the school clinic for additional information.

### Epinephrine Guidelines:

All public school systems in Virginia are required to have epinephrine available in each school for the emergency treatment of anaphylaxis. Each school will be required to have at least two employees trained in the administration of epinephrine. Poquoson City Public Schools will follow the guidelines on epinephrine as set forth by the Virginia Department of Education.

## Homework and Make-up Work

### Reference: School Board Policy 6-5.4 and 7-2.3 Homework

The Poquoson City School Board supports the assignment of homework to pupils when its use has the purpose of enriching and extending school experiences. Teachers are responsible for thoroughly explaining homework assignments before pupils are to be expected to perform the assigned task(s). Teachers are also responsible for evaluating homework assignments. Within this framework, careful consideration shall be given to the amount and timing of homework. In addition, quality assignments shall be the primary goal.

### Make-Up Work

Make-up work is expected to be completed in a timely manner. Teachers will work with students in assigning and accepting any make-up work.

## Inclement Weather Days/School Delay and Closings

In the event of inclement weather, PCPS staff members begin checking streets very early in the morning to determine safety conditions. The school division makes a decision by 6:00 a.m. Families and employees will be notified of a delay or closure by automated telephone call. PCPS will also post the information on the homepage of its website and provide local television stations with the information.

## Instruction

### Reference: School Board Policy 6-2.1

PCPS provides a comprehensive instructional program for all students. We are committed to excellence in education, equality of educational opportunity, and the recognition of each student's individuality. Our schools provide learning opportunities that are consistent with personal development and potential. Because education is a lifelong process, our educational program provides both formal studies to meet the general academic needs of all students, and opportunities for individual students to develop specific talents and interests in vocational and other specialized fields to grow toward independent learning. The various instructional programs have been developed with the view toward maintaining balanced, integrated, and sequentially articulated curricula which shall serve the educational needs of all school-aged children in the school division.

## Library Media Program

The Media Center programs provide students with access to information, computer technology, reading and research assistance and instruction that support the curricula of Poquoson City Public Schools. Instruction emphasizes learning to access print and non-print resources, literature appreciation, research skills, and the



use of educational computer software. The Media Center programs extend and enhance classroom experiences and promote the development of lifelong readers and effective users of information.

## Minute of Silence

### Reference: School Board Policy 6-1.7

Poquoson City Schools, in compliance with the Code of Virginia § 22.1-203, shall establish a daily observance of one minute of silence in each classroom.

## Non-Custodial Parents' Rights

The Code of Virginia § 22.1-4.3 states that, unless there is a court order to the contrary, non-custodial parents cannot be denied access to academic records nor the opportunity to participate in school activities. If there is a court order denying specific access, it is the responsibility of the custodial parent to provide a copy of the order to the school.

## Non-Instructional Materials, Distribution of

### Reference: School Board Policy 2-2.3

The distribution of all non-instructional materials must be approved by the division superintendent. Once approved, the building principal may or may not opt to make these materials available.

## Non-Discrimination

The Poquoson City Public Schools' educational programs and services are designed to meet the varying needs of all students and do not discriminate against any individual for reasons of race, religion, color, gender, ethnic or national origin, disability, sex, sexual orientation, gender identity, ethnicity, ancestry, marital or parental status, or on any other basis prohibited by law. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Home and classroom work shall be judged by ordinary academic standards of substance and relevance and other legitimate pedagogical concerns identified by the school. It is the policy of the School Board to maintain a working and learning environment for all of its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. The School Board encourages school division employees, patrons and students to report promptly all incidents of alleged discriminatory conduct. The Assistant Superintendent for Operations is designated as the responsible person regarding assurances on non-discrimination in personnel and student matters and may be reached at the following address: 500 City Hall Ave., Suite 219, Poquoson, VA

23662 (757-868-3055). Reference: Poquoson Policy 7-1.2.

## Notification of Information for Parents on Eating Disorders

### Reference School Board Policy 7-5.12

Virginia Code requires that School Boards annually provide information about eating disorders to parents of public school students. The information about eating

disorders can be found on the PCPS website under *Parent Resources*.

## Notification of Information from the Office of the Attorney General

The school division is required by the Code of Virginia, Section 22.1-279.4, to provide information developed by the Office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for commission of certain crimes. This information can be found on the PCPS website under *Parent Resources*.

## Notification of Rights under the Protection of the Pupil Rights Amendment (PPRA)

### Reference: School Board Policy 2-2.3 and 7-1.5

The Protection of Pupil Rights Amendment (PPRA), allows parents to opt their students out of the following:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purposes of marketing or for selling that information (or otherwise providing that information to others for that purpose), as listed in Poquoson Policy 7-1.5;
2. The administration of any survey regardless of funding sources containing one or more of the items listed in Poquoson Policy 7-1.5. (Parents also may inspect instructional materials used in connection with such surveys.); and
3. Any nonemergency, invasive physical examination or screening as described in Poquoson Policy 7-1.5.

## Notification of Service to Homeless Students

### Reference: School Board Policy 7-2.2

Poquoson City Public Schools will ensure that all children and youth who are in transition receive a free appropriate

public education and are given meaningful opportunities for success in our schools. We follow the requirements of the McKinney-Vento Act. For more information, contact the school office or Student Services at 757-868-3050.

## Pledge of Allegiance

### Reference: School Board Policy 6-1.7

Poquoson City Public Schools complies with Section 22.1-202 of the Code of Virginia regarding recitation of the Pledge of Allegiance in each classroom of the school division. No student shall be compelled to recite the pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds. Students not reciting the pledge must sit or stand quietly and make no display that disrupts or distracts others who are reciting the pledge.

## Private Transportation

Students who are brought to school by private means of transportation should arrive no earlier than 15 minutes before the start of the school day. School staff cannot be responsible for the supervision of students who arrive earlier. All students who go home by means of private transportation must be picked up at the appropriate dismissal time. Private vehicles on School Board property can be searched if there is a cause to suspect violation of School Board Policy.

Private vehicles are not permitted in areas designated for the loading and unloading of school buses. Please observe signs that are posted at school entrances.

## Promotion

### Reference: School Board Policy 6-4.4

The State Board of Education charges school principals with the ultimate responsibility of assigning pupils to classes, programs, and activities that are designed to promote maximum learning. In accordance with this provision, the school principal is the final authority in all matters of promotion and retention.

In order to be promoted to the next grade level in middle school, a student must successfully complete all four academic core subjects: language arts, math, science, and social studies. In addition, a student must successfully complete two elective/PE courses.

The following minimum credit requirements must be met to be classified at each grade level in our high school:

9th Grade	Freshman	8th Grade Promotion
10th Grade	Sophomore	5 Credits (Including English 9)

11th Grade	Junior	10 Credits (Including English 10)
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12th Grade	Senior	15 Credits (Including English 11)
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High School Graduation: 22 – 26 Credits required for graduation..

## Records

### Reference: School Board Policy 7-1.4

The parent or eligible student has the following rights:

- The right to inspect and review any educational records relating to the student, which are on file within the school division.
- The right to receive any of the student's record information within 14 days after filing your request.
- The right to receive a response from Poquoson City Public Schools to reasonable requests for explanations and interpretations of your child's records.
- The right to request that Poquoson City Public Schools provide copies of records. (A fee for copying records may be charged, provided that the charge does not exceed the cost of reproduction. Such a fee shall not effectively prevent parents from exercising their right to inspect and review their child's records. Fees are charged for high school transcripts and multiple copies of record.)
- The right to have a representative review your child's records. (Poquoson City Public Schools will assume that both of the student's parents have authority to inspect and review records relating to his/her child unless the division has been advised otherwise.)
- The right to a list of the types and locations of education records collected, maintained or used by Poquoson City Public Schools.
- The right to a copy of your child's Individualized Education Plan (IEP) at no cost.
- The right to request that Poquoson City Public Schools amend information found in education records when you believe that the information is inaccurate or misleading or violates privacy or other rights. (Parents or eligible students should write to the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the division decides not to amend the record, Poquoson City Public Schools will notify the parent of the decision and advise them of their right to a hearing.)
- The right to place in your student's record a statement commenting on the information you

feel is not accurate, is misleading, or otherwise in violation of privacy or other rights of your child.

- The right to be informed that directory information may be made available for publicity or other purposes without prior parental consent. (Directory information will include the name, address, and telephone number of the student, and may be released to military recruiters.) For publicity purposes as related to school activities, the directory information also will include dates of attendance, participation in officially recognized activities and sports, height and weight – if member of athletic team, awards and honors received, photograph, and other similar information. To refuse release of directory information, you must submit a written request to the school office at the beginning of each school year.
- The right to review, upon request, a copy of Poquoson City Public Schools' written policy and procedures on the management of the scholastic records and location of the same.
- The right to file a complaint with the U.S. Department of Education concerning an alleged failure by Poquoson City Public Schools to comply with the requirements of FERPA.
- The right to appeal scores generated by state assessments.
- The right to be informed that education records may be disclosed without the consent of the parent or eligible student to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. Parents and eligible students have a right to inspect and review the record of such disclosures. Parents may opt out of release of information to institutions of higher education.
- The right to opt out from student information being provided to military recruiters.

## Release of Students

Students are not permitted to leave school prior to dismissal at the request of or in the company of anyone other than a duly authorized school employee, a police officer, a court official, or the parent or guardian who has custody of the child unless written permission is first received from the parent or guardian of the student.

If a student is to be dismissed early, the parent, guardian or an adult approved by the parents must sign the child out from the office. Proper identification will be required of adult prior to signing out a student from the office. High school students must have a note from a parent before

leaving school early. Students may not be picked up directly from a classroom. Parents are required to supply the school with written notification when their student is left in someone else's care.

## Remediation

### Reference School Board Policy 6-3.16

The school division offers many opportunities for students to receive extra help when they are struggling. Students are encouraged to seek assistance as soon as they are confused about a concept from their teachers who can provide additional support in class, after school and during special tutorial sessions. PCPS also provides assistance through reading specialists, study partners, specialized courses, the Virginia Tiered System of Supports (VTSS) process, and our Title I program. Parents should contact their child's teacher if there are any questions about their child's achievement and possible need for additional support.

## Retention

### Reference School Board Policy 6-4.4

The retention of students in grades K-5 is based on several factors including academic performance, attendance, test scores, chronological age, parent conference information, and physical, social and emotional development. Students at the middle school who do not successfully complete all four core academic areas (Language Arts, Math, Science and Social Studies) and the associated SOL tests, as well as 2 electives may be retained. Retention at the high school is based on the number of credits earned as described in the section entitled Promotion (page 14).

## School Counselors

### Reference: School Board Policy 6-5.1

The school counselors in each school provide academic guidance and counseling that assist students and parents in the selection of courses to achieve career goals and post-secondary opportunities. They also provide social counseling to help students better understand themselves and others. The counseling may include conflict resolution. Counselors conduct groups each year based on student needs and requests.

## School Division Policies and Regulations

### Reference: School Board Policy 1-5.4

All school division policies and regulations are available on the division's website. Printed copies can be made available upon request.

## School Safety and Emergencies

### Reference: School Board Policy 4-2.2

The safety of the school environment is a top priority for Poquoson City Public Schools. Staff work in partnership with national, state, and local public safety agencies in order to ensure our schools are well prepared for an emergency. The school division has a comprehensive crisis management plan in place to address a wide variety of emergency situations. The plans were developed in conjunction with law enforcement and public safety officials. The crisis management plan is reviewed annually. Information about school division safety practices can be found on the division website.

Parents and students are encouraged to inform the school and law enforcement in the event that they have a worry of an incident occurring at school or if they ever feel as if any student is in and danger.

#### Drills:

Over the course of the school year, schools will hold numerous drills to help ensure that students and staff know what to do in the event of an emergency. These drills include, but are not limited to, fire, tornado, bus evacuation, and lockdown. Drills are not typically announced to students and staff prior to taking place in order to accurately assess emergency response procedures. School administrators will review safety and drill procedures with students and staff during the first week of school. Law enforcement observes specific drills at the schools during the course of the year.

#### Parent Notification:

Parents will be notified of emergencies through the division's telephone notification system. Parents are encouraged to monitor their phones to ensure they are receiving accurate and timely updates on the emergency from school division staff.

## Section 504 of the Rehabilitation Act of 1973

### Reference: School Board Policy 6-3.13

Section 504 states, "No otherwise qualified individual with a disability...shall, solely by reason of his or her disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity..." Services for students who have been determined eligible under Section 504 are available in each school. Contact the building principal for information and referral procedures.

## Sex Offender Registry Information

### Reference: School Board Policy 5-2.4

The Poquoson City School Board recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school and while they attend school or school-related activities, the School Board shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes as any school within the school division. Such request and notification shall be made according to the procedure established by the Virginia Department of State Police. The division superintendent shall serve as the contact person with the State Police for receipt of the registered sex offender information.

## Special Education

### Reference: School Board Policy 6-3.13

In accordance with the Individuals with Disabilities Education Act (IDEA 2004), a comprehensive special education program is available throughout the division and offers research-based, specialized services to students with identified disabilities in inclusive, collaborative instructional settings to the maximum extent possible. Additional information regarding individual schools and/or programs, policies or procedures may be obtained from the Poquoson City Public Schools' Student Services office at 757-868-3050.

## Technology Access & Acceptable Use (AUP) Policy

### Reference: School Board Policy 6.3-15

We recognize that as the Internet and other technologies alter and enhance methods by which information is accessed, communicated, and transferred by members of society, these changes affect instruction and student learning. Our school division supports access to electronic information for the express purpose of meeting curriculum goals and objectives. The complete Acceptable Use Policy is located on pages 45-47. Parents and students must sign the AUP section of the Electronic Permissions Form, which is provided to you separately from this booklet.

Students will follow a structured approach to gaining skills that will allow them to become independent, responsible users of the Internet and other technologies. This approach addresses technology and Internet use based on age and topic-appropriate standpoint.

The Internet is a valuable educational resource for students and staff. Internet use and access is a privilege. Use of school Internet access whether on school or personal (BYOD) devices in an inappropriate manner may result in the suspension or revocation of privileges and/ or other disciplinary action(s) in accordance with relevant policies. Students who have the privilege to use school

network resources are expected to use the facilities and equipment only for school-related, educational activities.

## Telephone Notification System

The system enables division administrators to reach parents immediately in the event of a division or school-wide emergency and to communicate important school or division information.

To receive these messages, the school must have parents/guardians' up-to-date contact information. The child's school must be notified if parents/guardians move, change jobs or obtain a new cell, land, or work phone number in order to not miss a single message.

## Testing and Assessment

### Reference: School Board Policy 6-6.5

The standardized testing program prescribed by the Virginia Department of Education shall be administered and analyzed in accordance with state regulations. The data shall be used as one means of monitoring student achievement and evaluating the quality of the instructional program. In addition to this testing program, school division personnel may test to meet specific needs within a school. A testing calendar that includes the testing dates known at the date of publication is on page 20-21. (Additional testing may be scheduled and communicated to students and parents.)

The Virginia Department of Education has the expectation that all students enrolled in public schools participate in applicable tests. Regulations do not provide for an "opt-out policy." If a parent refuses for their child to participate in testing the school must receive this in writing prior to the test. The test will be coded as a parent refusal to participate in the test and the student's score report will reflect a "0" score.

Parents may choose to opt-in a student to an end-of-course SOL assessment in which the student is not required to complete.

Students and parents are encouraged to speak with their guidance counselor for information about testing issues including test fees, schedules, verified credits and registration deadlines. Information about SOL tests may be accessed at <http://www.doe.virginia.gov/>.

## Textbooks

### Reference: School Board Policy 6-5.5

Free textbooks shall be provided for students in Poquoson City Public Schools. All books shall be returned undamaged by each student. Payments will be required of students who lose or damage books issued to them during the school year.

## Threat Assessments

### Reference: School Board Policy 4-2.2

Virginia Code requires that all school divisions establish threat assessment teams. These teams are to include people with counseling, instruction, school administration and law enforcement expertise. Members of the team assist in training students and staff regarding threatening behavior and complete threat assessments when circumstances call for them.

## Title I

Federal funding for Title I, Part A provides supplemental resources to help identified students at PES with additional support in reading and math. As mandated by federal legislation, this program must use instructional strategies that are grounded in scientifically-based research and be taught by highly-qualified teachers.

Parents may request information on whether teachers have met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; the baccalaureate degree major of the teacher and any other graduate certification; and whether their children are provided services by paraprofessionals and, if so, their qualifications. The school division will provide notice to parents that their children have been assigned to or have been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents of identified English Language Learners (ELL) children receiving, or identified as needing, Title I services will be notified of the reason their child has been identified as ELL; the child's level of English proficiency and how the level was assessed; the child's academic level; the method of instruction that will be used; the program exit requirements; and the parent's rights to remove the child from the program or refuse services. The PES Title I, Part A program will convene an annual meeting and will conduct an annual evaluation of the parental involvement policy. The PCPS Parent Involvement Policy is located on the PCPS website ([www.poquoson.k12.va.us](http://www.poquoson.k12.va.us)) under Special Education & Student Services.

## Transportation

### Reference: School Board Policy 4-3.2

Bus transportation is provided to all students who live far enough from school to make walking impractical and to those students close to school where traffic and road conditions make walking unsafe. Secondary (6-12) students can be required to walk up to .4 mile (four tenths of one mile) and elementary (K-5) students up to .3 mile (three tenths of one mile) to a bus stop. Bus stops for after-school activities and summer school may require longer walking distances.

Bus assignments/stops are made by PCPS staff and are re-evaluated at least annually for appropriateness and efficiency.

Buses will not travel down private lanes or side streets that impede a bus's ability to turn around. Students should arrive at the bus stop no more than 10 minutes and no less than 5 minutes prior to the time for them to be picked up. Parents or their designee are encouraged to accompany their young children to and from the bus stop and remain until the bus has loaded or unloaded. Unavoidable bus delays occasionally occur; therefore, students should remain at the bus stop for at least 10 minutes beyond normal pick up time. PCPS has developed alternate bus routes for possible use during periods of tidal flooding. Parents will be notified by phone if a route change is made.

### **Kindergarten Students**

Kindergarten students are transported to and from school with other students from the same neighborhood. At the end of the school day, kindergarten students are dropped off at the bus stop with other students who are exiting the bus. If a kindergarten student is the only child at the bus stop, a parent (or other individual with written parental permission) must be present at the bus stop or the child will be returned to school.

### **Bus Changes**

Occasionally, it may be necessary to have a student ride a bus other than the one to which they are assigned. Parents must provide a written request if a bus change is to be made. This note must be submitted to the school office at the beginning of the school day. Teachers and bus drivers have been instructed not to allow bus changes without notes approved by the school office. Bus riders may be assigned seats at the discretion of the principal or transportation staff.

## **Video Surveillance**

Video surveillance equipment is used to monitor security and student behavior in schools and on school property to include on school buses. Video recordings may be used for disciplinary purposes. Law enforcement representatives may view video recordings pertaining to criminal investigations.

## **Volunteers/Visitors**

### **Reference: School Board Policy 2-3.6**

The Poquoson City School Board supports and encourages the active participation of parents and members of the community in providing and extending educational opportunities for children. The involvement of parents, volunteers, and others in the community who

can serve as a resource to schools is a fundamentally important component of successful school programs. The administration of each school will direct the activities of parents, volunteers and other community resources at the building level. Volunteers serve at the sole discretion of the principal, division superintendent and/or the School Board. They are obligated to adhere to all policies and regulations of the School Board and administration.

Citizens wishing to volunteer or having questions regarding volunteers should contact the appropriate school. People wishing to volunteer on a regular basis should request a copy of the PCPS Volunteer Handbook from the school or find it on the school division website.

All visitors must report to the office or front desk where they will be issued a visitor's pass. Proper identification will be required before a visitor's pass is issued.

Parents wishing to visit classes should contact the school principal in advance of the proposed visit. They also must obtain a visitor's pass prior to going into classrooms.

## **Wellness**

### **Reference: School Board Policy 7-5.11**

PCPS values and emphasizes student health and wellness. A wellness program is implemented in each school that serves to educate and promote healthy choices, through physical activity and other wellness activities. Nutrition education that promotes students making healthy choices occurs in each school and is made available to students and families. The Nutrition Services website provides tools and links that aid in the encouragement of selecting healthy snacks for classroom activities, and offers students the opportunity to participate in taste testing in which students are encouraged to try new healthy food items. PCPS promotes physical activity at all levels through participation in physical education, recess and school sponsored wellness activities. Classroom instruction also includes topics of wellness that are incorporated into the curriculum. Implementation of the wellness program is monitored by division staff. The School Health Advisory Board (SHAB) meets quarterly and provides an opportunity for PCPS staff and community members to provide input on matters of student nutrition, health and wellness.

## **Work Permits**

Work permits can be obtained by going to the Virginia Department of Labor and Industry website, <https://vaeecs.doli.virginia.gov/vaeecs/>.

## Poquoson City Public Schools State/Division Testing Window Calendar 2024-2025

Date	Test	Grade Levels
<b>August 27-October 11, 2024</b>	Fall Reading & Mathematics Growth Assessments: Diagnostic	<b>3 - 8</b>
<b>September 6, 2024</b>	Fall DSA	<b>1 - 3</b>
<b>September 17-October 21, 2024</b>	VALLSS - Beginning of the Year	<b>1 - 3</b>
<b>October 15 – 29, 2024</b>	VALLSS – Beginning of the Year	<b>PK/K</b>
<b>September 23- October 18, 2024</b>	Fall VKRP	<b>K</b>
<b>October 16, 2024*</b>	PSAT	<b>10</b>
<b>October 14 - 25, 2024</b>	DESSA Screener - Pre Assessment	<b>1 - 5</b>
<b>October 21- November 1, 2024</b>	Fall SOL Writing - Multiple Choice Online - EOC TG 1st Attempt/ Fall SOL Writing - Short-Paper Online - EOC TG 1st Attempt	<b>EOC TG</b>
<b>October 21-22, 2024</b>	Fall SOL Writing - Multiple Choice Paper/Pencil - EOC TG 2nd Attempt	<b>EOC TG</b>
<b>October 23, 2024</b>	Fall SOL Writing - Short-Paper Paper/Pencil - EOC TG 2nd Attempt	<b>EOC TG</b>
<b>November 11- December 6, 2024</b>	Fall SOL Writing - Multiple Choice Online - EOC TG 2nd Attempt/ Fall SOL Writing - Short-Paper Online - EOC TG 2nd Attempt	<b>EOC TG</b>
<b>December 2- February 14, 2025</b>	Fall SOL Non-Writing Online and Paper/Pencil	<b>EOC</b>
<b>Dec. 2024 - June 2025</b>	Work Keys: Business Writing & Reading	<b>EOC TG</b>
<b>January 6 - 17, 2025</b>	VALLSS - Mid-Year	<b>K - 3</b>
<b>January 8 - February 16, 2025</b>	Winter Reading & Mathematics Growth Assessments: Diagnostic	<b>3 - 8</b>
<b>January 13 – March 21, 2025</b>	WIDA ACCESS for ELLs	<b>K-12</b>
<b>February 24 - May 20, 2025</b>	VAAP Reading, Mathematics, Science Testing	<b>3 - 12</b>
<b>March 4, 2025</b>	Spring SOL Writing - Multiple Choice Online and Paper/Pencil - 8, EOC, TG 1st Attempt	<b>EOC, EOC TG</b>
<b>March 5, 2025</b>	Spring SOL Writing - Short-Paper Online and Paper/Pencil - 8, EOC, TG 1st Attempt	<b>EOC, EOC TG</b>

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

<b>March 6- 21, 2025</b>	Spring SOL Writing Multiple Choice Paper/Pencil - TG 2nd Attempt/ Spring SOL Writing - Short-Paper Paper/Pencil - TG 2nd Attempt	<b>EOC TG</b>
<b>April 7- 25, 2025</b>	Spring SOL Writing - Multiple Choice Online - TG 2nd Attempt/ Spring SOL Writing - Short-Paper Online - TG 2nd Attempt	<b>EOC TG</b>
<b>March 10, 2025 -May 16, 2025</b>	Integrated Reading Writing SOL Test	<b>5, 8</b>
<b>March 31-April 4, 2025</b>	COGAT- Gifted Universal Screening	<b>2</b>
<b>April 7-June 6, 2025</b>	Spring SOL Non-Writing Online and Paper/Pencil - 3-8, EOC, & EOC TG	<b>3-8, EOC, EOC TG</b>
<b>May 1- 15, 2025</b>	VALLSS - End of the Year	<b>K - 3</b>
<b>May 5 –16, 2025*</b>	Advanced Placement (AP) Testing	<b>10 - 12</b>
<b>May 1- 15, 2025</b>	DESSA Screener Post Assessment	<b>1 - 2</b>

Specific testing dates for specified grade levels will be distributed from the school.



# Code of Student Conduct

## Student and Parents Rights & Responsibilities

### Student Rights

A student has all rights expressed and guaranteed by the United States Constitution and by federal, state, and local laws. These rights do not permit a student to disrupt the educational process, to break school rules, to present a health or safety hazard, or to disregard directions of those in authority. Individual rights do not include infringing upon the rights of others in the school community.

To the extent permitted by applicable law, students have the right to:

1. a public education without regard to gender, race, religion, national origin, or any reason not related to their individual capabilities;
2. an orderly school and classroom environment which will allow optimum learning, emphasizing the values of responsibility, kindness, fairness, and safety; and
3. express themselves in speech, writing, or symbols, consistent with their constitutional rights and School Board policy.

### Student Responsibilities

It is the primary responsibility of students to maintain a climate of mutual respect and trust in order that the dignity of the individual be protected and the pursuit of opportunities for each student may be realized. Students are responsible for:

1. knowing and complying with any rules or regulations of the School Board as well as local, state, and federal laws;
2. attending school regularly, equipped with the materials needed to attend class and complete class assignments and/or requirements; and
3. contributing to a climate of mutual respect for all within each school so that the hopes and ambitions of all individuals may be realized.

### Parental Responsibilities

Each parent has the duty to assist the school in enforcing the Code of Student Conduct and the attendance policies in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. Any school principal may request that a student's parent or parents, if both parents have legal and physical custody of such student, meet with the principal or his/her designee to review the School Board's Code of Student Conduct and the parents responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress. No suspended student shall be admitted to the regular school program until the student and his/her parent(s) have met with school officials to discuss improvement of the student's behavior, unless the school principal or his/her designee determines that readmission without parent conference is appropriate for the student.

## Positive and Preventative Approaches to Discipline through the Virginia Tiered Systems of Supports

PCPS has implemented a tiered system of support for behaviors through participation in the Virginia Tiered Systems of Supports (VTSS) cohort. VTSS includes preventative and positive approaches to discipline that are grounded in a Positive Behavioral Interventions and Supports (PBIS) framework. Applying an instructional, prevention-based perspective to student behavior is the focus of this work. VTSS provides a framework that consists of multiple levels of supports to students. The social-emotional and behaviors supports within VTSS are classified by tiers. Tier 1, or universal, supports consist of establishing positive behavioral expectations as well as systems to teach and reinforce those expectations. Other examples of Tier 1 supports include an aligned school counseling program, family engagement practices, social-emotional curriculum, bullying prevention, and restorative approaches to relationship building and problem solving. Tier 2, or targeted, supports consist of interventions that are provided to students when they demonstrate the need for more than what is available at Tier 1. Examples of Tier 2 supports are social skills instruction, counseling groups, or other restorative disciplinary practices. Tier 3, or intensive, supports are the highest level of intervention and consist of individualized supports. Examples of Tier 3 supports include a Functional Behavioral Assessment and Behavior Intervention Plan, referral to a multidisciplinary team

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

for community-based or wrap-around supports, mental health consultation, and individual counseling, including psychological counseling that is provided by a school psychologist.

## Conduct Code Violations and Consequences

### Definitions

For the purposes of this Code of Student Conduct, and unless the context clearly indicates otherwise:

**Aggravating circumstances**, for the purposes of §22.1-277 and §22.1-277.05 of the Code of Virginia and according to the VDOE, shall mean: i. That a student engaged in misconduct which caused serious harm (including but not limited to physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or ii. That a student's presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or iii. That a student engaged in a serious offense that is: a) persistent (repeated similar behaviors are documented on the student's disciplinary record), and b) unresponsive to targeted interventions as documented through an established intervention process.

**Alternative education program** shall include any education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

**Exclusion** means the School Board's denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

**Expulsion** means any disciplinary action imposed by the School Board or a committee thereof, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

**Long-term suspension** means any disciplinary action whereby a student is not permitted to attend school for more than ten school days but less than 46 calendar days.

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

**Short-term suspension** means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days.

## Consequences for Offenses

1. Consequences apply to offenses occurring on any Poquoson City School Board property, during any school-sponsored activity, on any Poquoson City school bus, at designated school bus stops, and to students moving from home to a bus stop or from a bus stop to home. Consequences may be applied if student behavior that occurs outside of school causes a substantial disruption to the school.
2. Students who are suspended are not to participate in any PCPS activities, regardless of location, and may not be on school division property during the time of suspension.
3. Except when the Superintendent has received a report pursuant to Virginia Code §16.1-305.1 of an adjudication of delinquency or a conviction, or Virginia Code §22.1-277.07 or 22.1-277.08, no student in preschool through grade three shall be suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the Superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.
4. Any student found in violation of the rules and regulations as listed in the table of offenses will be disciplined per the level of the offense as shown.  
The levels of consequences are defined in the Table of Offenses and Range of Consequences.

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

**Table of Offenses and Range of Consequences**

<b>Level 1</b>	<b>Conference (with student and/or parent), Restitution, Loss of privileges*, Detention (before school, lunch, after school)</b>
<b>Level 2</b>	<b>Conference (with student and/or parent), Restitution, Loss of privileges, Detention (before school, lunch, after school), Schedule change, In-school suspension** (1-3 days)</b>
<b>Level 3</b>	<b>Revocation of privileges, Restitution, Schedule change, In-school suspension (3-5 days), Short-term out-of-school suspension (1-3 days for grades K-5 and 1-5 days for grades 6-12), Referral to law enforcement as required</b>
<b>Level 4</b>	<b>Long-term revocation of privileges, Restitution, Schedule change, Short-term out-of-school suspension (1-3 days for grades K-3, 4-10 days for grades 4-5, and 5-10 days for grades 6-12), Long-Term Suspension from 11-364 days, Alternative Educational Placement, Threat assessment, Referral to law enforcement as required</b>
<b>Level 5</b>	<b>Long-term revocation of privileges, Restitution, Schedule change, Referral to the Superintendent or designee, Long-Term Suspension from 11-364 days, Alternative Educational Placement, Expulsion, Threat assessment, Referral to law enforcement as required</b>

\* Loss/Revocation of privileges at any level listed above may include loss of the privilege to ride a bus or hold a parking pass and loss of privilege to participate in extra-curricular activities to include academic clubs, athletics, school dances or proms. If the loss of privileges ends on a Friday, students may not participate in extra-curricular activities, dances or athletics until the next school day.

\*\*Suspension: A student assigned to In-School Suspension may not participate in extra-curricular activities or athletics that day. Any students on suspension may not participate in extra-curricular activities or athletics until the day that they return to school.

It should be noted that The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement in certain instances which are identified by \* in the following table.

Codes are subject to change as requirements for incident management are updated throughout the year by the Virginia Department of Education.

**1. ALCOHOL – USE, POSSESSION, AND/OR SALE/DISTRIBUTION**

Violating laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol is forbidden. Students are forbidden to be under the influence of, to distribute, attempt to or conspire to distribute, to sell alcoholic beverages, or have such items on school property, in vehicles on school property, or at school activities.

A consequence for the violation of this offense shall be the loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for 45 school days, excluding summer school. With an alternative education program placement, the loss of privilege may be more than 45 school days.

<b>OFFENSES</b>		<b>Grades</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Notify Law Enforcement</b>
<b>BSC1</b>	Alcohol: Possessing, using, or being under the influence of alcohol	K-12		X	X	X		
<b>BSC2</b>	Alcohol: Distributing alcohol to other students	K-12				X	X	

**2. ARSON**

Unlawfully and intentionally damaging or attempting to damage any school or personal property by fire or incendiary device is forbidden. Students who are found responsible for this offense shall be held liable for the cost of the damages.

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC12	Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke	K-5	X	X	X			
		6-12		X	X	X	X	
BESO9	Fire: Attempting to set, aiding in setting, or setting a fire	K-5			X	X		
		6-12			X	X	X	

### 3. ASSAULT/BATTERY ON STUDENTS OR STAFF

An act of wrongful physical violence or constraint, inflicted without consent on a staff member or student is forbidden. Intentional physical abuse by a student on another student or on staff that involves a firearm, knife, stun weapon, laser and/or other devices constructed for the purpose of being used as a weapon, including self-defense weapons such as mace, pepper spray, etc., is also forbidden. Exceptions may result when the evidence clearly supports that a student is assaulted and then acted solely in self-defense after having made previous efforts to avoid such confrontations and/or reporting concerns to teaching or administrative staff.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BESO1	Assault: Intending to cause physical injury to another person	K-5	X	X	X			
		6-12		X	X	X		
BESO2	Assault and Battery: Causing physical injury to another person*	K-12			X	X	X	X
BESO4	Striking Staff: The use of force against a staff member when no injury is caused*	K-12			X	X	X	X
PD6	Assault with Firearm or Weapon*	K-12					X	X
PD9	Malicious Wounding without a Weapon*	K-12					X	X

### 4. ATTENDANCE/TARDINESS/TRUANCY/FAILURE TO REPORT TO CLASS

Violating state, school division or school policy relating to attendance is forbidden. The failure to attend school without a legitimate excuse (e.g., illness, doctor appointment, funeral in the immediate family, administrative approval) or the failure to report to class on time or for a portion of the day without a legitimate excuse is forbidden.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BAP4	Unexcused tardiness to class	K-5	X					
		6-12	X	X				
BAP5	Unexcused tardiness to school	K-5	X					
		6-12	X	X				

### 5. BULLYING/CYBER BULLYING

Bullying will not be tolerated. Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict (VA Code 22.1-276.01).

Cyber bullying is defined as using information and communications technologies, such as cell phone text messages, pictures, and internet e-mail, social networking Web sites, and defamatory personal Web sites to support deliberate, hostile behavior intended to harm others. In order for action to be taken by school administrators it must take place on school property or create a substantial disruption at school.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
RB1	Bullying with no physical injury	K-12		X	X	X		
RB2	Cyberbullying	K-12		X	X	X		

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

BSC6	Bullying Behavior without physical injury that continues after intervention. Bullying that leads to physical injury should be classified as Assault and Battery.	K-5		X	X	X	X	
		6-12			X	X	X	
BSC7	Cyberbullying that continues after intervention. Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences.	K-5		X	X	X	X	
		6-12			X	X	X	

#### 6. DISHONESTY/CHEATING

Honesty shall be practiced in the entire educational experience. Cheating, plagiarism, forgery (including computer forgery), lying, stealing, or any other acts of dishonesty shall not be tolerated. This includes unauthorized/illegal use of computers or computer networks. NOTE: Students may not receive credit for their work if it has been determined that they cheated on it. Additionally, the Virginia Department of Education considers the violation of any SOL testing protocol as cheating

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BAP3	Scholastic dishonesty (such as cheating, plagiarism)	K-5	X	X				
		6-12	X	X				
BSO1	Altering an official document or record	K-5	X	X	X			
		6-12		X	X		X	

#### 7. DISRUPTIVE OR INAPPROPRIATE BEHAVIOR/INSUBORDINATION

Unwillingness to submit to authority or refusal to respond to a reasonable request is forbidden. Students are required to obey school rules and submit in a respectful manner to the authority and directions of teachers and other school personnel. No student may assist another student in the breaking of a school rule.

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school, is dangerous to the health or safety of students or others, or results in the destruction of property. Students will not behave in a disorderly manner or in any other manner that interrupts or disturbs the orderly operation of the learning environment, including the classroom, any school activity, or horseplay.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
RB6	Speaking to another in an uncivil, discourteous manner	K-12	X					
BSO5	Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday School)	K-12	X	X	X			
BESO15	Student is not going to class as assigned	K-12	X	X	X			
BESO16	Student is in an unauthorized area of the campus (This behavior cannot be related to school or class attendance/nonattendance)	K-12	X	X	X			
BAP1	Interfering with learning in the classroom (examples include talking, excessive noise, off-task, out of seat, possessing items that distract)	K-12	X	X	X			
BAP2	Interfering with learning outside of the classroom (examples include excessive noise, interrupting a class, etc.)	K-12	X	X	X			
BSO2	Giving false information, misrepresentation	K-12	X	X	X	X		

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

BSO3	Refusal to comply with requests of staff in a way that interferes with the operation of school	K-12	X	X	X	X		
BSO15	Student is not going to class as assigned	K-12	X	X				
BSO16	Student is in an unauthorized area of the campus (This behavior cannot be related to school or class attendance/nonattendance)	K-12	X	X				
RB7	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	K-5	X	X	X			
		6-12	X	X	X	X		
RB8	Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	K-5	X	X	X			
		6-12	X	X	X	X		
RB10	Failure to respond to questions or requests by staff	K-5	X	X	X			
		6-12	X	X	X	X		
BSC13	Engaging in reckless behavior that creates a risk of injury to self or others	K-12	X	X	X	X		
BSC15	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students	K-5		X	X	X		
		6-12		X	X	X	X	
BSC16	Throwing an object that has the potential to cause a disturbance, injury, or property damage	K-5	X	X				
		6-12	X	X	X	X		

## 8. DRUG VIOLATIONS

Students are forbidden to:

- Be under the influence of, or have on school property, or in vehicles on school property, or at school activities, illegal drugs, synthetics, or paraphernalia including anabolic steroids.
- Use and/or distribute prescription drugs in a non-prescribed manner.
- Unlawfully use, distribute, sell, solicit, purchase, possess, transport, or import over-the-counter medication or imitation controlled substances.
- Distribute, possess and/or be under the influence of, or have on school property, or in vehicles on school property, or at school activities, inhalants or noxious chemicals.
- Distribute, attempt or conspire to distribute or to sell illegal drugs, synthetics or controlled substances.

A consequence for the violation of this offense shall be the loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for 45 school days, excluding summer school. With an alternative education program placement, the loss of privilege may be more than 45 school days.

^ The offense results in participation in a drug abuse program involving student and parents.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC3	Drugs: Possessing drug paraphernalia ^	K-12		X	X	X	X	
BSC4	Drugs: Violating school board non-prescription (Over the counter) medication policy or look-alike drug policy ^	K-12			X	X	X	
BESO5	Drugs: Possessing controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications	K-12				X	X	
BESO6	Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications ^	K-12				X	X	

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

BESO7	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications* ^	K-12				X	X	X
PD16	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell* ^	K-12				X	X	X

## 9. ELECTRONIC DEVICES

Students at Poquoson Middle and Poquoson High Schools may bring cellular phones to school.

Students at Poquoson Elementary School and Poquoson Primary School may not bring cellular phones to school or mobile-connected devices, with the exception of smart watches, which must be kept in the backpack. Smart watches that are in the backpack shall be in silent mode or turned off while on school grounds during school hours, school activities during school hours, or the school bus.

Students may not take pictures or video on any school bus traveling to or from school or inside any school before and during school hours up to dismissal. NOTE: Exceptions for special events at schools may be made by an administrator.

Students who engage in cyber bullying will be considered to have committed an electronic device offense. Students who engage in disruptive, disrespectful behavior or other behavior as a result of the inappropriate use of an electronic device will also be considered to have committed an electronic device offense.

- For the first offense, the device will be confiscated from the student and held for a 24-hour period. It will be returned at the end of the school day on which the 24-hour period ends. If the offense occurs on a Friday, the device will be confiscated for the remainder of the day and will be returned to the student at the end of the school day. On the following school day on which the student brings the device, the device will again be confiscated from the student and held for the entire school day.
- For the second offense, the device will be confiscated and held for a 72-hour period. It will be returned at the end of the school day on which the 72-hour period ends. If the second offense occurs on a Friday, the device will be confiscated according to the preceding sentence.
- For the third offense, the student is subject to a suspension of up to five (5) school days and the student will lose the privilege to possess devices at school for a time period designated by a school administrator.
- Inappropriate use of the electronic and/or other portable communication devices may result in a recommendation for discipline under other relevant provisions in the Code of Student Conduct.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO13	Violation of school board policy regarding the possession or use of portable communication devices	K-12	X	X	X	X		

## 10. FIGHTING/CONFLICT

Mutual participation in a fight involving physical violence where there are no or minor injuries is forbidden. These may include, but not be limited to, the following: scrape on body (e.g., knee, elbow, hand) or minor bruising. Additionally, a confrontation, tussle or verbal/physical aggression that does not result in injury is also forbidden.

Engaging in a physical fight, regardless of which participant is the aggressor, is defined as fighting. This includes luring others to a fight, instigating a fight, encouraging others to fight and/or cheering on a fight.

Exceptions may result when the evidence clearly supports that a student is assaulted and then acted solely in self-defense after having made previous efforts to avoid such confrontations and/or reporting concerns to teaching or administrative staff.

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC14	Fighting that results in no injury as determined by the school administration	K-5	X	X	X	X		
		6-12			X	X	X	
BSC17	Shoving, pushing, striking, biting another student with no visible injury	K-12	X	X	X	X		
BESO3	Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration	K-12	X	X	X	X		

### 11. GAMBLING

Gambling is prohibited on school property or in association with any school activity.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO8	Gambling (games of chance for money or profit)	K-12	X	X	X			

### 12. GANG-RELATED ACTIVITIES

Gang-related activity will not be tolerated. This includes a group of three or more students who has as its primary objective to commit one or more criminal or non-criminal gang activities. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). Code of Virginia § 18.2-46.1-3.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BESO10	Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1	K-5	X	X	X	X		
		6-12		X	X	X	X	

### 13. HARASSMENT

Harassment will not be tolerated. Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile educational or work environment. All complaints of discriminatory harassment by a student, whether the alleged perpetrator is another student or an adult, will be handled in accordance with the School Board's Procedure for Student Complaints of Harassment.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
RB3	Posting, distributing, displaying, or sharing inappropriate material or literature including using electronic means	K-12		X	X	X		
RB9	Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	K-12		X	X	X		
BSC8	Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment	K-12		X	X	X		
BSC21	Stalking as described in the <i>Code of Virginia</i> section § 18.2-60.3*	K-12			X	X	X	X

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.



**14. HAZING**

Hazing will not be tolerated. Hazing is the reckless or intentional endangerment of the health or safety of a student or students or the infliction of bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students endangered or injured participated voluntarily in the relevant activity. This is a Class 1 misdemeanor (Code of Virginia § 18.2-56.)

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BESO11	Hazing as defined in §18.2-56 and noted in § 22.1-279.6.	K-12				X	X	

**15. OTHER CONDUCT**

Conduct that is inappropriate for school, including but not limited to the following, is forbidden.

- Promotion of alcohol or other illegal substances - includes the promotion or display of the use of alcohol and/or other illegal substances through, but not limited to, clothing, jewelry, pictures, buttons, bumper stickers or other paraphernalia.
- Unauthorized sale, purchase or distribution of items – includes attempting to sell, purchase or distributing anything which is against school rules or not authorized by school personnel.
- School officials may suspend a student from participation in extracurricular activities who has been charged with a misdemeanor or felony involving violence, assaults on other individuals, use or possession of a weapon(s), possession/use and/or distribution of alcohol, and/or illegal drugs until disposition of the charges by the court. The superintendent is notified by court authorities when students are charged with or convicted of certain offenses related to weapons, alcohol or drugs, or intentional injury outside of school. Disciplinary actions may be taken as a result of such offenses.
- Repeated violations and other conduct - includes continual violations of the Conduct Code. In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise in violation of federal, state or local law.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO6	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	K-12	X	X	X	X		
BSO7	Dress Code Violation	K-12	X	X	X			
BSO9	Possessing items that are inappropriate for school (examples include toys, literature, electronics)	K-12	X	X	X			
BSC9	Bus: Distracting the bus driver	K-12	X	X	X			
BSC10	Bus: Endangering the safety of others on the bus	K-12	X	X	X	X		
BSC24	Leaving school grounds without permission	K-5	X	X				
		6-12		X	X			
BESO18	A crime in the community where the student was charged with an offense relating to the Commonwealth's laws, but required to be disclosed to the superintendent of the school division pursuant to §16.1-260(G)	K-12	X	X	X	X	X	X (Police notify School)
PD1	Homicide – Firearm*						X	X
PD2	Homicide – Other Weapon*						X	X
PD8	Kidnapping/Abduction						X	X

**16. SCHOOL THREAT**

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

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 a school building or school property, or harm students or staff. Intentionally making a false report of potential harm from dangerous chemicals or biological agents.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC11	Fire alarm: Falsely activating a fire or other disaster alarm	K-5		X	X	X		
		6-12			X	X		
BESO17	Bomb threat –Making a bomb threat*	K-12				X	X	X

#### 17. SEXUAL HARASSMENT

Sexual Harassment will not be tolerated. Sexual harassment shall be understood to be: unwelcome sexual advances; requests for sexual favors and/or other physical contact of a sexual nature in which the conduct substantially interferes with any person's performance or creates an intimidating, hostile, or offensive educational environment. All complaints of sexual harassment by a student, whether the alleged perpetrator is another student or an adult, will be handled in accordance with the School Board's Procedure for Student Complaints of Sexual Harassment.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
RB4	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	K-5	X	X	X	X	X	
		6-12			X	X	X	

#### 18. SEXUAL MISCONDUCT

Sexual misconduct is forbidden. Sexual offenses may include but are not limited to the following actions:

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

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
RB11	Unwanted or inappropriate physical contact	K-12		X	X	X	X	
BSC18	Exposing body parts, lewd or indecent public behavior	K-5		X	X			
		6-12		X	X	X		
BSC19	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing	K-5	X	X	X	X	X	
		6-12			X	X	X	
PD3	Sexual Assault*	K-12					X	X
PD4	Attempted Sexual Assault*	K-12					X	X
PD10	Aggravated Sexual Battery on a Student*	K-12					X	X

#### 19. THEFT/BURGLARY

The taking of the property of others without permission is forbidden. (This violation may be reported to law enforcement)

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO10	Possession of stolen items	K-5	X	X	X	X	X	
		6-12			X	X	X	
RB5	Stealing money or property without physical force	K-5	X	X	X	X		
		6-12		X	X	X		
BSC22		K-5		X	X	X	X	

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

	Stealing money or property using physical force (no weapon involved)	6-12			X	X	X	
PD7	Actual or Attempted Robbery*	K-12				X	X	

#### 20. THREATS AGAINST STUDENTS AND STAFF

Unlawfully placing a staff member or student in fear of bodily harm through physical, verbal, written or electronic threats which immediately creates fear of harm without displaying a weapon or subjecting the person to actual physical attack is forbidden.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BESO12	Threatening, intimidating, or instigating violence, injury or harm to a staff member or members ( <b>not including written threats</b> )*	K-5	X	X	X	X	X	X
		6-12			X	X	X	
BESO13	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s) ( <b>not including written threats</b> )	K-5	X	X	X	X		
		6-12		X	X	X	X	
BESO14	Threatening, intimidation, or instigating violence, injury or harm to another student(s) or other(s) <b>in writing. If the written threat is to a staff member, a report to law enforcement is required unless the student making the threat has a disability.</b> *	K-5		X	X	X		X
		6-12		X	X	X	X	X

#### 21. TOBACCO OFFENSES

Students are forbidden to use, distribute or sell tobacco products and paraphernalia to include electronic cigarettes, nicotine vaping products, and/or smokeless tobacco, or have on school property, in vehicles on school property, at school activities, or on school transportation. The promotion or display of the use of tobacco and/or other illegal substances on clothing, jewelry, pictures, buttons, bumper stickers or other items is also forbidden.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC5	Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment	K-12		X	X	X		

#### 22. TRESPASSING

Entering or remaining on school grounds without authorization or invitation and with no lawful purpose for entry is forbidden.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC25	Trespassing	K-5		X	X			
		6-12		X	X	X		

#### 23. VANDALISM

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

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO14	Vandalism, graffiti or other damage to school or personal property	K-12	X	X	X	X	X	

#### 24. VIOLATION OF TECHNOLOGY ACCEPTABLE USE POLICY

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO11	Unauthorized use of school electronic or other equipment	K-12	X	X	X			
BSO12	Violation of the Acceptable Use of Technology/internet policy	K-12	X	X	X			

## 25. WEAPONS

Students are forbidden to have weapons, use weapons or to use other objects as weapons on school property, in vehicles on school property, or at school activities. Claims of self-defense do not constitute a valid defense for the possession of a weapon on school property or at any school-sponsored activity. Examples of weapons and destructive devices shall include, but are not limited to, the following:

- firearm
- knife with a blade of 3 inches or greater
- stun weapon
- any item that is designed or intended to expel a projectile by action of an explosion of combustible material
- firearm muffler
- firearm silencer
- pneumatic gun
- any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces
- missile having an explosive or incendiary charge of more than ¼ ounce
- mine or similar device
- any weapon that can be converted to expel a projectile by the action of an explosive or other propellant
- any fully automatic firearm
- any sawed-off shotgun or sawed-off rifle
- any firearm prohibited from civilian ownership
- any combination of parts wither designed or intended for use in converting any device into any destructive device

OFFENSES		Grades	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC26	Possessing dangerous instruments/substances that could be used to inflict harm upon another	K-12				X	X	
BSC27	Weapons: Possessing any weapon (other than a firearm) as defined by § 18.2-308.1	K-12					X	
BESO15	Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel*	K-12					X	
BESO16	Using an object not generally considered to be a weapon to threaten or attempt to injure student(s) or other(s)*	K-12					X	
PD5	Use of a Bomb*	K-12					X	X
PD11	Illegal Possession of a Handgun*	K-12					X	X
PD12	Illegal Possession of a Rifle or Shotgun*	K-12					X	X

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

PD13	Illegal Possession of Any Other Projectile*	K-12					X	X
PD14	Illegal Possession of a Bomb*	K-12					X	X
PD15	Illegal Possession of Other Firearms: firebombs, explosive materials or devices, hoax explosive devices per § 18.2-85, or explosive incendiary devices, as defined in § 18.2-433.1, or chemical bombs per § 18.2-87.1*	K-12					X	X

\*The Code of Virginia §22.1-279.3:1D requires principals to report violations of this offense to law enforcement.

## Issues Related to Student Conduct

### Alternative Education Placement for Off-Campus Criminal Behavior

In accordance with the Code of Virginia § 16.1-260(G), the Department of Juvenile Justice will notify the school division when a student has been charged with certain offenses related to the laws of the Commonwealth. In accordance with the Code of Virginia § 22.1-277.2:1, a school board may require any student who has been charged with an offense relating to the Commonwealth's laws on weapons, alcohol or drugs, or intentional injury to another person to attend an alternative program. Any such assignment shall be determined by the division superintendent.

Superintendent Regulation 7-5.4 authorizes the division superintendent or his/her designee to require students to attend an alternative education program upon (i) written notice to the student and his parent that the student will be required to attend an alternative education program and (ii) notice of the opportunity for the student or his parent to participate in a hearing to be conducted by the division superintendent or his/her designee regarding such placement. The decision of the superintendent or his/her designee regarding such alternative education placement shall be final unless altered by the school board, upon timely written petition, as established in regulation, by the student or his/her parent, for a review of the record by the School Board.

The principal or his/her designee may impose a short-term suspension, pursuant to § 22.1-277.04, upon a student who has been charged with an offense involving intentional injury enumerated in subsection G of § 16.1-260, to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

### Search and Seizure

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles and may seize any illegal, unauthorized, or contraband materials discovered in the search, consistent with applicable law. Searches may be done at any time without notice.

1. **Lockers:** Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of students and the school administration. The school administration has the right to search lockers, desks, and other storage facilities for items which violate law, school

policies and regulations, or which may be harmful to the school or its students. Lockers and other storage facilities are subject to periodic searches for any reason at any time without notice, without student consent, and without a search warrant.

2. **Canine Searches:** To ensure a drug-and-alcohol-free learning environment for students and staff, school officials may, at their discretion, request assistance from a variety of available resources, including the Poquoson City Police Department, and the active and passive canine teams coordinated by local law enforcement agencies. Canine searches are not announced to students, faculty, or parents. They are conducted randomly throughout the year.

3. **Students:** The school administration also has the right to search any student when there is reasonable basis to believe that the student possesses an item which violates law, school policies and regulations, or which may be harmful to the school or its students. In no event shall strip-searches of students be conducted.

At times, and at the principal's discretion and in accordance with School Board policy and all applicable laws, metal detectors may be used to assist school staff in ensuring the safety of students, school staff, and guests.

The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health and safety of persons within the school community. Should illegal materials be found during a search, law enforcement officials will be notified.

### Questioning of Students by Third Parties

Principals are to allow a child protective services worker with proper identification to interview a student who is an alleged victim of abuse and/or neglect. A private setting should be provided. Parental notification is the responsibility of the Department of Social Services and should not be done by school personnel.

Law enforcement officers may question students who are witnesses to a crime or victim of a crime during the school day, on school grounds, without the permission of the parents or guardian, provided that the law enforcement officer ascertains that the student is capable of consenting to, and the student does consent to, the interview. Student consent is not necessary when a law enforcement officer has a warrant for the arrest of a student. When a law enforcement officer makes contact with, or is contacted by, the school principal or his/her designee concerning the questioning of a student as a witness or victim, the following procedures should be followed:

1. The principal shall make an attempt to contact the parent or guardian of the student.
2. The student shall be called or escorted to the office by the principal. Under dangerous circumstances, the principal may ask the law enforcement officer to accompany him to the classroom to escort the student to the office.
3. A private place shall be provided for the conference/interview. The parent, child, and/or law enforcement officer may request that a staff member be present as an observer while the student is being questioned. If the law enforcement officer removes the student from the school grounds, the principal shall contact the parent or guardian of the student and the division superintendent's office immediately.

Where an incident occurs on school grounds during the school day that is potentially a crime under the law of Virginia, the principal should contact the local law enforcement office immediately. The law enforcement office will follow all appropriate legal procedures in terms of advising students of their rights and conducting a thorough investigation. The principal should follow applicable School Board policy according to the Code of Student Conduct in determining the involvement of a student or students in the incident and the type of disciplinary action to be taken on the part of the school.

It is recognized that certain misconduct that may constitute just cause for suspension or expulsion may also constitute probable cause that a state or federal law has been violated. A principal shall impose penalties provided by School Board policy for misconduct and shall seek through the appropriate legal means criminal adjudication of the misconduct.

School administration and law enforcement officials will make every effort to work cooperatively with the least possible disruption to either the school or the local law enforcement office.

### **Use of Metal Detectors**

Weapons or explosives of any kind are prohibited on school property, in school buildings or at school-related functions. Possession of weapons or explosives is a violation of School Board policy, federal and state law and will subject an individual to disciplinary action and possible criminal penalties.

The administration possesses the authority to take all reasonable, necessary and proper steps, including but not limited to the use of stationary or mobile metal detectors provided by law and School Board policies and regulation to safeguard students, employees and property.

The purpose of the metal detector scan is to prevent and deter individuals from carrying weapons and explosive devices onto School Board property. At all times, the degree and nature of the inspection are not to exceed that which is necessary to allow staff to discharge their responsibility in ensuring the safety of persons and property. Procedures governing the use of metal detectors are set forth below:

1. The division superintendent or building principal, in a duty that cannot be delegated, shall approve the use of metal detectors in school, on school property or specific school activities.
2. Only personnel trained in the use of metal detectors shall be authorized to conduct metal detector screenings. Training for personnel shall be arranged through the division superintendent's office.
3. Signs shall be posted to notify all persons that, as a condition of entrance to the school or school-related activity, they will be required to submit to metal detector screening.
4. When a metal detector is being used, all individuals who wish to enter the school or school-related activity shall use only the facility entrances designated.
5. School officials may search a particular individual(s) when there is a reasonable assumption to believe that the individual(s) is in possession of weapons or explosives.
6. If a metal detector activates on an individual, the individual will have the option of removing the item that caused the alarm and being scanned with a hand-held wand, or receiving a refund and exiting the premises. Individuals failing to comply with the safety procedures prescribed for City of Poquoson athletic events will be refused entry.
7. Any briefcase, knapsack, purse, parcel or other package causing the activation of a metal detector shall be subject to inspection.
8. All property removed from a person as a result of this procedure that is not defined as contraband shall be returned to the person. Property that is defined as contraband, even though it may not have been capable of activating the metal detector, shall be confiscated and turned over to the local law enforcement or other appropriate agency for proper handling. Any contraband seized by school personnel pursuant to this regulation may be admissible in any subsequent criminal proceeding. The student or employee in violation of the policies, rules and regulations of the Poquoson City School Board shall be disciplined in accordance with the

rules or the regulations of the School Board, regardless of whether criminal proceedings are pursued.

9. Any student or employee who refuses to cooperate with personnel performing their duties under this regulation may be subject to discipline in accordance with School Board policy and regulations, and required to leave school property. Any person who refuses to cooperate with personnel performing their duties under this regulation shall be required to leave school property.

## **Behavioral Expectations and Consequences for Students While Riding in School Buses and Other School Vehicles**

While on school property or while under the supervision of school authority (including going to and from school), no student shall violate any laws or regulations of the School Board and the school. The Code of Virginia, § 22.1-176, permits School Boards to provide transportation for pupils; however, the law does not require that transportation be provided except as cited in § 22.1-221, transportation of students with disabilities. Riding a school bus is a privilege. Students and their parents will be informed that violations of standards set forth in the Code of Student Conduct on school buses will be cause for a referral to a school administrator and shall result in appropriate disciplinary penalties including having their riding privileges revoked for a specified time or permanently. Bus conduct rules shall apply to all students in all situations in which the use of school buses is permitted, such as: regular transportation to and from school; field trips; athletic trips; special after-school activities; transportation from base schools to locations where specialized educational programs are available; and any trip involving the use of a school bus/vehicle to transport students for a school activity.

### **Expectations for Behavior of Bus Passengers**

Proper behavior is required of students to and from school, at bus stops and while riding the bus to assure that the property rights of others are respected. The driver of the bus has the authority and the responsibility to maintain order and safe conditions on the bus. When the driver requires assistance to resolve a potentially harmful situation, the schools served by the driver will render assistance. On the first day of school, drivers shall discuss school bus safety and proper bus behavior with students.

The following expectations for bus passengers are not all inclusive. The School Board or principal may invoke disciplinary measures for conduct not listed here, but

which, by common understanding, would be considered detrimental to the safety of all bus riders.

Bus passengers shall:

1. show respect for fellow students and the driver;
2. follow directions the first time they are given;
3. keep all objects and themselves inside the bus;
4. use ear phones when using personal listening devices;
5. refrain from throwing objects;
6. stay in their seats while the bus is in motion;
7. refrain from cursing, swearing, talking loudly or teasing;
8. refrain from pushing, shoving or fighting;
9. refrain from littering or damaging the bus;
10. refrain from eating or drinking;
11. refrain from recording, videoing or photographing; and
12. meet all expectations stated in the Code of Student Conduct.

## **Conduct: Extracurricular/Co-curricular Activities**

Extracurricular activities are those activities that supplement the regular school curriculum, do not carry credit towards graduation, and are joined voluntarily by students. Extracurricular activities are generally developed according to the needs and interests of students and may take the form of special interest groups, honor societies, publications, athletic teams, and other extensions of classroom work. All extracurricular activities are designed to promote character-building qualities of participation and leadership.

All school rules and regulations are in effect during extracurricular and co-curricular activities, whether held on campus or away from school. (Co-curricular activities are activities directly related to classroom instruction, such as choral or band concerts/presentations.) Students are not permitted to participate in organizations and engage in related activities to the detriment of their classroom work. All student organizations and extracurricular and co-curricular activities are under the supervision of the school principal or his/her designee and are officially recognized and sanctioned by the Poquoson School Board.

The School Board anticipates that students who represent the school division as participants in extracurricular or co-curricular activities will conduct themselves in a responsible and respectful manner at all times generally, and specifically abstain from the use of alcohol, tobacco products, and illegal drugs. Further, the School Board expects coaches, activity sponsors, and administrators to work in unison to promote proper student behavior by



clarifying these expectations and uniformly enforcing consequences for students who fail to meet them.

## Guidelines for Student Participation in Extracurricular and Co-curricular Activities

1. Students may not participate in nor attend extracurricular or co-curricular activities if they are under suspension for violations of the Code of Student Conduct.

2. The principal, the activities director, and coach/sponsor shall have the discretion to determine if a student will be permitted to participate in the next scrimmage/game/activity following the completion of a suspension. Students on suspension for the use and/or possession of alcohol and/or illegal drugs are not allowed to participate or attend extracurricular activities for the period of 45 school days from the time of the infraction.

3. The activities director will establish school division rules governing student participation in athletics and activities, which will be distributed and discussed with participants prior to the beginning of the activity. Students are expected to comply with school division and VHSL rules and may forfeit their eligibility through noncompliance.

4. Students must attend all scheduled classes or an approved school activity on the day of competition/activity to be eligible to participate in extracurricular activities on that day. The principal or his designee may make exceptions to this standard for students with extenuating and/or unusual circumstances.

5. Students assigned to detention by teachers and/or administrators must report the detention to the coach or sponsor. The principal, the activities director and the coach/sponsor will determine if any additional action is to be taken concerning the student's participation in the scheduled activity.

6. Students assigned to In-School Suspension (I.S.S.) lose the right to participate in extracurricular activities until the end of the school day of their last assigned I.S.S. day. The disciplinary action will be reported to the coach/sponsor.

Students in grades 8-12 participating in interscholastic competition in any and all activities governed by VHSL rules shall meet the eligibility requirements of the VHSL.

## Harassment

### Reference: School Board Policy 5-1.7 and 7-1.2

The Poquoson City School Board is committed to maintaining a learning/working environment free from

sexual harassment and discriminatory harassment based on race, national origin, disability or religion. Therefore, the School Board prohibits sexual harassment and harassment based on race, national origin, disability or religion of any student or school personnel at school or any school-sponsored activity.

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability or religion by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel means: school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and discriminatory harassment based on race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment; and (3) take appropriate action against any students or school personnel who violate this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

### Definitions

#### Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or

2. submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

3. that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute sexual

harassment if it meets the immediately preceding definition include:

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

**Discriminatory Harassment Based on race, religion, color, gender, ethnic or national origin, disability, sex, sexual orientation, gender identity, ethnicity, ancestry, marital or parental status, or any other basis.**

Discriminatory harassment based on race, religion, color, gender, ethnic or national origin, disability, sex, sexual orientation, gender identity, ethnicity, ancestry, marital or parental status, or any other basis consists of physical or verbal conduct relating to an individual's race, religion, color, gender, ethnic or national origin, disability, sex, sexual orientation, gender identity, ethnicity, ancestry, marital or parental status, or any other basis when the conduct:

1. creates an intimidating, hostile or offensive working or educational environment;
2. substantially or unreasonably interferes with an education; or
3. otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

1. graffiti containing racially offensive language;
2. name calling, jokes or rumors;
3. physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion;
4. hostile acts which are based on another's race, national origin, religion, or disability; and
5. written or graphic material which is posted or

circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.

**Complaint Procedure**

**Formal Procedure**

1. **File Report:** Any student or school personnel who believes he or she has been the victim of sexual harassment or discriminatory harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment as soon as possible to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in the policy or to any school personnel. Any school personnel who has noticed that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

2. The reporting party should use the form, Report of Harassment, to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the division superintendent.

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

**Investigation:**

Upon receipt of a report of alleged prohibited sexual or discriminatory harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 calendar days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the

person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether supportive measures should be taken pending the outcome of the investigation. Such supportive measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with applicable law and School Board policy.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation. In determining whether the alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties; and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the division superintendent upon completion of the investigation. If the complaint involves the division superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations of corrective action, if any.

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

#### **Action by Division Superintendent:**

Within 5 calendar days of receiving the compliance officer's report, the division superintendent or his/her designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the division superintendent or his/her designee determines that prohibited harassment occurred, the Poquoson City School division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the division superintendent or his/her designee determines that prohibited harassment occurred, the division superintendent or his/her designee may determine that school-wide or division-wide training be conducted or that the complainant receive counseling.

#### **Appeal:**

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

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

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

#### **Compliance Officer and Alternate Compliance Officer:**

The Poquoson City School Board has designated the Assistant Superintendent for Operations as the Compliance Officer responsible for identifying, preventing, and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer or Assistant Superintendent of Instruction. The Compliance Officer shall:

1. receive reports or complaints of harassment;
2. oversee the investigation of any alleged harassment;
3. assess the training needs of the school division in

connection with this policy;

4. arrange necessary training to achieve compliance with this policy; and insure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, including the authority to protect the alleged victim and others during the investigation.

- **LEGAL REFERENCE:** Title VII of the Civil Rights Act of 1964, as amended in 1972, 42 U.S.C. 2000 d-z; 20 U.S.C. §§ 1681-1688; 29 U.S.C. § 794; Executive Order 11246, 1965, as amended by Executive Orders 11375 and 12086; Equal Employment Opportunity Act of 1972; Education Amendments of 1972, Title IX; 34 C.F.R. Part 106; 45 C.F.R. Parts 81, 86; Rehabilitation Act of 1973; Age Discrimination In Employment Act; Constitution of Virginia, Art. I, generally; Americans With Disabilities Act of 1990; Code of Virginia, 1950, as amended, §§ 22.1-79(6) and 22.1-306, et seq; Regulations of the Virginia Board of Education, Procedures for Adjusting Grievances, 2 VAC 20-90-10, et seq

## Suspensions

The School Board may suspend or expel students from attendance at school for sufficient cause.

### Short-Term Suspensions

A student may be suspended for not more than ten (10) school days by either the school principal, any assistant principal, or, in their absence, a designee. The principal, assistant principal, or designee may suspend the student after giving the student oral or written notice of the charges against him/her and, if the student denies the grounds for the charges, an explanation of the facts as known to school personnel and an opportunity to present the student's version of what occurred. In the case of any student whose presence poses a continuing danger to persons or property, or whose presence creates an ongoing threat of disruption, the student may be removed from school immediately and the notice, explanation of facts, and opportunity to present his/her version shall be given as soon as practicable thereafter.

Upon suspension of any student, the principal, assistant principal, or designee responsible for such suspension shall report the facts of the case in writing to the division superintendent or his/her designee and to the parent or guardian of the student suspended. It should be noted that days missed by a student as a result of any suspension will be recorded as excused absences.

Any notice to the parent or guardian of a student who is suspended for not more than ten (10) days shall be in writing and shall include the following information:

1. the length of the suspension;
2. information regarding the availability of community-based educational programs, alternative education programs or other educational options; and
3. the student's right to return to regular school attendance upon the expiration of the suspension.

The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by Poquoson City Public Schools that the student may attend during his suspension shall be borne by the parent(s) or guardian of the student.

### Long-Term Suspensions

A long-term suspension is any disciplinary action whereby a student is not permitted to attend school for more than ten (10) days, but less than 46 calendar days. A student may be suspended from attendance at school for more than ten (10) days after the student and his parent or guardian have been provided written notice of the proposed action and the reasons therefore and of the right to a hearing before the division superintendent or his/her designee. Once a principal or designee determines that a suspension of more than ten (10) days is warranted, the principal shall suspend the student for ten (10) days and forward to the division superintendent a written request that the suspension be for more than ten (10) days and a recommendation for the length of the long-term suspension. The division superintendent may deny, alter or uphold the principal's recommendation. The division superintendent shall notify the student and the student's parents in writing regarding his/her decision. This notice shall also include the following information:

1. the length of the suspension;
2. information regarding the availability of community-based educational programs, alternative education programs or intervention programs; and
3. the student's right to return to regular school attendance upon the expiration of the suspension.

The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the Poquoson City Public Schools that the student may attend during his suspension shall be borne by the parent(s) or guardian of the student. The School Board may permit or require students suspended long-term to attend an alternative education program provided by the School Board for the term of the suspension. Additionally, the superintendent or a designee may place a student in an

alternative setting in lieu of a long-term suspension. The duration of the placement will be determined by the superintendent or a designee. Before requiring a student to attend such a program, the Superintendent or his/her designee will provide written notice to the student and parent(s) or guardian that includes the following information:

1. that the student will be required to attend an alternative education program;
2. that the student or parent(s) or guardian may participate in a hearing to be conducted by the division superintendent or his/her designee regarding such placement.
3. The decision of the superintendent or his/her designee regarding such alternative education placement shall be final unless altered by the School Board, upon timely written petition, as established in regulation by the student or his/her parent, for a review of the written record by the School Board.

### **Sending Pupils Home**

Suspension normally will take effect on the day after the misconduct. Where the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disruption, the principal shall attempt to reach the pupil's parents and request that they come to the school for the pupil on the day of the offense. If they are unable to come to the school, the school may provide the pupil transportation home

### **Responsibility for School Work**

Any student suspended shall be able to access and complete graded work during and after the suspension. . Students may be given credit for extended assignments with a due date that occurs on the day of any suspension. Extended assignments include, but are not limited to research papers, essays, book reports, projects, tests, and semester exams. A student suspended shall make up his work within seven (7) calendar days beginning with and including the first day back at school. It shall be the responsibility of the student to initiate the effort necessary for making up work missed.

When requesting make up work, a parent should give teachers 24 hour notice to have the child's assignments prepared for take home work. At least one day will be allowed for make-up work for every day of excused absence. Failure on the part of the student to complete make up work on time will result in the student receiving a lowered grade on the assignment. Students may not be allowed to make up any daily work and instruction provided by teachers during unexcused absences or unexcused tardies. Students may be given credit for extended assignments with a due date that occurs during

an unexcused absence; extended assignments include, but are not limited to, research papers, essays, book reports, projects, tests, quizzes, and semester exams.

### **Parent/Guardian Right of Appeal of Short-Term and Long-Term Suspensions**

A review of a short-term suspension may be requested of the principal in writing within (5) calendar days of the incident. The principal's decision may be appealed to the superintendent or superintendent designee in writing within 5 calendar days of the principal's decision. The decision of the superintendent or designee is final.

A written petition requesting a review by the superintendent or superintendent designee of a long-term suspension or placement in an alternative education may be submitted within (5) calendar days of the decision. The decision of the superintendent or designee may be appealed in writing to the School Board within (5) calendar days of receipt of the superintendent's decision. The School Board shall issue its decision, either approving or altering the decision of the division superintendent or his/her designee, within thirty (30) days thereafter. Note that the School Board may increase the consequence.

### **Expulsions**

An expulsion is any disciplinary action imposed by the School Board or a committee thereof, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion. Once a principal or designee determines that expulsion is warranted, the principal shall suspend the student for ten (10) days and forward to the division superintendent a written request that the student be expelled. The division superintendent may deny, alter or uphold the principal's recommendation. The division superintendent shall notify the student and the student's parents in writing regarding his/her decision. If the request for expulsion is upheld, the student and his/her parent or guardian will be provided with written notice of the proposed action and the reasons therefore and of the right to a hearing before the School Board. The written notice shall also contain the following information:

1. the length of the expulsion;
2. information concerning the availability of community-based educational programs, training programs, and intervention programs;
3. whether or not the student is eligible to return to regular school attendance or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by Poquoson City Public

Schools, during or upon the expiration of the expulsion, and the terms or conditions of such readmission;

4. the student's right to petition the School Board for readmission to be effective one (1) calendar year from the date of expulsion, and the conditions, if any, under which readmission may be granted, if the School Board determines that the student is ineligible to return to regular school attendance or to attend an alternative education program or adult education program during the expulsion.

If the student and parent(s) or guardian disagrees with the proposed expulsion, a written request for a hearing before the School Board must be submitted to the division superintendent within five (5) calendar days after receipt of written notice of the proposed expulsion. The School Board shall conduct a hearing on the proposed expulsion within thirty (30) days thereafter. Regardless of whether a student exercises his or her right to a hearing before the School Board, the School Board shall confirm or disapprove every proposed expulsion. The School Board may permit or require students expelled from school to attend an alternative education program provided by the School Board for the term of the expulsion.

A student seeking readmission to school following an expulsion of 365 calendar days, must apply in writing to the division superintendent and meet with his or her principal not less than sixty (60) school days before the date of anticipated readmission to the school program.

The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by Poquoson City Public Schools that the student may attend during his expulsion shall be borne by the parent(s) or guardian of the student. The School Board may permit or require expelled students to attend an alternative education program provided by the School Board for the term of the expulsion or it may permit or require students returning from expulsion to transition through an alternative education program before attending regular classes. Before requiring a student to attend such a program, the School Board will provide written notice to the student and parent(s) or guardian that includes the following information:

1. that the student will be required to attend an alternative education program;
2. that the student or parent(s) or guardian may participate in a hearing to be conducted by the division superintendent or his/her designee regarding such placement.

The decision of the division superintendent or his/her designee regarding such an alternative education

placement shall be final unless altered by the School Board.

## **Discipline of Students with Disabilities**

### **A. General**

A student with a disability shall be entitled to the same due process rights that all students are entitled to under the Code of Virginia and Poquoson City Public Schools disciplinary policies and procedures. In addition, children with disabilities will have access to the procedures set out below.

If the behavior of a child with a disability impedes the child's learning or that of others, the IEP team shall consider the use of positive behavioral interventions, strategies and supports to address the behavior. The IEP team shall consider either:

1. Developing goals and services specific to the child's behavioral needs; or
2. Conducting a functional behavioral assessment (FBA) and determining the need for a behavioral intervention plan (BIP) to address the child's behavioral needs.
3. In reviewing the disciplinary incident, school personnel may review the child's IEP and any BIP, or consult with the child's teacher(s) to provide further guidance in considering any unique circumstances related to the incident.
4. School personnel may convene an IEP team for this purpose.

### **B. Short-Term Removals**

1. A short-term removal is a removal for ten (10) days or less at a time.
2. A student with a disability may be removed from the student's current educational setting up to and including ten (10) cumulative school days in a school year for any violation of school rules to the extent a removal would be applied to a student without a disability. No educational services are required during the first ten (10) days of removal in the school year.
3. A student with a disability may receive additional short-term removals in the school year after accumulating ten (10) school days of removal. A pattern determination must be made. The determination as to whether the discipline will constitute a pattern is made by school personnel, which typically would consist of a school administrator and the special education teacher of the child. If the removal does constitute a pattern, the requirements of subsection C of this procedure must be followed.
4. A pattern is a series of removals that, after accumulating more than ten (10) school days in a school year, are found to be a pattern because the child's behavior is substantially similar to the child's

behavior in previous incidents that resulted in a series of removals, and school personnel have considered such factors as the length of each removal, the total amount of time removed and the proximity of the removals to one another

5. If there is no pattern:
  - a. A manifestation determination review, a functional behavioral assessment (FBA), and a behavior intervention plan (BIP) are not required. If, however, it is believed that these processes should be utilized, they should be initiated.
  - b. Services will be provided to the extent 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, as determined by school personnel, in consultation with the student's special education teacher.
6. The person or persons imposing the discipline should consider unique circumstances and discipline on a case-by-case basis.
7. The student shall continue to participate in the Virginia Department of Education and Division wide assessment programs.

#### C. Long-Term Removals

1. A long-term removal occurs and is considered a disciplinary change in placement if:
  - a. The removal is for more than ten (10) consecutive school days at a time, such as a long-term suspension or expulsion; or
  - b. The removal is a short-term removal after ten (10) cumulative days have occurred in the school year and a pattern exists.
2. In connection with any disciplinary change in placement, Poquoson City Public Schools shall notify the parent/ guardian of the proposed removal and provide the parent/guardian with a procedural safeguards notice on the date on which the decision is made to impose a long-term removal.
3. A manifestation determination review meeting must be held within ten (10) school days and educational services will be determined through the IEP process.
4. Additional authority of school personnel in certain circumstances to remove a student:
  - a. School personnel may remove a student with a disability to an appropriate interim alternative educational setting (IAES) for the same amount of time that a student without a disability would be subject to discipline, but for not more than forty-five (45) school days regardless of whether the behavior is a manifestation of the student's behavior, if:
    - i. The student carries a weapon to or possesses a weapon at school, on school premises or at a school function under the jurisdiction of any school division or the Virginia Department of Education; or
    - ii. The student knowingly possesses or uses

illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of any school division or the Virginia Department of Education. For purposes of this part, the definitions of § 8 VAC 20-81-10 apply:

1. Controlled substance means a drug or other substance identified under schedules I, II, III, IV or V in § 202(c) of the Controlled Substances Act at 21 USC § 812 (c), as amended.

2. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

3. The term "dangerous weapon" means a weapon, device, instrument material or substance, animate or inanimate, that is used for or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than three (3) inches in length.

- iii. The student inflicts serious bodily injury upon another person while at school, on school premises or at a school function under the jurisdiction of any school division or the Virginia Department of Education. "Serious bodily injury" means any bodily injury that involves 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 mental faculty.

5. The interim alternative educational setting (IAES) and the educational services during any long-term removal or disciplinary change in placement must be determined by an IEP team. The services must be selected so as to enable the student to:

- a. Continue to participate in the general education curriculum, although in another setting;
- b. Continue to receive those services and modifications including those described in the student's current IEP that will enable the student to progress toward meeting the IEP goals;
- c. Receive, as appropriate, a FBA and BIP and modifications that address the behavior violations and are designed to prevent the behavior from recurring; and

d. Participate in any division wide or statewide assessment program. The IEP team should consider whether the student's behavior impedes the child's learning or that of others and consider the use of positive behavioral interventions, strategies and supports to address the behaviors. The IEP should set out goals and services specific to the behavioral needs or conduct a FBA and determine the need for a BIP to address the behavioral needs of the child.

6. Poquoson City Public Schools personnel may consider unique circumstances on a case-by-case basis when deciding whether to implement a disciplinary change in placement as a result of a violation of the Code of Conduct. School personnel may review the IEP and any BIP or consult with the teacher(s) or parent(s)/guardian(s) in considering unique circumstances.

#### D. Services During Periods of Disciplinary Removal

1. Poquoson City Public Schools is not required to provide services during the first ten (10) days of removal in a school year if services are not provided to a student without a disability who has been similarly removed.

2. For any removal after the student has received ten (10) cumulative days of removal, the student must receive educational services in a setting determined by the IEP or school personnel as appropriate.

#### E. Authority of the Hearing Officer to Order a Removal

1. Poquoson City Public Schools may request an expedited due process hearing, or successive due process hearings, under the Virginia Department of Education's due process hearing procedures to effect a change in placement of a student with a disability for not more than forty-five (45) school days if Poquoson City Public Schools believes that the student's behavior is likely to result in injury to self or others. This procedure may be repeated as necessary.

2. The due process hearing officer will follow State Regulations in the conduct of the hearing.

3. The school board also may seek injunctive relief from the court to order a change in placement.

#### F. Manifestation Determination Review (MDR)

1. Manifestation determinations are required if Poquoson City Public Schools is contemplating a removal that constitutes a disciplinary change in placement.

2. The local educational agency, the parent(s)/guardian(s) and relevant members of the IEP team, as determined by the parent(s)/guardian(s) and the local educational agency, (the MDR team) shall convene immediately, but not later than ten (10) school days after the date on which the decision to take the action.

a. The MDR team shall determine whether the child's behavior was a manifestation of the child's disability.

b. A behavior will be considered a manifestation of the student's disability if:

i. The conduct was caused by, or had a direct and substantial relationship to, the child's disability; or

ii. The conduct was the direct result of the Poquoson City Public Schools' failure to implement the student's IEP.

3. If the behavior is a manifestation of the student's disability:

a. The student can be removed from the student's educational placement only through the IEP process or through placement in an interim alternative educational setting (IAES) as permitted by subsection or through a court injunction; and

b. The IEP team shall conduct or review a FBA and BIP.

c. If the manifestation team determines that there was a failure to implement the student's IEP, Poquoson City Public Schools shall take immediate steps to remedy the failure.

4. If the manifestation team determines that the behavior of the student with a disability was not a manifestation of the student's disability, the relevant disciplinary procedures applicable to a student without a disability may be applied to the student with a disability in the same manner in which the procedures would be applied to a student without a disability. Education services must be provided and determined through the IEP process.

5. Poquoson City Public Schools must ensure that the special education and disciplinary records of the student with a disability are transmitted for consideration by the person or persons making the final determination regarding the disciplinary action.

6. The IEP team determines the extent to which services are necessary to enable the student to appropriately participate in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP.

#### G. Parent Appeal

1. If the student's parent(s)/guardian(s) disagree with the determination that the student's behavior was not a manifestation of the student's disability, with any decision regarding placement under these disciplinary procedures or with the pattern determination, the parent(s)/guardian(s) may request an expedited due process hearing.

2. Poquoson City Public Schools may request an expedited due process hearing if it believes that maintaining the current placement of the child is substantially likely to result in injury to the child or



others.

#### H. Placement During Appeals

1. The child shall remain in the interim alternative educational setting pending the decision of the special education hearing officer; or
2. Until the expiration of the time for the disciplinary period set forth in this section, whichever comes first, unless the parent(s)/guardian(s) and Poquoson City Public Schools agree otherwise.

#### I. Expedited Due Process Hearing

1. Poquoson City Public Schools may request an expedited due process hearing if there is substantial evidence that maintaining the current placement for a student with a disability is substantially likely to result in injury to the students or others.
2. The parent(s)/guardian(s) may request an expedited due process hearing if the parent(s)/guardian(s) disagree with the manifestation determination, any decision regarding placement under this section or with the pattern determination.

### **Teacher Responses to Manage Student Behaviors**

According to the Standards of Accreditation 8VAC20-131-220, "The professional teaching staff shall be responsible for providing instruction that is educationally sound in an atmosphere of mutual respect and courtesy." Teachers are responsible for establishing and maintaining a safe, supportive environment that is developmentally appropriate, promotes academic achievement, and assists students in acquiring the skills needed to exhibit expected behaviors. This is initiated through the development of positive relationships and making connections with students that are built on mutual trust, respect, and expectations.

The teacher's authority extends to all students, whether or not the teacher teaches the student in class. Teachers shall have the initial authority to remove students from class for disruptive behavior, as authorized by the Code of Virginia (§ 22.1-276.2.) Disruptive behavior is defined as a violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment. Prior to removal of a student from class under this policy, the following criteria must be met:

1. The student's behavior is disruptive as defined above;
2. Removal of the student from the class is necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior;
3. Teacher and/or administrative interventions have been attempted and failed to end the student's disruptive

behavior; and

4. Notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators have been provided to the student's parents as described below.

When student behavior does not meet expectations, after interventions have been provided or policy has been violated, the following action(s)\* may be taken by the teacher:

- Warning/Reprimand
- Phone Call/Email
- Conference
- Detention
- Discipline referral
- Request for immediate removal by security or administration

\*Actions are not listed in a required sequential order

Teachers requesting immediate removal must provide accompanying referral/documentation for administrative review. Teacher removal is limited to the class period in which the incident took place and shall not exceed one class period.

A discipline referral should be sent to the assistant principal or principal when the teacher feels the behavior cannot be corrected through the teacher's classroom management procedures and interventions. After providing due process, the administrator will determine the appropriate course of action required for a positive school climate by providing a safe, comfortable, and conducive learning environment. Administration will determine the appropriate Discipline Disposition Response.

### **Requirements for Incident Reports**

No removal under this policy shall occur unless two prior written incident reports have been filed with school administrators. Upon removal, the teacher shall file a "Student Discipline Referral Form" with school administrators and any other documentation to support the removal including, but not limited to, the previous two incident reports.

### **Procedures for Written Notification of Student and Parents**

The teacher shall provide copies of any incident report and Student Discipline Referral Form to the student and his/her parents and notify them of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. Such notice shall be provided within twenty-four (24) hours of each incident. The teacher shall

document, in writing, his/her attempts to request and encourage the parents to meet with school administrators and/or the teacher. Such notice and documentation shall be required for each incident report and student removal.

### **Guidelines for Alternative Assessment and Instruction of Removed Students**

The principal shall determine the appropriate placement of the student. The principal has several options regarding the placement of a removed student including, but not limited to:

1. recommending to the division superintendent that he/she assign the student to an alternative program;
2. assigning the student to another class;
3. sending the student to the principal's office or study hall. If the principal chooses this option, the removing teacher shall provide and evaluate appropriate make-up work for the student;
4. suspending the student. If the principal chooses this option, alternative instruction, and assignment, if any, shall be provided according to School Board policy and, in the case of students with disabilities, in accordance with federal law; and/or
5. returning the student to class (see procedures below).

### **Procedure for the Student's Return to Class**

The principal shall determine, after consultation with the teacher, the duration of the student's removal from class. The principal shall notify the teacher of the decision to return the student to class. The following procedure shall apply if the teacher disagrees with the principal's decision to return a student to the class:

1. The teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.
2. The teacher, after meeting with the principal, may appeal the principal's decision to the division superintendent or his/her designee within one school day. The incident reports and student discipline referral form must accompany the appeal. After discussion with the principal and teacher or after receiving their written comments, the decision of the division superintendent or his/her designee shall be final. The decision shall be made within forty-eight (48) hours of the teacher's appeal. During the appeal process, the student shall not be returned to class and the principal will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher and principal shall develop a plan to address future disruptive behavior.

### **Other Provisions**

The principal shall ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies. Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities. This policy does not limit or restrict the ability of School Board employees to apply other policies, regulations or laws for maintaining order in the classroom.

## **Student-School-Parent Compact**

In adherence to ESSA regulations: Parental Involvement – Title 1, Section 1118, the following Student-School-Parent Compact has been crafted. The Student-School-Parent Compact below details the shared responsibilities for supporting increased academic performance for all Poquoson students. By signing the signature page in the back of this booklet, parents acknowledge their responsibility, and the responsibility of their student, to adhere to the tenets of this agreement.

### **RESPONSIBILITIES OF STUDENTS:**

- Attend school every day and be prepared to learn.
- Respect teachers and classmates.
- Finish all assignments (class and homework) on time.
- Obey school and classroom rules.
- Deliver papers and memos between home and school promptly.

### **RESPONSIBILITIES OF SCHOOL AND TEACHERS:**

- Provide high quality curriculum and instruction to include interventions and remediation as appropriate to meet the State's student academic achievement standards.
- Ensure that instruction is delivered in an environment conducive to learning.
- Conduct scheduled parent-teacher conferences on an annual basis and written reports quarterly.
- Implement ongoing communication with parents/guardians and discuss the compact as it relates to the individual child's achievement.
- Provide parents reasonable access to staff.
- Provide parents reasonable opportunities to volunteer and participate in their child's class and to observe classroom activities.

**RESPONSIBILITIES OF PARENTS/GUARDIANS:**

- Participate actively in their child's education and communicate high expectations, praise, and encouragement.
- Read with their child and assist with homework assignments daily.
- Ensure that schoolwork is a top priority by monitoring attendance, television and computer

time, as well as participating in out-of-school activities and homework.

- Take part in school-parent activities and request parent-teacher conferences when needed.
- Be responsive to requests for communication with school administrators and teachers.
- Ensure their child attends school each day.

# Student Internet Acceptable Use Policy

## Student Internet Acceptable Use Policy (AUP)

### Reference: School Board Policy 6-3.15

Poquoson City Public Schools provides extensive technology for use by students for the express purpose of mastering curricular goals and objectives. This technology is to be used for conducting official school business only. All illegal and improper uses of computer systems, including but not limited to obscenity, harassment, solicitation, chain letters, harassing or threatening statements, gambling, sexual innuendo, pornography and violating copyright or intellectual rights, are prohibited.

1. Students shall not use the division's computer equipment and communications services for sending, receiving, viewing or downloading inappropriate and/or illegal material via the Internet and World Wide Web.
2. PCPS protects students against inappropriate material through the use of filters and other devices.
3. PCPS monitors the activity of all users on the network.
4. Minors shall not obtain unauthorized access, including malicious "hacking" and other unlawful activities while online.
5. Students shall not disclose, use, or disseminate personal identification information regarding themselves, other students or division employees while using division technology.
6. Internet safety instruction is provided to all students each year as a part of the overall instructional program of PCPS.

The failure of any student to follow the terms of this policy

may result in the loss of computer network privileges, disciplinary action and/or appropriate legal action.

Poquoson City Public Schools recognizes that as the Internet and other technologies alter and enhance methods by which information is accessed, communicated and transferred by members of society, these changes affect instruction and student learning.

### PCPS:

1. supports access to electronic information;
2. encourages the development of skills necessary to analyze and evaluate such resources;
3. requires that all material and resources be consistent with district guidelines supporting and enriching the curriculum while accounting for the varied instructional needs, learning styles, abilities, and developmental levels of students;
4. provides software to filter Web sites that contain material deemed inappropriate in an educational setting;
5. expects that staff will integrate use of electronic information throughout the curriculum;
6. expects that staff will provide guidance and instruction to students in the appropriate use of such resources;
7. recognizes that parents and guardians are ultimately responsible for setting and conveying the standards students should follow when using media and information sources; and

8. provides Internet services to students and staff who demonstrate appropriate usage.

### **Instructional Use of the Internet**

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.

1. In the primary school (K-2), faculty will actively supervise student use of the Internet. Students will access Internet resources that the teacher has previously explored and selected. Faculty will make every effort to ensure that students are directed to sites with only age- and topic-appropriate material and resources.

2. In the elementary school (3-5), faculty will actively supervise student use of the Internet. Students will not only be provided with teacher identified sites, but will also be taught how to search the Internet in order to explore, evaluate and select sites that provide pertinent information on given topics.

3. In middle school (grades 6-8), faculty will provide guided practice and model appropriate use of the Internet. Faculty will supervise student initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the Internet. Faculty will make every effort to ensure that students explore only sites with age- and topic-appropriate material and resources. Students who are participating in an administrator approved Bring Your Own Device (BYOD) program may use their electronic device at appropriate times and locations in accordance with teacher instruction. Electronic devices may only be used under the direct supervision of a teacher participating in a BYOD program. All PCPS AUP policies are extended to students using their own devices when they are participating in the BYOD program.

4. In high school (grades 9-12), students will participate in independent internet use with faculty assuming less of a monitoring role and more of an advisory role. Students who are participating in an administrator approved Bring Your Own Device (BYOD) program may use their electronic devices at appropriate times and locations in accordance with teacher instruction. Electronic devices may only be used under the direct supervision of a teacher participating in a BYOD program. All PCPS AUP policies are extended to students using their own devices when they are participating in the BYOD program.

### **EMAIL**

Students in Poquoson City Public Schools are issued individual email accounts for use in their classes.

Students should not consider email as private. Parents may request restricted access to electronic mail through their student's principal.

### **Publishing Internet Sites**

In an effort to ensure that pages published on the World Wide Web by schools, departments, classes, and students are appropriate, relevant, timely, and do not violate individual rights and security, the following standards must be met:

1. Contents of Web pages will be in accordance with the following objectives:

- a. enriches and supports the curriculum;
- b. provides sources of information for pupils, staff and parents/guardians;
- c. adheres to copyright laws;
- d. meets appropriate editorial standards; and
- e. follows publication policies of PCPS.

2. It is highly recommended that no photographs of individual students be included; rather group shots from a distance are encouraged. Before individual portraits or students' last names are published, written permission must be obtained.

3. Links contained on the school's page(s) must be appropriate and relevant to the curriculum and purposes of the school.

4. Links from the school's page(s) shall not include:

- a. sites that are in conflict with the objectives of PCPS; and
- b. sites whose sole purpose is commercial advertisement.

5. Poquoson students will not use school resources to create or publish personal Web pages.

### **Responsible Use of PCPS Technology**

The technology that PCPS provides is a valuable educational resource for students and staff. Technology use and access is a privilege. Students who have the privilege to use school resources are expected to abide by the following methods of interaction.

Poquoson City Public Schools does not condone the use of social networking sites for non-academic purposes. Any use of the likeness or reproduction of PCPS branding or logos must have prior approval by school officials.

1. Use the school facilities and equipment only for school-related educational activities.

2. Be polite and use appropriate language.

- a. Do not engage in the use of profanity, obscenities, or sexually explicit material.
- b. Do not use expressions of bigotry, racism,

and/or hate.

3. Maintain individual anonymity and privacy.
  - a. Do not reveal personal addresses or phone numbers.
  - b. Do not display portraits of individuals without parental/guardian permission.
4. Use equipment and software appropriately.
  - a. Do not copy non-school approved software/programs or files onto school devices.
  - b. Do not attempt to modify/bypass device or internet security settings.
  - c. Do not engage in acts of vandalism (malicious attempts to harm or destroy).
  - d. Do not remote to external systems without school approval.
  - e. Do not use others' accounts.
  - f. Do not trespass in another's work, files, or folders.
  - g. Do not share work with others, including copying class work/homework/tests, etc.
  - h. Do not leave files in shared spaces, local hard drives or on removable devices for other users to access unless it is for a school approved collaborative project.
  - i. Retain privacy of individual passwords.
5. Adhere to copyright laws and restrictions. Do not transmit material in violation of federal or state law or regulations. (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or material protected by trade secret.)
6. Violation of any of these policies may result in revocation of technology uses privileges and/or result in suspension or other consequences as described in the Poquoson City Schools' Policy Manual and/or outlines in the PCPS Code of Student Conduct.
7. PCPS issues devices to students and staff members for school use. Students and staff members are responsible for the reasonable care of these devices and will be charged for repair upon damages resulting from negligent care from the student or staff member in which the device was issued.