



Lunenburg County Public Schools

*making the best better...*

# *Code of Student Conduct 2020-2021*

**Office of Division Superintendent**

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# Superintendent's Message

Dear Parents and Students:

Welcome to the 2020-2021 school year!!! As your Superintendent, I am dedicated to working with the staff, parents, and community to meeting the educational needs of all students in a safe learning environment. The purpose of the Student and Parent Handbook is to communicate the expectations, policies, procedures, and practices for the school year for all of our students and their families. As a District, we are committed to creating and providing a school climate where students and staff feel safe in an atmosphere of mutual caring, respect, and responsibility. The faculty and administration at each of our four schools strives to provide the best educational opportunities that will contribute to every student's social emotional growth and academic achievement. Communication and cooperation between school and home, coupled with consist disciplinary policy, provide an appropriate environment for learning and success. To promote a safe and supportive school environment, it is important for students, parents, and staff to be familiar with the new updated 2020-2021 Code of Conduct for Lunenburg County Public Schools.

I extend my very best to you and hope your school year is filled with happiness and success!!! I am grateful for your support and look forward to celebrating our achievements together along the way. Our schools in Lunenburg County are amazing places where learning happens, where students succeed academically and socially and where learning environments are safe, supportive, and inclusive of all students. You are always invited to partner with us in the exciting and important work of preparing our children for their future.

Sincerely,

Charles M. Berkley, Jr.  
Division Superintendent

# Preface

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The purpose of this publication is to provide students, parents, school personnel, and the public with a concise and comprehensive description of the minimum standards of behavior for all students enrolled in Lunenburg County Public Schools. It defines appropriate student conduct and presents a menu of alternative interventions and responses to be employed by teachers and/or school administrators to address individuals who exhibit inappropriate behavior. Emphasis is placed upon behavioral expectations of Lunenburg students in clear and consistent language for common understanding and support in meeting the expectations.

This *Code of Student Conduct* applies to all Lunenburg County Public School students. It is enforced when they are:

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at school or at any school-sponsored activity.

In addition, this *Code* applies to incidents off school property as referred to in *Definitions - Alternative Placements/Suspensions/Expulsions*. This *Code* also applies to a student's conduct that interferes with the orderly operation of the school system or the safety/welfare of students, employees, or volunteers. Students who observe or are subjected to inappropriate actions as described in this *Code* are expected to report such incidents to their school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment.

The School Board of Lunenburg County, Virginia, complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Improvement Act of 1990, and the Individuals with Disabilities Education Act. The School Board does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in any of its programs and activities. The Superintendent of Schools, his/her designee, or the Discipline Review Committee is responsible for the coordination of compliance with these provisions.

This *Code of Student Conduct* specifically outlines fourteen major categories of behavior and states consequences that may occur as a result of misconduct. The following factors are used in determining the consequences for a specific violation of the *Code*:

- Age, health, and disability or special education status of the student.
- Appropriateness of student's academic placement.
- Student's prior conduct and record of behavior.
- Student's understanding of the impact of his/her behavior and attitude.
- Student's willingness to repair the harm caused by his/her behavior.
- The seriousness of the behavior offense and the degree of harm caused.
- Impact of the incident on the overall school community.
- Whether the student's violation threatened the safety of any student or staff member.
- The possibility that a lesser intervention would adequately address the violation.

When enforcing this *Code*, students and their property, including but not limited to, backpacks, purses, other containers, automobiles, lockers, desks, computers, and electronic devices may be searched. Metal detectors, surveillance cameras, and detection dogs may be used on school property and at school-sponsored activities in order to maintain a safe and productive learning environment. Search and seizure is defined in more detail in the Definitions section of this *Code*.

# **Rights and Responsibilities of Students**

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## **Students have the right, but are not limited to:**

- Attend a school where your parent or legal guardian lives and receive a free and appropriate public education.
- Expect that your school will be a safe and orderly place that is focused on providing equitable educational opportunities.
- Be treated with dignity and respect by other students and school staff.
- Express your ideas verbally and/or in writing in accordance with LCPS policies and procedures.
- Dress in a way that expresses your personality while following the LCPS dress code.
- Have appropriate opportunities to participate in school activities.
- Have access to relevant information concerning drug and alcohol abuse.
- Learn in an environment free from intimidation, harassment, or discrimination by other students and school staff on school property or at a school sponsored-event, function, or activity.

## **Students' responsibilities include, but are not limited to:**

- Attend school daily, regularly, and on time, perform to the best of your ability, be prepared to learn and take advantage of educational opportunities.
- Be aware of all behavioral expectations and conduct yourself in accordance with these guidelines.
- **Return signed pages 87, 101, 103 and 105 to school.**
- Express opinions and ideas, as well as, treat everyone in the school community with respect in accordance with LCPS policies and procedures.
- Dress appropriately in accordance with the school division's dress code.
- Seek information and services that can help you with personal problems.
- Help create a school environment free from intimidation, harassment, and discrimination.
- Report and encourage others to report any incidents of intimidation, harassment, and discrimination.
- Report students who make threats to harm others or themselves to appropriate school personnel or submit an anonymous threat report online at <https://docs.google.com/forms/d/e/1FAIpQLScsRI7MCsXfxgX6YyIPsw6KGwneWKy0U11-qX4cb7G1VE9WVw/viewform> or in the "Quicklinks" found at the bottom of any page within [www.lunenburgcountyschools.org](http://www.lunenburgcountyschools.org).
- Practice inclusion and embrace our differences.
- Report security concerns (unlocked door, etc.).

# **Rights and Responsibilities of Parents/Guardians**

## **Parents'/Guardians' have the right, but are not limited to:**

- Be actively involved in their child's education.
- Be treated courteously, fairly and respectfully by all LCPS employees.
- Receive information about the policies and procedures of the Lunenburg County Public School Board that relate to your children's education.
- Receive regular reports (written or oral) from school staff regarding your children's academic progress or behavior, including but not limited to report cards, behavior progress reports, and conferences.
- Receive information and prompt notification of inappropriate or disruptive behaviors by your children and any disciplinary actions taken by administrators or school staff.
- Receive information about due process procedures for disciplinary matters concerning your children, including information on conferences and appeals.
- Receive information from school staff about ways to improve your children's academic or behavioral progress.
- Receive information about services for students with disabilities and English language learners, when applicable.
- Receive communication through available translator service.

## **Parents'/Guardians' responsibilities include, but are not limited to:**

- Have children regularly attend school on time, and communicate reasons for absences and tardiness.
- Inform LCPS staff about any concerns and/or complaints in a respectful and timely manner.
- Work with school administrators and teachers to address any academic or behavioral problems your children may experience.
- Support Lunenburg County Public Schools by communicating with your children about acceptable and expected school behavior.
- Become familiar and comply with the policies of the Lunenburg County Public School Board and the *Code of Student Conduct*.
- **Have your child return signed pages 87, 101, 103, and 105 to school.**
- Provide and maintain updated contact information with your child's school.
- Support student completion of homework and participation in offered academic support programs.
- Be respectful and courteous to staff, other parents, guardians, and students at all times.
- Be visible at the drop-off location for any Pre-K to second-grade student riding a bus.

# **Rights and Responsibilities of LCPS Employees**

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## **LCPS Employees' have the right, but are not limited to:**

- Work in a safe and orderly environment.
- Be treated courteously, fairly, and respectfully by students, parents/guardians, and other school staff.
- Communicate concerns, suggestions, and complaints to appropriate LCPS administration or Central Office without fear of intimidation, reprisal, retaliation, etc.
- Receive appropriate professional development and training.
- Receive the necessary resources to deliver quality instruction.
- Modify instruction, if consistent with the policies of the Lunenburg County Public School Board and other applicable laws and regulations.
- Work in an environment free from intimidation, harassment, and discrimination by parents, employees, and students on school property or at a school-sponsored events, functions, or activities.

## **LCPS Employees' responsibilities include, but are not limited to:**

- Attend work daily, be punctual, and implement well-planned, differentiated, rigorous, and engaging instructional plans daily according to the [Virginia Standards for the Professional Practice of Teachers](#).
- Maintain safe and orderly schools by using prevention and intervention strategies, and by following the *Code of Student Conduct*.
- Be respectful and courteous to students, parents, and guardians, serving as role models for students.
- Be knowledgeable about the policies of the Lunenburg County Public School Board and other applicable laws and regulations, and enforce them fairly and consistently.
- Be knowledgeable about federal and state laws, as well as, regulations about the disciplinary process for students with disabilities, and enforce them fairly and consistently.
- Communicate proactively and regularly with parents about student progress, LCPS policies, building expectations, and responding to complaints or concerns in a timely manner.
- Return the Staff Technology Resource Use agreement on page 89 to your school office.



# Dress Code

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While most students dress appropriately and safely for school, the School Board and school staff rely on students and parents to exercise judgment in promoting modesty, decency, and a sense of decorum so as not to disrupt the learning environment. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate.

Students must dress modestly and in a manner that neither distracts from nor substantially disrupts the learning environment; therefore, a student's appearance that is disruptive, distracting, or hazardous is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency.

## **The following dress practices are not allowed inside school buildings during regular school hours:**

- Clothing that is transparent (see-through) or exposes the midriff, back, navel, private parts, cleavage, or undergarments.
- Dresses, skirts, shorts, or slits in skirts that do not reach at least four inches above the middle of the knee all the way around. Splits in skirts or dresses are included. When wearing leggings, tights, or similar apparel as an outer garment, tops must reach at least four inches above the middle of the knee all the way around.
- Stretch lycra, spandex, leotards, biker pants, or underwear worn as outer garments
- Hoods, hats, face masks, bandanas, hair picks, large combs, brushes, rollers, and head coverings (do-rags, head scarves, wave caps) of any kind inside school buildings during regular school hours, unless required for religious or medical reasons. Building administration may adjust this policy allowing hats during school spirit events.
- Sunglasses, unless prescribed by a physician.
- Tops with low-cut necklines, tube tops, halter tops, spaghetti straps, tank tops, backless blouses or blouses with only ties in the back (unless covered).
- Clothing with language or images that are vulgar, discriminatory, obscene, sexually suggestive, or promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco products, gang symbols or related messages.
- Pants, skirts, or shorts worn below waistline ("sagging" or low-cut) or inside out. Pajamas/sleepwear of any kind. Cut-up shorts or pants with slits, rips, or holes more than four inches above the middle of the knee.
- Bare feet or slippers. Footwear must be worn at all times.
- Jewelry, hair picks, or accessories that may be used as a weapon (e.g. two or three finger rings that are joined, chains, oversized or spiked accessories).

Building administrators will have the discretion of what is appropriate according to the Lunenburg County School Board policy. Any clothing that interferes with or disrupts the educational environment is unacceptable.

The administration of every school has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

<b>Recommended Consequences</b>	
The administrative team in each school shall have discretion regarding dress code decisions.	
<b>Elementary</b>	<b>Secondary</b>
Parents of students who violate the dress code will be contacted to provide appropriate clothing for their children, if necessary.	<p>All secondary schools will follow these disciplinary guidelines:</p> <p><b>First Offense</b> - Warning and student must change clothes to correct dress code violation; Parent notification</p> <p><b>Second Offense</b> - One (1) Day In-School Suspension</p> <p><b>Third Offense</b> - Three (3) Days In-School Suspension</p> <p><i>Continued infractions will result in additional consequences.</i></p>

# **Cellular Phones and Electronic Devices**

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LCPS recognizes that student access to cellular phones and other electronic devices is common in 21<sup>st</sup> Century society; however, it is imperative that students and parents understand that there are appropriate and inappropriate times for the use of such devices. The policy for cellular phones and electronic devices is designed to ensure that the use of these items does not interfere with teaching and learning, or with maintaining a safe and orderly environment during the school day.

The Lunenburg County Public Schools will assume no responsibility in any circumstance for loss, destruction, damage, theft or charges made on monthly statements for a cellular phone or two-way communication device.

**Under no circumstances may students use any device to photograph, video record, or audio record any student, employee, or member of the public on school grounds unless they have permission from both the person(s) being photographed or recorded and a school official.**

Failure to adhere to this policy will result in a minimum consequence of the device being confiscated and used as evidence. Other consequences may apply pending the investigation as to the intent and reason for the willful disregard of the *Code of Student Conduct*.

## **Elementary Schools**

Cell phones are required to be off and out of sight, during regular school hours, on the bus, and during after school activities.

<b>Recommended Consequences</b>	
<b>First Offense</b>	Verbal warning or discretion of principal/ designee.
<b>Subsequent Offenses</b>	Confiscation of the phone, a parent contacted by an administrator, a parent must retrieve the phone.

## **Middle School and High School**

**By administrative discretion, cell phones or electronic devices may be retained until the following school day prior to retrieval by parents/guardians.** Teachers who confiscate devices must store the device in a safe place until the first available opportunity to deliver it to the main office for safekeeping and documentation. Confiscated devices can be retrieved during normal school office hours as designated by school staff.

### **Middle School**

Cell phones are required to be off and out of sight during regular school hours. If phones are in use during the school day, the consequences are listed below.

## **High School:**

High school students are permitted to have and use cell phones or other electronic devices before and after school dismissal on school board property. Additionally, students may use their devices during school hours in classrooms only if

1. The student and their parent/guardian have signed and returned the Bring Your Own Device (BYOD) Agreement Form **AND**
2. They have permission from their teacher for the specific instance.

**\* Refer to the BYOD policy on pages 91-101**

<b>Recommended Consequences</b>	
<b>First Offense</b>	Verbal warning. The policy will be explained to student for any future violations.
<b>Second Offense</b>	Confiscation of the phone, a parent notification, verbal warning, and the student may retrieve the phone at the end of the school day. If the student refuses to relinquish the phone, one (1) day of ISS. The policy will be explained to student for any future violations.
<b>Third Offense</b>	Confiscation of the phone, parent notification, and a disciplinary infraction entry into the student's conduct record. The parent may retrieve the phone from the school after three (3) consecutive school days and a conference with an administrator. If the student refuses to relinquish the phone, three (3) days of ISS. The policy will be explained to student for any future violations.
<b>Subsequent Offenses</b>	Repeated violations of these guidelines, after the third offense, will result in disciplinary actions that can range from Level 2 to Level 4. Confiscation of the phone, parent notification, and a disciplinary infraction entry into the student's conduct record. The parent may retrieve the phone from the school after five (5) consecutive school days. If the student refuses to relinquish the phone, five (5) days of ISS.

## **Use of Cellular Phones or other Electronic Devices during Assessments**

Test administration procedures are developed in order to help reduce measurement error and to increase the likelihood of fair, valid, and reliable assessments. Procedures that protect the security of the assessment help to maintain the meaning and integrity of the score scale for all students; therefore:

- Any student using an unauthorized electronic device during testing shall be deemed to have violated the Test Administration Procedures. For the purpose of this policy, "use" shall be defined as having any electronic device out and/or in view, whether on or off (including asleep), without direct authorization from the classroom instructor.
- Any student found in breach of the Test Administration Procedures, by using an unauthorized electronic device, shall receive a zero on the assessment. Furthermore, the device in use shall be confiscated and turned in to the main office with a written referral, in accordance with the *Code of Student Conduct*.

# Transportation

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**D3C/Cat. 2: Motor Vehicle Regulations (Bus)**

**D3C/Cat. 1: Drivers**

**D3C/Cat.1: Walkers/Property/Rights**

Proper behavior is required to, from, and at bus stops and while riding the bus to assure that the rights of others, are respected. School bus stops are considered school property. **Students are required to listen to and follow the directions of the bus driver.** Students must ride the bus to which they are assigned.

Temporary permission to ride an alternate bus must be granted, in writing, by the principal or designee. A responsible adult must be at home and visible for any child under ten (10) years of age to be dropped off at a bus stop. Otherwise the student will be returned to the school.

## **The School Bus**

Riding a school bus is a privilege. Students who violate the *Code of Student Conduct* and designated bus rules on the school bus may lose the privilege of riding the bus for a specified period of time or permanently. In addition, other consequences may apply. When the driver requires assistance to resolve a potentially harmful situation on the bus, the principal or designee of the school served by the driver will provide assistance.

Glass containers, inflated balloons, live animals, water guns, skateboards, toy weapons or weapons of any type are not allowed on the bus or at the bus stop. Only band instruments, school projects, required sports equipment, and backpacks that may be held in the student's lap may be carried on the bus. All provisions of this *Code* are in full effect on the school bus and include the following rules:

- Follow all directions from the driver and bus assistant
- Remain in your seat and keep all body parts inside of the bus
- No pushing, shoving, fighting or loud noises at any time
- No cursing, abusive or disrespectful language or yelling out of the window
- No eating, drinking, or use of tobacco products on the bus (see tobacco products definition)
- Do not litter, write on or damage the bus in any way
- Do not throw objects

## **Walkers/Property/Rights**

Students in elementary, middle, and high schools who live within close proximity to their respective school are required to arrive promptly at school. Elementary students must be 10 years old or older to walk to and from school. Parents are encouraged to identify and assist in the choice of a safe route. Student walkers are prohibited from violating the rights of others including homeowners, apartment dwellers, and businesses on their way to or from school.

## **Drivers**

Motorized vehicles of any type are not permitted as a means of transportation to and from school when driven by students enrolled in the elementary or middle schools of Lunenburg County. High school students who meet the requirements and accept the responsibilities of driving vehicles to school are permitted to do so. This privilege depends upon the student's compliance with the parking and vehicle regulations as prescribed by the high school, including consent to search. Students are assumed to have knowledge of and will be held responsible for all items in their vehicles. Failure to adhere to these

regulations could result in disciplinary action as listed in the recommended consequences of the *Code of Student Conduct*, including loss of driving privilege and having one's vehicle booted or towed from the premises at the operator's expense.

***Reminder: The Bus Stop is considered Lunenburg County Public School property; therefore, all Code of Student Conduct offenses committed at the bus stop shall receive the same consequence(s) as if committed in school.***

# **Behavior Interventions and Responses**

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Behavior modification is a useful tool for staff and parents in helping students to change an undesired behavior in order to start a desired behavior. While supporting students who exhibit undesired behavior, Lunenburg County Public Schools considers the ABC's of behavior in an effort to provide the student with Positive Behavior Interventions and Supports, also known as PBIS. The ABCs of behavior are:

**Antecedent** - what is triggering or going on prior to the behavior?

**Behavior** - what behavior is actually occurring?

**Consequences** - what consequence or event is occurring following the behavior?

The PBIS philosophy of Lunenburg County Public Schools is based on the premise that student behavior can be changed by focusing on the positives. LCPS staff is encouraged to reduce negative behavior by using positive reinforcement; which can be done by employing appropriate interventions and responses. The strategies and interventions that are implemented in LCPS are based on information from collected data and should decrease the number of negative behavior incidents through prevention.

Below is a list of some interventions and responses that are available to students, as well as, examples of interventions that may be implemented to support students who are exhibiting behaviors that violate this *Code of Student Conduct*.

## INTERVENTIONS & RESPONSES

The list below is neither exclusive nor all encompassing but reflective of the range of options available and utilized in changing student behavior.

<b>Apology/ Restitution</b>	The student makes amends for negative actions by taking responsibility to correct the problem created by the behavior through a verbal or written declaration of remorse.
<b>FBA/BIP</b>	A functional Behavioral Assessment to determine the root causes of student behavior followed by a Behavior Intervention Plan to address those root causes and outline clear, measurable action steps for teaching alternative behaviors.
<b>Check In/Check Out</b>	Daily contact with an assigned adult on campus. The student should see the adult before school starts each day as well as at the end of the day.
<b>Conference with Parent</b>	The teacher communicates with the student's parent(s) by phone, email, written notes, or in person about behavior.
<b>Conference with Student</b>	Private time with a student to discuss behavior interventions/ solutions. This can include direct instruction in or modeling of expected or desirable behaviors.
<b>Corrective Assignment/ Restitution</b>	The student completes a task that compensates for the negative action and triggers a desire not to revisit the negative behavior. (i.e., clean-up, helping another person).
<b>Daily Progress Sheet</b>	The teacher documents student behaviors daily on a pre-determined format that includes both positive and corrective notation.
<b>Detention</b>	Required attendance for a monitored period of time, generally after school, during lunch or Recess should not be utilized except in special situations.
<b>Home/School Plan</b>	The parent(s) and the teacher agree on a consistent approach. The plan should be consistent, emphasizing teaching and rewarding of appropriate behaviors and shared with the student by the teacher and parents.
<b>In-class separation from peers</b>	The predetermined consequence for breaking classroom rules of short duration (five (5) minutes or less, usually separated from the group, but remains in class) or brief withdrawal of attention and other reinforces (a time for the student to reflect on his or her action).
<b>Mentoring</b>	An agreed-upon adult or student who provides consistent support, guidance, and concrete help to a student who is in need of a role model.
<b>Morning Meeting</b>	A regularly scheduled structured class meetings to build student social skills and develop relationship under guided leadership from the teacher.
<b>Privilege Loss</b>	Incentives given for positive behavior are lost, (i.e., five (5) minutes off computer time).
<b>Reflective Assignment</b>	Help student realize why his/her misbehavior was wrong by asking him/her to compose a reflective essay.
<b>Response to Intervention</b>	A referral to the Response to Intervention team to review data on performance and make recommendations on programmatic and individual responses.
<b>Teacher/Re-teach Model</b>	Teach and model behavioral expectations that students are having difficulty with adherence



# Code Violation Categories

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Code Violation Categories offer school administrators guidance when determining the appropriate interventions, supports, and/or responses for student misconduct. Each category represents the maximum consequence permitted for specific code violations; however, depending on the circumstances, administrators *may* provide an intervention, support, or consequence from a lesser category.

*Please note for Categories 3, 4, & 5A: Elementary students (PK-3<sup>rd</sup> grade) may not be suspended for more than three (3) 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 local school board or the division superintendent or his/her designee finds that aggravating circumstances exist, as defined by the Department of Education.*

## **Category 1:**

Code violations under this category *shall* result in classroom supports, interventions, or minor consequences (ISS). Bus infractions may include suspensions from the bus.

## **Category 2:**

Code violations under this category *may* result in minor consequences or a suspension for a maximum of three (3) days.

## **Category 3:**

Code violations under this category *may* result in a suspension between one (1) and five (5) days.

## **Category 4:**

Code violations under this category *may* result in a suspension between one (1) and 10 days.

## **Category 5A:**

Code violations under this category *shall* result in suspension between 11 and 45 school days.

*The long-term suspension may extend beyond a 45-school-day period, if the division superintendent or his/her designee finds that (i) the offense involves a firearm or destructive device, firearm muffler or firearm silencer, or a pneumatic gun, drugs or serious bodily injury or (ii) the local school board or the division superintendent or his/her designee finds that aggravating circumstances exist, as defined by the Department of Education.*

**Category 5B:**

Code violations under this category *shall* result in a recommendation for expulsion.

In this *Code of Student Conduct*, each of the Code Violations include the *Code of Virginia's* offense code, the Lunenburg County Public Schools' Code Violation Category, as well as, the name of the actual violation/offense. School and district administrators will use these codes and categories to make decisions regarding student discipline, as well as, to document and analyze discipline data. Additionally, this *Code of Student Conduct* contains separate Code Violation sections dedicated to elementary and secondary students. LCPS believes that different levels of development warrant different levels of responsibility; therefore, the consequence may vary. See select examples below:

<b>Level(s)</b>	<b><i>Code of Virginia Offense Code</i></b>	<b>Code Violation Category</b>	<b>Violation/Offense</b>
Elementary	TF1	Cat. 3	Theft of School Property
Secondary	TF1	Cat. 4	Theft of School Property
Elementary & Secondary	A1T	Cat. 1	Excessive Absences

## CODE VIOLATION CATEGORIES, INTERVENTIONS & RESPONSES

These interventions aim to teach appropriate and alternative behavior, so students can learn and demonstrate safe and respectful behavior. The examples below are neither all-inclusive nor required to be exhausted. In every case, the staff should consider revisions to plans supporting students with special needs (Child Study, IEP or 504).

<b>Category 1</b>	<b>Examples of Classroom Interventions and Responses</b>	
	Teachers are encouraged to try a variety of teaching and classroom management strategies.	
	<ul style="list-style-type: none"> <li>• Establish relationships with students</li> <li>• Pair or group students into positive peer groups</li> <li style="padding-left: 20px;">Involve the student in an alternate activity</li> <li>• Verbal correction</li> <li>• Move to separate instructional area within the classroom</li> <li>• Reminders and redirection (e.g. role play)</li> <li>• Establish a buddy teacher system</li> <li>• Loss of classroom privileges</li> <li>• Seat change</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parent via telephone, email or text message to discuss concerns</li> <li>• Daily progress sheet on behavior (for student and/or parent)</li> <li>• Parent or guardian brings the student to school or class for informal pre-class refocusing</li> <li>• Teacher/student conference outside class time</li> <li>• Parent/teacher conference</li> <li>• Refer to office</li> <li>• Lunch detention</li> </ul>
	<b>Examples of Student Support Team Interventions and Responses</b>	
These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student's inappropriate or disruptive behavior.		
	<ul style="list-style-type: none"> <li>• A parent or guardian notification</li> <li>• Conflict resolution</li> <li>• Peer mentoring</li> <li>• In-school suspension w/restorative practices</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the school-based health clinic</li> <li>• Referral to community resources;</li> <li>• Develop behavioral contract</li> <li>• Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP).</li> <li>• Develop Behavior Support Plan (BSP) for GenEd</li> </ul>
<b>Category 2</b>	<b>Examples of Administrative Interventions and Responses</b>	
	These interventions involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. These interventions may involve the short-term removal of a student from the classroom environment because of the severity of the behavior. The duration of any short-term suspension is to be limited as much as possible while adequately addressing the behavior, but may not exceed three (3) school days.	
	<ul style="list-style-type: none"> <li>• Change in schedule or class</li> <li>• Parent or guardian notification by an administrator</li> <li>• Loss of privileges including bus privileges</li> <li>• Mentoring</li> <li>• In-school suspension w/restorative practices</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution (for loss or damage)</li> <li>• Short-term suspension (1 to 3 days)</li> <li>• Detention within the school</li> <li>• Conflict resolution</li> <li>• Conduct FBA/BIP</li> <li>• Develop BSP</li> </ul>
<b>Category 3</b>	<b>Examples of Suspension and Responses</b>	
	These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of any short-term suspension is to be limited as much as possible while adequately addressing the behavior, but may not exceed 5 school days (may not exceed 3 days for PK-3).	
	<ul style="list-style-type: none"> <li>• Parent or guardian notification by an administrator</li> <li>• Short-term suspension (1 to 5 days)</li> <li>• Conduct Functional Behavioral Assessment and develop a Behavior Intervention Plan (FBA/BIP).</li> <li>• Develop Behavior Support Plan (BSP)</li> <li>• Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to substance abuse counseling</li> <li>• Referral to community resources</li> <li>• Referral to an alternative program</li> </ul>
<b>Category 4</b>	<b>Example of Extended Suspension and Responses</b>	
	These interventions involve the removal of a student from the school environment because of the severity and/or frequency of the behavior(s). They may involve the placement of the student in a safe environment that provides additional structure to address the behavior. These interventions focus on monitoring the safety of the school community and ending self-destructive and dangerous behavior. Short-term suspension within this category is reserved for 1-10 days and may not exceed 10 consecutive days (may not exceed 3 days for PK-3).	
	<ul style="list-style-type: none"> <li>• A parent or guardian notification</li> <li>• Alternative education placement</li> <li>• Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP).</li> <li>• Develop a Behavior Support Plan (BSP)</li> </ul>	<ul style="list-style-type: none"> <li>• Short-term suspension (1-10 days) for elementary-age and students with disabilities (may not exceed 3 days for PK-3).</li> <li>• Short-term suspension (6-10 days) for secondary.</li> <li>• Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc</li> </ul>

<b>Referral to the Discipline Review Team;            Long-term Suspension or Expulsion</b>		
<b>Category 5A</b>	<ul style="list-style-type: none"> <li>• Long-term Suspension between 11 and 45 school days (see p. 18).</li> <li>• Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc.</li> <li>• Return to the school setting with additional supports.</li> </ul>	<ul style="list-style-type: none"> <li>• Placement in alternative education setting * Hearing before Discipline Review Committee</li> <li>• Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP)</li> <li>• Develop Behavior Support Plan (BSP), when appropriate</li> </ul>
<b>Category 5B</b>	<ul style="list-style-type: none"> <li>• Expulsion Hearing before School Board</li> <li>• Placement in an alternative education setting</li> <li>• Additional supports may be provided throughout the expulsion period.</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc.</li> </ul>

# **Elementary**

## **Code Violations**

# 1

## Attendance

(Elementary)

**D8C/Cat. 1: Excessive Tardiness and/or Absences**

**D8C/Cat. 1: Truancy**

**D8C/Cat. 1: Leaving Without Permission**

### **A. Compulsory Attendance**

Virginia Compulsory Attendance laws indicates every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, cause such child to attend a public school or a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § 22.1-254.1

#### Exceptions to Compulsory Attendance

The following list represents alternate ways to meet the standard for compulsory attendance. Each of these alternatives has a procedure that must be approved by either the Lunenburg County School Board or the Director of Administrative Services.

1. Homebound instruction for medical leaves or as an alternative placement
2. Home Instruction or Homeschooling
3. Religious Exemptions from compulsory attendance
4. Individualized Student Alternative Education Program (ISAEP)
5. GED preparatory program

### **B. Truancy**

"Truancy" refers to unexcused absences from school.

When a student has accumulated five (5) unexcused absences then direct contact is made with the parent in person, through a telephone conversation, or through the use of other communications devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. A meeting will occur to develop a plan to resolve the student's nonattendance. If the student is absent for more than one (1) additional day after a plan has been developed to resolve the absences, a school conference will be held with the administrator or his/her designee, parent or guardian, and the student (if appropriate). The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether the parent approves of the conference.

The conference team will monitor the student's attendance and may meet again as necessary to address concerns and plan additional interventions. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or his designee shall make a referral to the attendance officer.

Upon receipt of a referral, the attendance officer will schedule a conference with the student and his/her parent or guardian within 10 school days. Following this conference, the attendance officer may file a complaint with the Juvenile and Domestic Relations District Court, alleging the pupil is a child in need of supervision or institute proceedings against the parent.

All student absences are considered unexcused unless the parent sends a written note to provide a justifiable reason for the absence within 3 days of the child's return to school. Acceptable excuses include the following:

- Illness of student (if over 2 days, a doctor's note may be required)
- Death in the family
- Special and recognized religious holidays
- Extenuating circumstances which are determined by the school administration

**A written statement by a physician may be required when a student misses more than 10 days during the school year because of illness.**

### **C. Chronic Absenteeism**

Chronic Absenteeism incorporates all absences: excused, unexcused, and suspensions. The focus is on the academic consequences of this lost instructional time and on preventing absences, before students miss so much school that they fall behind. It also recognizes that students miss school for many understandable issues. The VDOE considers a student chronically absent if they are missing 10 percent or more of the school year regardless of the reason. That is about two days a month, or 18 days in a school year.

### **D. Excessive and Unexcused Tardiness or Absences to School or Class**

It is the legal responsibility of parents or guardians to ensure that students arrive at school on time and attend all assigned classes every day. Absence from class includes late arrival, early dismissal, or is missing from any class. Justifiable reasons for non-attendance should be submitted to the school for each absence, late arrival, or class absence. Unexcused tardiness and/or skipping class can be considered violations of compulsory attendance.

### **E. Leaving School Property without Permission**

Once a student arrives on school property, he/she may not leave without administrative permission prior to the end of the regularly scheduled day. Students with early dismissals must sign out prior to leaving school. High school students with written authorization from a parent or legal guardian may sign themselves out; however, a parent or legal guardian, who may be required to show a picture ID card, must sign out elementary/middle school students.

# 2

## Substance Abuse

(Elementary)

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

### A. Alcohol

#### 1. Use/Possession of Alcohol

**AC1/Cat.3: Alcohol Use**

**AC2/Cat.2: Alcohol Possession**

Students shall not use, be under the influence of, or have in their possession any alcoholic beverages on school property or at any school-sponsored event.

#### 2. Possession with Intent to Sell or Distribute

**AC3/Cat. 3: Alcohol Sales/Distribution**

Students shall not possess alcohol or alcoholic beverages with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school on school property or at a school-sponsored event.

### B. Drugs

#### 1. Possession/Use

**DG1/Cat.3: Schedule I & II Drug Use (e.g., heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, Oxycontin®, etc. including controlled substance analogs and cannabimimetic agents)**

**DG2/Cat.3: Schedule I & II Drug Possession (includes controlled substance analogs and cannabimimetic agents)**

**DG5/Cat. 2: Synthetic Marijuana Use or Possession**

**DG7/Cat. 3: Marijuana Use**

**DG8/Cat. 2: Marijuana Possession**

**D10/Cat. 3: Other Drug Use/Possession (includes cannabimimetic agents)**

**D11/Cat. 2: Other Drug or Paraphernalia Possession (includes cannabimimetic agents)**

**D15/Cat. 2: Possession of Inhalants**

**D16/Cat. 3: Use of Inhalants**

**D17/Cat. 2: Substances Represented as Drugs (Look-alikes)**

**D20/Cat. 3: Anabolic Steroid/Use and Possession**



Students shall not use, be under the influence of, or have in their possession any alcohol, drugs and/or drug paraphernalia on school property or at any school-sponsored event.

Certain circumstances will warrant a recommendation for expulsion; however, the following consequences will apply:

### **First Offense Consequence**

Refer the incident to an administrative school hearing chaired by the building principal and/or designee.

- (a) Absences as a result of out of school suspension will be unexcused, with no right to make up missed work.
- (b) The parents may enroll the student in a community drug counseling program of their choice and sign permission to share information between the school and the program

### **Subsequent Drug and/or Alcohol Abuse Offenses Consequence (Cumulative within 3 years)**

In addition to any of the penalties described under possession, the following **will be** implemented.

- (1) Discipline Review Committee
- (2) **POSSIBLE RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION**

*A prior drug and/or alcohol offense that resulted in expulsion will be regarded as a “First Offense” for the purposes of determining whether the consequence for a “Subsequent Drug and/or Alcohol Offense” is applicable.*

## **2. Possession with Intent to Sell or Distribute**

- DG3/Cat. 5A: Schedule I & II Drug Sale/Distribution**
- DG6/Cat. 5A: Synthetic Marijuana Distribution and Sale**
- D6G/Cat. 4 or 5A: Over-the-Counter/Prescription Medication/Sale/Distribution**
- DG9/Cat. 5A: Marijuana Sale/Distribution**
- D12/Cat. 5A: Other Drug Sale/Distribution (includes cannabimimetic agents)**
- D17/Cat. 4: Substances Represented as Drugs (Look-Alikes)**
- D19/Cat. 5A: Anabolic Steroid Sale/Distribution**
- DR3/Cat. 5A: Drug violations of prescription drugs, theft, or attempted theft of prescription drugs**

Students shall not possess drugs or drug paraphernalia with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school on school property or at a school-sponsored event.

Students shall not manufacture, distribute, intend to distribute, or possess any of the following: drugs (including anabolic steroids and includes cannabimimetic agents, chemicals, or look-alike/imitation drugs, or chemicals on school property or at a school- sponsored event.

**3. Possession or use of Medication and Prescription Drugs**

**D4G/Cat. 3: Over-the-Counter Medication Use**

**D5G/Cat. 2: Over-the-Counter Medication Possession**

**DR3/Cat. 3: Drug violations of prescription drugs, theft, or attempted theft of prescription drugs**

In order that school authorities will know what medicine a student is taking in case of an emergency and in order to prevent trafficking of drugs, no student shall have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use. The student shall not take medication and prescription drugs to school. A parent or guardian is required to take all such items to the school's clinic for documentation.

# 3

## **Dangerous Objects and Firearms (Elementary)**

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>W1P/Cat. 2:</b>	<b>Possession of Ammunition</b>
<b>W2P/Cat. 3:</b>	<b>Possessing or Bringing to School or a School-Sponsored Event any Substance Used as a Weapon (Mace, Tear Gas, or Pepper Spray)</b>
<b>WP0/Cat. 3:</b>	<b>Possession of Pneumatic Weapon (BB Gun, Paintball Gun, or Pellet Gun)</b>
<b>WP1/Cat. 5A:</b>	<b>Possession of Firearm</b>
<b>WP2/Cat. 5A:</b>	<b>Possession of a Shotgun or Rifle</b>
<b>W3P/Cat. 3:</b>	<b>Bringing a Toy/Look-alike Gun to School or School Event</b>
<b>WP4/Cat. 4 or 5A:</b>	<b>Possession of Weapon That Expels a Projectile (By action of explosion or combustion)</b>
<b>WP5/Cat. 4:</b>	<b>Possession of a Knife (Blade 3 inches or longer)</b>
<b>W9P/Cat. 3:</b>	<b>Bringing Fireworks, Firecrackers or Stink Bombs to School or School Event</b>
<b>WP6/Cat. 4 or 5A:</b>	<b>Possession of Explosive Device or a Bomb</b>
<b>WP7/Cat. 4 or 5B:</b>	<b>Use of Explosive Device or a Bomb</b>
<b>WP8/Cat. 5A:</b>	<b>Possession of Other Firearms</b>
<b>WP9/Cat. 4 or 5A:</b>	<b>Possession of Other Weapons</b>
<b>W8P/Cat. 3:</b>	<b>Bringing Razor Blades/Box Cutter to School or School Event</b>
<b>WS1/Cat. 4:</b>	<b>Possession of Stun Gun</b>
<b>WT1/Cat. 4:</b>	<b>Possession of Taser</b>

In accordance with § 22.1-277.07 of the Code of Virginia, a student who is determined to have possessed a firearm or an air rifle or BB gun on school property, in a school division vehicle, or at a school-sponsored event may be expelled for no less than one calendar year (365 days). The Superintendent, his/her designee, or the School Board may determine, based on the facts of the particular case, that special circumstances exist and no disciplinary action or another disciplinary action is appropriate.

In a case of recommended expulsion, all items confiscated should be safely and properly secured and will be turned over to the School Resource Officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

*Each student who attends school in Lunenburg County has the right to learn in a safe environment with others who respect his/her well-being. The following categories are considered extremely serious violations, which threaten a suitable and secure learning environment:*

- A. The possession of dangerous objects is prohibited. Dangerous objects include the representation of items commonly understood to be inappropriate to school activities. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, knives, box cutters, other sharp objects, Chinese stars, mace, firecrackers, fireworks, stink bombs, etc. Also included is the misuse of

commonplace objects, including but not limited to keys, locks, etc. Violation of this rule may result in a recommendation for expulsion.

- B. The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property or at a school-sponsored event.
- C. The objects noted in A and B used or intended to intrude on the security and safety of fellow students and school personnel **WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- D. The possession, use, or representation of a firearm, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity, is prohibited unless specifically authorized by school officials. Firearms, which meets the definition of firearm in the *Code of Virginia*. **VIOLATION OF THIS WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- E. The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials.
- F. Possession of a Pneumatic Weapon (includes pellet guns, BB guns, CO2 air pistols, stun weapons, paintball guns, and any other device utilizing air driven projectiles) will result in a recommendation for expulsion.

# 4

## **Disruptive Behavior**

**(Elementary)**

<b>D5C/Cat. 1:</b>	<b>Classroom or Campus Disruption</b>
<b>D6C/Cat. 1:</b>	<b>Using Obscene or Inappropriate Language or Gestures</b>
<b>D8C/Cat. 1:</b>	<b>Minor Insubordination</b>
<b>GA1/Cat. 2:</b>	<b>Gang Activity (Cat. 3 - for a subsequent offense)</b>
<b>G1B/Cat. 1:</b>	<b>Gambling</b>
<b>RG1/Cat. 4:</b>	<b>Inciting a Riot</b>
<b>RG2/Cat. 3:</b>	<b>Attempting to Incite a Riot</b>
<b>S1V/Cat. 2:</b>	<b>Inappropriate Personal Property</b>
<b>S3V/Cat.1:</b>	<b>Other School Code Violation</b>
<b>BO4/Cat. 3:</b>	<b>Setting Off False Fire Alarm</b>
<b>C1M/Cat. 1:</b>	<b>Electronic Devices</b>
<b>C2M/Cat.1:</b>	<b>Cellular Telephones</b>
<b>C3M/Cat.1:</b>	<b>Other Electronic Devices</b>
<b>D1C/Cat. 1:</b>	<b>Disrespect (walking away, etc.)</b>
<b>D2C/Cat. 1:</b>	<b>Defiance (refuses to follow directives)</b>
<b>D3C/Cat. 1:</b>	<b>Disruptive Demonstrations</b>
<b>D4C/Cat. 1:</b>	<b>Possession of Obscene or Disruptive Literature</b>

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities, is prohibited. Any communication or activity committed outside of the school setting that interrupts or interferes with the school day is also prohibited, and subject the *Code of Student Conduct*.

- A. Any event, action, or statement, which relies on chance for the monetary advantage of one participant at the expense of others, is gambling. This violation includes exchanging items of value, as well as currency, and extends to keeping score for later settlement.
- B. The possession or distribution of print or electronic materials, which are obscene, violent, inappropriate, or significantly disruptive to the educational process, is prohibited. Included are inappropriate student expression, sexting, threats, hit lists, distribution of unauthorized literature, and illegal assembly.
- C. Verbal assault is cursing, threatening, using abusive language, or written remarks intended to demean or harm a student, staff member, or visitor and is prohibited. This violation includes, but is not limited to: actions, displays, or written material of an obscene, violent, or inappropriate nature and the wearing of clothing or adornments, including inappropriate jewelry, which themselves convey either

violent or sexually suggestive messages or offensive statements towards school personnel and/or students (i.e., vulgar language).

- D. Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/volunteers, or law enforcement officers is considered insubordination. Also included is disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers.
- E. Other activities which disrupt the orderly functions of the school include, but are not limited to: demonstrating hostile or disruptive behavior, repeated offenses/violations of the *Code of Student Conduct*, unauthorized fraternities or secret societies, unauthorized sales by students, possession of inappropriate toys, inappropriate use of school lockers and facilities, setting off false fire alarms, and compromising school safety (propping doors open for easy access, opening doors for individuals instead of making them enter through the main entrance, etc.)/
- F. Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). Section 16.1 260.G. of the *Code of Virginia* requires an intake officer to report to the division superintendent any student against whom a petition is filed for certain offenses including, prohibited criminal street gang activity pursuant to § 18.2-46.2. and recruitment of other juveniles for a criminal street gang activity pursuant to § 18.2-46.3.

# 5

## Assault/Fighting/Threats

**(Elementary)**

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>BA1/Cat. 5B:</b>	<b>Battery/Assault (Staff with Weapon)</b>
<b>BA2/Cat. 4 or 5A:</b>	<b>Battery/Assault (Staff no Weapon)</b>
<b>BA3/Cat. 5A:</b>	<b>Battery/Assault (Student with Weapon)</b>
<b>BA4/Cat. 4 or 5A:</b>	<b>Battery/Assault (Student no Weapon)</b>
<b>BA5/Cat. 5A:</b>	<b>Malicious Wounding (No Weapon)</b>
<b>BA6/Cat. 4:</b>	<b>Battery/Assault (No Injury)</b>
<b>BO1/Cat. 3:</b>	<b>Bomb Threat</b>
<b>BO2/Cat. 3:</b>	<b>Chemical/Biological Threat</b>
<b>BO3/Cat. 3:</b>	<b>Terrorist Threat</b>
<b>BO4/Cat. 3:</b>	<b>False Fire Alarm</b>
<b>ET1/Cat. 2:</b>	<b>Extortion</b>
<b>ET2/Cat. 2:</b>	<b>Attempted Extortion</b>
<b>FA2/Cat. 2:</b>	<b>Fighting-No/Minor Injury (Multiple offenses may result in consequences up to a Cat. 3)</b>
<b>F1T/Cat. 2:</b>	<b>Minor Physical Altercation</b>
<b>H1Z/Cat. 3:</b>	<b>Hazing</b>
<b>ST1/Cat. 2:</b>	<b>Stalking</b>
<b>TI1/Cat. 4:</b>	<b>Threat/Intimidations (Staff)</b>
<b>TI2/Cat. 4:</b>	<b>Threat/Intimidations (Student)</b>

Students and school personnel are entitled to a school environment free from threat, aggression, and assault.

- A. Actions, comments, or written messages intended to cause others to fight or which may result in a fight are prohibited.
- B. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.
- C. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a student or school personnel of his/her rights is prohibited.
- D. Fighting involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions, which may result in the danger of harm or injury to either party, bystanders, or school property.

- E. The willful use of physical violence, which is intended to result in bodily injury, or the use of a dangerous object in an effort to cause bodily injury is prohibited.
- F. The assault upon a School Board employee, School Resource Officer, Police Officer, School Security Officer, school personnel, or volunteer is prohibited. VIOLATION OF THIS RULE MAY RESULT IN A RECOMMENDATION FOR EXPULSION.
- G. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a School Board employee, School Resource Officer, Police Officer, School Security Officer, school personnel, or volunteer, of his/her rights, or demonstrating hostile acts, is prohibited.
- H. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- I. Cursing, threatening, using abusive language, bullying, and cyberbullying (as further defined in this *Code*), teasing, hazing, or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, electronic (through any social chat rooms, web space, telephones, or text messaging), threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.
- J. Unsafe conduct, which endangers either oneself or others, is prohibited.



# 6

## Integrity/Honesty

**(Elementary)**

**S2V/Cat. 1: Misrepresentation**

**S2V/Cat. 1: Cheating**

**S2V/Cat. 1: Plagiarism**

Students are expected to perform honestly through the production of their own work. They should also demonstrate respect for the belongings and rights of others, including, but not limited to, staff members and volunteers.

The following acts are prohibited:

- A. Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- B. Plagiarism includes using or copying the language, structure, idea, and/or thought of another and representing it as one's own original work.
- C. Falsification includes, but is not limited to, a verbal, written, electronic transmission (i.e., emails, images), or the use of forgery or counterfeiting.
- D. Attempting any of the above infractions may be treated in the same manner as if the infraction had been completed.
- E. Unauthorized use of technology and information accessed through technology without permission is prohibited as specified in the "Technology and the Internet" section on pages 80-89. Student files may be subject to search.
- F. Willful or malicious false accusations/reports against school personnel or other students.

# 7

## **Larceny/Theft**

**(Elementary)**

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>BK1/Cat. 3:</b>	<b>Actual Burglary</b>
<b>BK2/Cat. 3:</b>	<b>Attempted Burglary</b>
<b>RB1/Cat. 5A:</b>	<b>Actual Robbery</b>
<b>RB2/Cat. 4 or 5A:</b>	<b>Attempted Robbery</b>
<b>TF1/Cat. 3:</b>	<b>Theft of School Property</b>
<b>TF2/Cat. 3:</b>	<b>Theft of Staff Property</b>
<b>TF3/Cat. 3:</b>	<b>Theft of Student Property</b>
<b>TF4/Cat. 3:</b>	<b>Possession of Stolen Property</b>
<b>TF6/Cat. 3 or 4:</b>	<b>Attempted Theft or Theft of Motor Vehicle</b>

Lunenburg County Public School students are expected to respect the rights and property of others.

**The following acts are also prohibited:**

- A. Stealing another person's possessions without right or permission. The possession of stolen property is considered theft.
- B. Any theft of money or personal or public property of significant value and/or theft involving breaking and entering, including lockers (includes unauthorized or illegal use of computer services).

# 8

## **Tobacco Products**

**(Elementary)**

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<b>TC1/Cat. 2:</b>	<b>Tobacco Use</b>
<b>TC2/Cat. 2:</b>	<b>Tobacco Possession</b>
<b>TC3/Cat. 3:</b>	<b>Tobacco Sales/Distribution</b>
<b>T4B/Cat. 2:</b>	<b>Bringing Tobacco Paraphernalia to School or School Event</b>
<b>TB2:</b>	<b>Electronic cigarettes/possession/use/sale/distribution</b>
<b>D17:</b>	<b>Substances represented as drugs (look-alikes)</b>

The law requires all school buildings to be smoke-free.

All students are prohibited from the use and possession of tobacco products, to include smokeless tobacco, matches, electronic cigarettes and vaporizers, hemp or hemp related products, and lighters on school property. This prohibition includes all school-related locations and activities (i.e., bus stops, school buses, extracurricular activities, school-sponsored events, etc.).

# 9

## **Trespassing**

**(Elementary)**

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**TR1/Cat. 2:                    Trespassing**

Students, patrons, and school personnel are expected to have the appropriate authorization to be on School Board property.

- A. Any student who has been suspended or expelled from attendance will be considered a trespasser if he/she appears on any Lunenburg County Public Schools property, or at any Lunenburg County Public Schools activity, during the suspension/expulsion period. Violation of this section will be considered an additional infraction and will require a separate consequence.
- B. Students who arrive at school before school opens or remain after the close of their school day without a specific need or appropriate authorization and supervision will be considered trespassers.
- C. Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so will be considered trespassing.
- D. No student or other person may attend or visit a Lunenburg County school as a guest during the regular school day without authorization from the school's administration.

# 10 **Vandalism**

**(Elementary)**

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**VN1/Cat. 2: Vandalism of School Property (Cat. 3, depending on cost of repair/replacement)**

**VN2/Cat. 2: Vandalism of Private Property (Cat. 3, depending on cost of repair/replacement)**

**VN3/Cat. 2: Graffiti (Cat. 4, if gang related)**

Members of the school community are entitled to enjoy property free from the abuse of others.

Vandalism is the willful marring, defacing, or destruction of School Board property, including leased property or any employee's or other person's property. This section includes but is not limited to: the buildings, both exteriors and interiors thereof, books, computer equipment and software, school buses, private automobiles, school grounds, and property as designated above.

# **11** Sexual Harassment/Inappropriate Sexual Behavior

(Elementary)

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>SX0/Cat. 4:</b>	<b>Sexual Harassment - (Cat. 5A for subsequent offenses)</b>
<b>SX1/Cat. 4:</b>	<b>Offensive Sexual Touching - Staff (Cat. 5A for subsequent offenses)</b>
<b>SX2/Cat. 4:</b>	<b>Offensive Sexual Touching -Student (Cat. 5A for subsequent offenses)</b>
<b>SX3/Cat. 5B:</b>	<b>Forcible Assault/Rape (Staff)</b>
<b>SX4/Cat. 5B:</b>	<b>Forcible Assault/Rape (Student)</b>
<b>SX5/Cat. 5B:</b>	<b>Attempted Forcible Assault/Rape (Staff)</b>
<b>SX6/Cat. 5B:</b>	<b>Attempted Forcible Assault/Rape (Student)</b>
<b>SX7/Cat. 4:</b>	<b>Sexual Offenses (Consensual)</b>
<b>SX8/Cat. 5A:</b>	<b>Aggravated Sexual Battery</b>
<b>SB1/Cat. 5A:</b>	<b>Sexual Battery (Staff)</b>
<b>SB2/Cat. 5A:</b>	<b>Sexual Battery (Student)</b>

It is the policy of the Lunenburg County School Board to maintain a working and learning environment, which provides for fair and equitable treatment, including freedom from sexual harassment, for all its employees and students.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

It is prohibited for any student or employee, male or female, to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature. Conditions may include, but are not limited to:

- A. submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
- B. such conduct creates an intimidating, hostile, or offensive working or learning environment; or
- C. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Examples of activities, which constitute sexual harassment, include, but are not limited to:

- A. unwelcome leering, sexual flirtations, or propositions;
- B. unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- C. graphic comments about an individual's body or overly personal conversation; (4) targeted sexual jokes, stories, drawings, pictures, or gestures toward others; (5) spreading sexual rumors;
- D. inappropriate or suggestive sexual gestures; (7) cornering or blocking of normal movements
- E. displaying sexually suggestive objects in an educational environment; or (9) displaying sexually explicit behavior.

Any student who believes that he or she has been subjected to sexual harassment by another student or staff member should immediately file a complaint of the alleged act with the principal. The principal shall request that the complaint is in writing. The principal shall investigate the complaint and work towards a resolution of the matter. The principal must immediately report the complaint of the alleged incident to the Discipline Review Committee. The written complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report summarizing the investigation and stating any conclusions or recommendations shall be documented at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any student who is found after an investigation to have engaged in sexual harassment of another student or staff member will be subject to disciplinary action appropriate to the offense from a short-term suspension up to a recommendation for expulsion.

# 12 Technology and the Internet (Elementary)

- T1C/Cat. 1: Unauthorized Use of Technology or Information**
- T2C/Cat. 2: Causing/Attempting to Cause Damage to Computer Software or**
- T3C/Cat. 1: Files Violations of Acceptable Usage Policy**
- T4C/Cat. 2: Violations of Internet Policy**

Technology includes, but is not limited to computers, electronic devices, software, the Internet, social networks, email, and web pages. All LCPS users are responsible for the appropriate use of all technology to which they have access, even if such use takes place off school property or after school hours.

Technology is constantly in flux. However, the security, safety of, and opportunity for our students and staff is paramount. Students and staff are encouraged to use school division technologies in support of teaching and learning, recognizing that there is an inherent responsibility to protect oneself, others, and property in the process. To minimize risk, LCPS employs a number of tools and monitoring technologies, such as filters, designed to comply with relevant laws as well as to create a reasonable expectation of safety. It is ultimately up to each individual student or staff member to be responsible for his or her use of these networks and to understand the specific policies herein as they pertain to computer, network and Internet use.

**Refer to pages 80-89 for guidelines on the use of Technology & the Internet.**



# 13 Arson: Actual/Attempted (Elementary)

**AS1/Cat. 5A or 5B:**

**Arson: Actual**

**AS2/Cat. 5A:**

**Arson: Attempted**

**AS3/Cat. 5A:**

**Lighted Firecrackers, Cherry Bombs, Stink Bombs (That Contribute to a Damaging Fire)**

In a case of recommended expulsion, all items confiscated should be safely and properly secured and will be turned over to the School Resource Officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

- A.** The use, intent to use, or threat to use an explosive, including but not limited to: fireworks, cherry bombs, smoke/stink bombs, or any device contributing to a fire or representation of an explosive device, including a bomb threat, is prohibited. These actions include bringing, receiving, and/or storing the items on school property or at a school-sponsored event.
- B.** The use or intent to use any material (matches, lighters, etc.) which may result in a fire on school property or setting fire to the property of students, staff, or volunteers is prohibited unless specifically authorized by school officials.

# 14 Bullying/Harassment

(Elementary)

*LCPS takes bullying seriously; therefore, additional offenses under this category may warrant more serious consequences.*

**BU1/Cat. 2 or 3:                   Bullying**

**BU2/Cat. 2 or 3:                   Cyberbullying**

**HR1/Cat. 2 or 3:                   Harassment (Non-Sexual) - physical, verbal, or psychological**

**(Sexual Harassment refer to *Code Violation 11*)**

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to: physical, verbal, or written intimidation, taunting, name-calling, insults, lies, rumors, social exclusion or isolation, threatening body posture, money or possessions taken or damaged, being threatened or forced to do things, and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or physical abilities or characteristics, or intellectual ability, or associates of the targeted person or group. Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time and an imbalance of power or strength is considered bullying and will not be tolerated.

- A. Repeated, unwanted, negative overtures or actions over time toward a person or persons are prohibited.
- B. Repeated bullying methods (repeated) such as verbal abuse, social exclusion or isolation, physical abuse, intimidation, lies, rumors, sexual inferences, robbery, damaged personal items, threats, racial attacks, and bullying through electronic devices will not be tolerated.
- C. Electronic bullying and/or cyberbullying related activity of any nature and that which is obscene, pornographic, threatening, or otherwise inappropriate, including (but not limited to) email, instant messaging, web pages, and use of hardware and/or software which substantially disrupts or interferes with the safety and welfare of the school and its students, are strictly prohibited, even if such uses/actions take place off school property (i.e., home, business, private property, etc.) Refer to cyberbullying definition on page 71.
- D. The principal or his/her designee is directed to notify the parent(s) of any student involved in an alleged incident of bullying and of the status of any investigation within five (5) school days of the allegation of bullying.
- E. All aspects of the Acceptable Use Policy/Regulation apply to this section on bullying.
- F. Conveying by gestures, notes, or verbal comments with the intent to cause bodily/emotional injury or to deprive a student of his rights is prohibited.
- G. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.

H. Cursing, using abusive language, teasing, hazing (as further defined on page 69), or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, physical or mental teasing, a threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

# **Secondary**

## **Code Violations**

# 1

## Attendance

(Secondary)

- D8C/Cat. 1:            **Excessive Absences**
- D8C/Cat. 1:            **Truancy**
- D8C/Cat. 1:            **Leaving Without Permission**

### A. Compulsory Attendance

Virginia Compulsory Attendance laws indicate every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, cause such child to attend a public school or a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § 22.1-254.1

### Exceptions to Compulsory Attendance

The following list represents alternate ways to meet the standard for compulsory attendance. Each of these alternatives has a procedure that must be approved by either the Lunenburg County School Board or the Director of Student Support Services.

1. Homebound instruction for medical leaves or as an alternative placement
2. Home Instruction or Homeschooling
3. Religious Exemptions from compulsory attendance
4. Individualized Student Alternative Education Program (ISAEP)
5. GED preparatory program

### B. Truancy

"Truancy" refers to unexcused absences from school.

When a student has accumulated five (5) unexcused absences then direct contact is made with the parent in person, through a telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued truancy. A meeting will occur to develop a plan to resolve the student's nonattendance. If the student is absent for more than one (1) additional day after a plan has been developed to resolve the absences, a school conference will be held with the administrator or his/her designee, parent or guardian and the student (if appropriate). The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether the parent approves of the conference.

The conference team will monitor the student's attendance and may meet again as necessary to address concerns and plan additional interventions. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or his designee shall make a referral to the truancy officer.

Upon receipt of a referral, the truancy officer will schedule a conference with the student and his/her parent or guardian within 10 school days. Following this conference, the truancy officer will file a complaint with the Juvenile and Domestic Relations District Court, alleging the pupil is a child in need of supervision or in institute proceedings against the parent.

All student absences are considered unexcused unless the parent sends a written note to provide a justifiable reason for the absence within 3 days of the child's return to school. Acceptable excuses include the following:

- Illness of student (if over 2 days, a doctor's note may be required)
- Death in the family
- Special and recognized religious holidays
- Extenuating circumstances which are determined by the school administration

### **C. Chronic Absenteeism**

Chronic Absenteeism incorporates all absences: excused, unexcused, and suspensions. The focus is on the academic consequences of this lost instructional time and on preventing absences, before students miss so much school that they fall behind. It also recognizes that students miss school for many understandable issues. The VDOE considers a student chronically absent if they are missing 10 percent or more of the school year regardless of the reason. That is about two days a month, or 18 days in a school year.

### **D. Excessive and Unexcused Tardiness or Absences to School or Class**

It is the legal responsibility of parents or guardians to ensure that students arrive at school on time and attend all assigned classes every day. Absence from class includes late arrivals, early dismissals, or missing from any class. Justifiable reasons for non-attendance should be submitted to the school for each absence, late arrival, or class absence. Unexcused tardiness and/or skipping class are considered violations of compulsory attendance.

### **E. Leaving School Property without Permission**

Once a student arrives on school property, he/she may not leave without administrative permission prior to the end of the regularly scheduled day. Students with early dismissals must sign out prior to leaving school. High school students with written authorization from a parent or legal guardian may sign themselves out; however, a parent or legal guardian who may be required to present a picture ID card when picking a student up from any school must sign out elementary/middle school students.

# 2

## Substance Abuse

(Secondary)

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

### A. Alcohol

#### 1. Use/Possession of Alcohol

**AC1/Cat.4: Alcohol Use**

**AC2/Cat. 4: Alcohol Possession**

Students shall not use, be under the influence of, or have in their possession any alcoholic beverages on school property or at any school-sponsored event.

#### 2. Possession with Intent to Sell or Distribute

**AC3/Cat. 5B: Alcohol Sales/Distribution**

Students shall not possess alcohol or alcoholic beverages with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school on school property or at a school-sponsored event.

### B. Drugs

#### 1. Possession/Use DG1/Cat. 5B:

**DG2/Cat. 5B: Schedule I & II Drug Use (e.g., heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, Oxycontin®, etc. includes controlled substance analogs and cannabimimetic agents)**

**DG5/Cat. 4: Schedule I & II Drug Possession (includes controlled substance analogs and cannabimimetic agents)**

**DG7/Cat. 4: Synthetic Marijuana Use or Possession Marijuana Use**

**DG8/Cat. 4: Marijuana Possession**

**D10/Cat. 4: Other Drug Use/Possession (includes cannabimimetic agents)**

**D11/Cat. 4: Other Drug or Paraphernalia Possession (includes cannabimimetic agents)**

**D15/Cat. 4: Possession of Inhalants**

**D16/Cat. 4: Use of Inhalants**

**D17/Cat. 4: Substances Represented as Drugs (Look-alikes)**

**D20/Cat. 4: Anabolic Steroid/Use and Possession**

Students shall not use, be under the influence of, or have in their possession any drugs and/or drug paraphernalia on school property or at any school-sponsored event.

The possession of a Schedule I & II Drug (e.g. heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, Oxycontin®, etc., includes controlled substance analogs and cannabimimetic agents as further described in the Definitions section of this *Code*).

**FOR ANY SECONDARY STUDENT POSSESSING A SCHEDULE I OR II DRUG WITHOUT A VALID PRESCRIPTION - WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION. Certain circumstances will warrant a recommendation for expulsion; however, the following consequences will apply:**

**First Offense Consequence**

Refer the incident to an administrative school hearing chaired by the building principal and/or designee.

- (a) A minimum out-of-school suspension of 6-10 school days is mandatory.
- (b) A mandatory 30-calendar-day suspension from all VHSL team participation and extracurricular activities.
- (c) If a student has an illegal substance in a motor vehicle, parking permit privileges will be revoked for 20 school days.
- (d) Absences as a result of out of school suspension will be unexcused, with no right to make up missed work.
- (e) The parents may enroll the student in a community drug-counseling program of their choice and sign permission to share information between the school and the program.

**Subsequent Drug and/or Alcohol Abuse Offenses Consequence** (Cumulative within 3 years)

In addition to any of the penalties described under possession, the following **will be** implemented:

- (1) Referral to Discipline Review Committee
- (2) **RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION**

*A prior drug and/or alcohol offense that resulted in expulsion will be regarded as a “First Offense” for the purposes of determining whether the consequence for a “Subsequent Drug and/or Alcohol Offense” is applicable.*



## **2. Possession with Intent to Sell or Distribute**

<b>DG3/Cat. 5B:</b>	<b>Schedule I &amp; II Drug Sale/Distribution</b>
<b>DG6/Cat. 5B:</b>	<b>Synthetic Marijuana Distribution and Sale</b>
<b>D6G/Cat. 5A or 5B:</b>	<b>Over-the-Counter/Prescription Medication/Sale/Distribution</b>
<b>DG9/Cat. 5B:</b>	<b>Marijuana Sale/Distribution</b>
<b>D12/Cat. 5B:</b>	<b>Other Drug Sale/Distribution (includes cannabimimetic agents)</b>
<b>D17/Cat. 5A:</b>	<b>Substances Represented as Drugs (Look-Alikes)</b>
<b>D19/Cat. 5B:</b>	<b>Anabolic Steroid Sale/Distribution</b>
<b>DR3/Cat. 5B:</b>	<b>Drug violations of prescription drugs, theft, or attempted theft of prescription drugs</b>

Students shall not possess drugs or drug paraphernalia with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school on school property or at a school-sponsored event.

Students shall not manufacture, distribute, intend to distribute, or possess any of the following: drugs (including anabolic steroids and cannabimimetic agents), chemicals, or look-alike/imitation drugs, or chemicals on school property or at a school-sponsored event.

## **3. Possession or use of Medication and Prescription Drugs**

<b>D4G/Cat. 2:</b>	<b>Over-the-Counter Medication Use</b>
<b>D5G/Cat. 2:</b>	<b>Over-the-Counter Medication Possession</b>
<b>DR3/Cat. 4:</b>	<b>Drug violations of prescription drugs, theft, or attempted theft of prescription drugs</b>

In order that school authorities will know what medicine a student is taking in case of an emergency and in order to prevent trafficking of drugs, no student shall have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use, unless his/her parent or guardian has requested and received permission from the school for the student to possess and self-administer prescribed medication in accordance with School Board policy. Medication and prescription drugs shall not be taken to school by the student. A parent or guardian is required to take all such items to the school's nurse for documentation. "Medication" shall mean any drug or other substance used in treating illnesses, disorders, healing, or relieving pain, including over-the-counter drugs, such as aspirin, cough syrups, gargles, cold tablets, and the like.

# 3

## **Dangerous Objects and Firearms** (Secondary)

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>W1P/Cat. 3 or 4:</b>	<b>Possession of Ammunition</b>
<b>W2P/Cat. 4 or 5A:</b>	<b>Possessing or Bringing to School or a School-Sponsored Event any Substance Used as a Weapon (Mace, Tear Gas, or Pepper Spray)</b>
<b>WP0/Cat. 4:</b>	<b>Possession of Pneumatic Weapon (BB Gun, Paintball Gun, or Pellet Gun)</b>
<b>WP1/Cat. 5B:</b>	<b>Possession of Firearm</b>
<b>WP2/Cat. 5B:</b>	<b>Possession of a Shotgun or Rifle</b>
<b>W3P/Cat. 4:</b>	<b>Bringing a Toy/Look-alike Gun to School or School Event</b>
<b>W9P/Cat. 4:</b>	<b>Bringing Fireworks, Firecrackers or Stink Bombs to School or School Event</b>
<b>WP4/Cat. 5A or 5B:</b>	<b>Possession of Weapon that Expels a Projectile (By action of explosion or combustion)</b>
<b>WP5/Cat. 5A:</b>	<b>Possession of a Knife (Blade 3 inches or longer)</b>
<b>WP6/Cat. 4 or 5A:</b>	<b>Possession of Explosive Device or a Bomb</b>
<b>WP7/Cat. 5A or 5B:</b>	<b>Use of Explosive Device or a Bomb</b>
<b>WP8/Cat. 5A:</b>	<b>Possession of Other Firearms</b>
<b>WP9/Cat. 4 or 5A:</b>	<b>Possession of Other Weapons</b>
<b>W8P/Cat. 4:</b>	<b>Bringing Razor Blades/Box Cutter to School or School Event</b>
<b>WS1/Cat. 4:</b>	<b>Possession of Stun Gun</b>
<b>WT1/Cat. 4:</b>	<b>Possession of Taser</b>

In accordance with § 22.1-277.07 of the Code of Virginia, a student who is determined to have possessed a firearm or an air rifle or BB gun on school property, in a school division vehicle, or at a school-sponsored event may be expelled for no less than one calendar year (365 days). The Superintendent, his/her designee, or the School Board may determine, based on the facts of the particular case, that special circumstances exist and no disciplinary action or another disciplinary action is appropriate.

In a case of recommended expulsion, all items confiscated will be safely and properly secured and will be turned over to the School Resource Officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet

*Each* student who attends school in Lunenburg County has the right to learn in a safe environment with others who respect his/her well-being. The following categories are considered extremely serious violations, which threaten a suitable and secure learning environment:

- A. The possession of dangerous objects is prohibited. Dangerous objects include the representation of items commonly understood to be inappropriate to school activities. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, knives, box cutters, other sharp objects, Chinese stars, mace, firecrackers, fireworks, stink bombs, etc. Also included is the misuse of commonplace objects, including but not limited to keys, locks, etc. Violation of this rule may result in a recommendation for expulsion.
- B. The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property.
- C. The objects noted in A and B used or intended to intrude on the security and safety of fellow students and school personnel **WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- D. The possession, use, or representation of a firearm, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity, is prohibited unless specifically authorized by school officials. Firearms, which meets the definition of firearm in the *Code of Virginia*. **VIOLATION OF THIS RULE WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- E. The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials.
- F. Possession of a Pneumatic Weapon (includes pellet guns, BB guns, CO2 air pistols, stun weapons, paintball guns, and any other device utilizing air driven projectiles) **does not require but may result in a recommendation for expulsion.**

# 4

## **Disruptive Behavior**

**(Secondary)**

<b>D5C/Cat. 3:</b>	<b>Classroom or Campus Disruption</b>
<b>D6C/Cat. 2 or 3:</b>	<b>Using Obscene or Inappropriate Language or Gestures</b>
<b>D8C/Cat. 1:</b>	<b>Minor Insubordination</b>
<b>GA1/Cat. 4 or 5A:</b>	<b>Gang Activity (Cat. 5B - for a subsequent offenses)</b>
<b>G1B/Cat. 2:</b>	<b>Gambling</b>
<b>RG1/Cat. 4 or 5A:</b>	<b>Inciting a Riot</b>
<b>RG2/Cat. 4:</b>	<b>Attempting to Incite a Riot</b>
<b>S1V/Cat. 4:</b>	<b>Inappropriate Personal Property</b>
<b>S3V/Cat. 1 or 2:</b>	<b>Other School Code Violation</b>
<b>BO4/Cat. 5A:</b>	<b>Setting Off False Fire Alarm</b>
<b>C1M/Cat. 2:</b>	<b>Electronic Devices</b>
<b>C2M/Cat.2:</b>	<b>Cellular Telephones</b>
<b>C3M/Cat.1:</b>	<b>Other Electronic Devices</b>
<b>D1C/Cat. 1 or 2:</b>	<b>Disrespect (walking away, etc.)</b>
<b>D2C/Cat. 1 or 2:</b>	<b>Defiance (refuses to follow directives)</b>
<b>D3C/Cat. 2:</b>	<b>Disruptive Demonstrations</b>
<b>D4C/Cat. 2:</b>	<b>Possession of Obscene or Disruptive Literature</b>

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities, is prohibited. Any communication or activity committed outside of the school setting that interrupts or interferes with the school day is also prohibited, and subject the *Code of Student Conduct*.

- A. Any event, action, or statement, which relies on chance for the monetary advantage of one participant at the expense of others, is gambling. This violation includes exchanging items of value, as well as currency, and extends to keeping score for later settlement.
- B. The possession or distribution of print or electronic materials, which are obscene, violent, inappropriate, or significantly disruptive to the educational process, is prohibited. Included are inappropriate student expression, sexting, threats, hit lists, distribution of non-authorized literature, and illegal assembly.
- C. Verbal assault is cursing, threatening, or using abusive language or written remarks intended to demean or harm a student, staff member, or visitor and is prohibited. This violation includes, but is not limited to: actions, displays, or written material of an obscene, violent, or inappropriate nature and the wearing of clothing or adornments, including inappropriate jewelry, which

themselves convey either violent or sexually suggestive messages or offensive statements towards school personnel and/or students (i.e., vulgar language).

- D. Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/volunteers, or law enforcement officers is considered insubordination. Also included is disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers.
- E. Other activities which disrupt the orderly functions of the school include, but are not limited to: demonstrating hostile or disruptive behavior, repeated offenses/violations of the *Code of Student Conduct*, unauthorized fraternities or secret societies, unauthorized sales by students, possession of inappropriate toys, inappropriate use of school lockers and facilities, setting off false fire alarms, and compromising school safety (propping doors open for easy access, opening doors for individuals instead of making them enter through the main entrance, etc.).
- F. Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). Section 16.1-260.G. of the *Code of Virginia* requires an intake officer to report to the division superintendent any student against whom a petition is filed for certain offenses including, prohibited criminal street gang activity pursuant to § 18.2-46.2. and recruitment of other juveniles for a criminal street gang activity pursuant to § 18.2- 46.3.

# 5

## Assault/Fighting/Threats (Secondary)

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>BA1/Cat. 5B:</b>	<b>Battery/Assault (Staff with Weapon)</b>
<b>BA2/Cat. 5A or 5B:</b>	<b>Battery/Assault (Staff no Weapon)</b>
<b>BA3/Cat. 5A or 5B:</b>	<b>Battery/Assault (Student with Weapon)</b>
<b>BA4/Cat. 5A or 5B:</b>	<b>Battery/Assault (Student no Weapon)</b>
<b>BA5/Cat. 5B:</b>	<b>Malicious Wounding (No Weapon)</b>
<b>BA6/Cat. 5A:</b>	<b>Battery/Assault (No Injury)</b>
<b>BO1/Cat. 5A:</b>	<b>Bomb Threat</b>
<b>BO2/Cat. 5A:</b>	<b>Chemical/Biological Threat</b>
<b>BO3/Cat. 5A:</b>	<b>Terrorist Threat</b>
<b>BO4/Cat. 5A:</b>	<b>False Fire Alarm</b>
<b>ET1/Cat. 3:</b>	<b>Extortion</b>
<b>ET2/Cat. 2:</b>	<b>Attempted Extortion</b>
<b>FA2/Cat. 3:</b>	<b>Fighting - No/Minor Injury (Multiple offenses may result in consequences up to a Cat. 4)</b>
<b>F1T/Cat. 2:</b>	<b>Minor Physical Altercation</b>
<b>H1Z/Cat. 4:</b>	<b>Hazing</b>
<b>ST1/Cat. 4:</b>	<b>Stalking</b>
<b>TI1/Cat. 4 or 5A:</b>	<b>Threat/Intimidations (Staff)</b>
<b>TI2/Cat. 4 or 5A:</b>	<b>Threat/Intimidations (Student)</b>

Students and school personnel are entitled to a school environment free from threat, aggression, and assault.

- A. Actions, comments, or written messages intended to cause others to fight, which may result in a fight, or that obstruct staff from trying to break up a fight/altercation are prohibited.
- B. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.
- C. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a student of his/her rights is prohibited.
- D. Fighting involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions, which may result in the danger of harm or injury to either party, bystanders, or school property.

- E. The willful use of physical violence, which is intended to result in bodily injury, or the use of a dangerous object in an effort to cause bodily injury is prohibited.
- F. Assault upon a School Board employee, School Resource Officer, Police Officer, School Security Officer, school personnel, or volunteer is prohibited. **VIOLATION OF THIS RULE SHALL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- G. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a School Board employee, School Resource Officer, Police Officer, School Security Officer, school personnel, or volunteer, of his/her rights, or demonstrating hostile acts, is prohibited.
- H. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- I. Cursing, threatening, using abusive language, bullying and cyberbullying (as further defined in this *Code*), teasing, hazing, or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, electronic (through any social chat rooms, web space, telephones, or text messaging), physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.
- J. Unsafe conduct that endangers either oneself or others is prohibited.

# 6

## **Integrity/Honesty**

**(Secondary)**

**S2V/Cat. 3: Misrepresentation**

**S2V/Cat. 2: Cheating**

**S2V/Cat. 2: Plagiarism**

**S2V/Cat. 3: Falsification**

Students are expected to perform honestly through the production of their own work. They should also demonstrate respect for the belongings and rights of others, including, but not limited to, staff members and volunteers.

The following acts are prohibited:

- A. Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- B. Plagiarism includes using or copying the language, structure, idea, and/or thought of another and representing it as one's own original work.
- C. Falsification includes, but is not limited to, a verbal, written, electronic transmission (i.e., emails, images), or the use of forgery or counterfeiting.
- D. Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.
- E. Unauthorized use of technology and information accessed through technology without permission is prohibited as specified in the "Technology and the Internet" section on pages 80-89. Student files may be subject to search.
- F. Willful or malicious false accusations/reports against school personnel or other students.



# 7

## **Larceny/Theft**

**(Secondary)**

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>BK1/Cat. 4:</b>	<b>Actual Burglary</b>
<b>BK2/Cat. 4:</b>	<b>Attempted Burglary</b>
<b>RB1/Cat. 5B:</b>	<b>Actual Robbery</b>
<b>RB2/Cat. 5A or 5B:</b>	<b>Attempted Robbery</b>
<b>TF1/Cat. 4:</b>	<b>Theft of School Property</b>
<b>TF2/Cat. 4:</b>	<b>Theft of Staff Property</b>
<b>TF3/Cat. 4:</b>	<b>Theft of Student Property</b>
<b>TF4/Cat. 4:</b>	<b>Possession of Stolen Property</b>
<b>TF6/Cat. 4 or 5A:</b>	<b>Attempted Theft or Theft of Motor Vehicle</b>

Lunenburg County Public School students are expected to respect the rights and property of others.

**The following acts are also prohibited:**

- A. Stealing another person's possessions without right or permission. The possession of stolen property is considered theft.
- B. Any theft of money, personal or public property of significant value and/or theft involving breaking and entering, including lockers (includes unauthorized or illegal use of computer services).

# 8

## **Tobacco Products**

**(Secondary)**

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<b>TC1/Cat. 3:</b>	<b>Tobacco Use</b>
<b>TC2/Cat. 3:</b>	<b>Tobacco Possession</b>
<b>TC3/Cat. 4:</b>	<b>Tobacco Sales/Distribution</b>
<b>T4B/Cat. 3:</b>	<b>Bringing Tobacco Paraphernalia to School or School Event</b>
<b>D17:</b>	<b>Substances represented as drugs (look-alikes)</b>

The law requires all school buildings to be smoke-free.

All students are prohibited from the use and possession of tobacco products, to include smokeless tobacco, matches, electronic cigarettes and vaporizers, hemp or hemp related products, and lighters on school property. This prohibition includes all school-related locations and activities (i.e., bus stops, school buses, extracurricular activities, school-sponsored events, etc.).

# 9

## **Trespassing**

**(Secondary)**

**TR1/Cat. 4:                                    Trespassing (A)**

**TR1/Cat. 3:                                    Trespassing (B, C, D)**

Students, patrons, and school personnel are expected to have the appropriate authorization to be on School Board property.

- A. Any student who has been suspended or expelled from attendance may be considered a trespasser if he/she appears on any Lunenburg County Public Schools property, or at any Lunenburg County Public Schools activity, during the suspension/expulsion period. Violation of this section will be considered an additional infraction and will require a separate consequence.
- B. Students who arrive at school before school opens or remain after the close of their school day without a specific need or an appropriate authorization and supervision may be considered trespassers.
- C. Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to leave the premises as requested may be considered trespassing.
- D. No student or other person may attend or visit a Lunenburg County School as a guest during the regular school day without authorization from the school's administration.

# 10 Vandalism

(Secondary)

- VN1/Cat. 3:            **Vandalism of School Property (Cat. 4, depending on cost of repair/replacement)**
- VN2/Cat. 3:            **Vandalism of Private Property (Cat. 4, depending on cost of repair/replacement)**
- VN3/Cat. 3:            **Graffiti (Cat. 4, if gang related)**

Members of the school community are entitled to enjoy property free from the abuse of others.

Vandalism is the willful marring, defacing, or destruction of School Board property, including leased property or any employee's or other person's property. This section includes, but is not limited to: the buildings (both exteriors and interiors thereof), books, computer equipment and software, school buses, private automobiles, school grounds, and property as designated above. Causing, intent to cause or attempt to cause damage to school or personal property of others is prohibited.

**Senior pranks that damage property are strictly PROHIBITED and will be considered a Category 4 Offense**

# 11 Sexual Harassment/

## Inappropriate Sexual Behavior (Secondary)

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>SX0/Cat. 4 or 5A:</b>	<b>Sexual Harassment (Cat. 5B for subsequent offenses)</b>
<b>SX1/Cat. 5A:</b>	<b>Sexual Touching - Staff (Cat. 5B for subsequent offenses)</b>
<b>SX2/Cat. 4 or 5A:</b>	<b>Sexual Touching - Student (Cat. 5B for subsequent offenses)</b>
<b>SX3/Cat. 5B:</b>	<b>Forcible Assault/Rape (Staff)</b>
<b>SX4/Cat. 5B:</b>	<b>Forcible Assault/Rape (Student)</b>
<b>SX5/Cat. 5B:</b>	<b>Attempted Forcible Assault/Rape (Staff)</b>
<b>SX6/Cat. 5B:</b>	<b>Attempted Forcible Assault/Rape (Student)</b>
<b>SX7/Cat. 5A:</b>	<b>Sexual Offenses (Consensual)</b>
<b>SX8/Cat. 5B:</b>	<b>Aggravated Sexual Battery</b>
<b>SB1/Cat. 5B:</b>	<b>Sexual Battery (Staff)</b>
<b>SB2/Cat. 5B:</b>	<b>Sexual Battery (Student)</b>

It is the policy of the Lunenburg County School Board to maintain a working and learning environment, which provides for fair and equitable treatment, including freedom from sexual harassment, for all its employees and students.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

It is prohibited for any student or employee, male or female, to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature. Conditions may include, but are not limited to:

- (1) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
- (2) such conduct creates an intimidating, hostile, or offensive working or learning environment; or
- (3) submission to such conduct is made either, explicitly or implicitly, a term or condition of the individual's employment or participation in school programs.

Examples of activities, which constitute sexual harassment, include, but are not limited to:

- (1) unwelcome leering, sexual flirtations, or propositions;
- (2) unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- (3) graphic comments about an individual's body or overly personal conversation;
- (4) targeted sexual jokes, stories, drawings, pictures, or gestures toward others;
- (5) spreading sexual rumors;
- (6) inappropriate or suggestive sexual gestures;
- (7) cornering or blocking of normal movements;
- (8) displaying sexually suggestive objects in an educational environment; or
- (9) displaying sexually explicit behavior.

Any student who believes that he or she has been subjected to sexual harassment by another student or staff member should immediately file a complaint of the alleged act with the principal. The principal shall request that the complaint be in writing. The principal shall investigate the complaint and work towards a resolution of the matter. The principal must immediately report the complaint of the alleged incident to the Discipline Review Committee. The written complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report summarizing the investigation and stating any conclusions or recommendations shall be documented at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any student who is found after an investigation to have engaged in sexual harassment of another student or staff member will be subject to disciplinary action appropriate to the offense from a short-term suspension up to a recommendation for expulsion.

# 12 Technology and the Internet (Secondary)

<b>T1C/Cat. 2:</b>	<b>Unauthorized Use of Technology or Information</b>
<b>T2C/Cat. 5A:</b>	<b>Causing/Attempting to Cause Damage to Computer Software or Files</b>
<b>T3C/Cat. 2:</b>	<b>Violations of Acceptable Usage Policy</b>
<b>T4C/Cat. 3:</b>	<b>Violations of Internet Policy</b>

Technology includes, but is not limited to computers, electronic devices, software, the Internet, social networks, email, and web pages. All LCPS users are responsible for the appropriate use of all technology to which they have access, even if such use takes place off school property or after school hours.

Technology is constantly in flux. However, the security, safety of, and opportunity for our students and staff is paramount. Students and staff are encouraged to use school division technologies in support of teaching and learning, recognizing that there is an inherent responsibility to protect oneself, others, and property in the process. To minimize risk, LCPS employs a number of tools and monitoring technologies, such as filters, designed to comply with relevant laws as well as to create a reasonable expectation of safety. It is ultimately up to each individual student or staff member to be responsible for his or her use of these networks and to understand the specific policies herein as they pertain to computer, network and Internet use.

**Refer to pages 80-89 for guidelines on the use of Technology & the Internet.**

# 13 Arson: Actual/Attempted (Secondary)

**AS1/Cat. 5A or 5B:**

**Arson: Actual**

**AS2/Cat. 5A:**

**Arson: Attempted**

**AS3/Cat. 4 or 5A:**

**Lighted Firecrackers, Cherry Bombs, Stink Bombs (That Contribute to a Damaging Fire)**

In a case of recommended expulsion, all items confiscated will be safely and properly secured and will be turned over to the School Resource Officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

- A. The use, intent to use, or threat to use an explosive, including but not limited to: fireworks, cherry bombs, smoke/stink bombs, or any device contributing to a fire or representation of an explosive device, including a bomb threat, is prohibited. These actions include bringing, receiving, and/or storing the items on school property or at a school-sponsored event.
- B. The use or intent to use any material (matches, lighters, etc.) which may result in a fire on school property or setting fire to the property of students, staff, or volunteers is prohibited unless specifically authorized by school officials.



# 14 **Bullying/Harassment**

**(Secondary)**

*LCPS takes bullying seriously; therefore, additional offenses under this category may warrant more serious consequences.*

**BU1/Cat. 4 or 5A:**

**Bullying**

**BU2/Cat. 4 or 5A:**

**Cyberbullying**

**HR1/Cat. 4 or 5A:**

**Harassment (Non-Sexual) - physical, verbal, or psychological  
(Sexual Harassment refer to *Code Violation 12*)**

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to: physical, verbal, or written intimidation, taunting, name-calling, insults, lies, rumors, social exclusion or isolation, threatening body posture, money or possessions taken or damaged, being threatened or forced to do things, and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments regarding the race, gender, religion, physical abilities, sexual orientation or characteristics of a person or group, or associates of the targeted person or group. Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength is considered bullying and will not be tolerated.

- A. Repeated, unwanted negative overtures and actions over time toward a person or persons are prohibited.
- B. Bullying methods (repeated) such as verbal abuse, social exclusion or isolation, physical abuse, intimidation, lies, rumors, sexual inferences, robbery, damaged personal items, threats, racial attacks, and bullying through electronic devices will not be tolerated.
- C. Electronic bullying and/or cyberbullying-related activity of any nature and that which is obscene, pornographic, threatening, or otherwise inappropriate, including (but not limited to) email, instant messaging, web pages, and use of hardware and/or software which substantially disrupts or interferes with the safety and welfare of the school and its students, are strictly prohibited, even if such uses/actions take place off school property (i.e., home, business, private property, etc.) Refer to cyberbullying definition on page 71.
- D. The principal or his/her designee is directed to notify the parent of any student involved in an alleged incident of bullying and of the status of any investigation within five (5) school days of the allegation of bullying.
- E. All aspects of the Acceptable Use Policy/Regulation apply to this section on bullying.
- F. Conveying by gestures, notes, or verbal comments with the intent to cause bodily/emotional injury or to deprive a student of his rights is prohibited.
- G. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.

H. Cursing, using abusive language, teasing, hazing (as further defined on page 69), or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, physical or mental teasing, the threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

## Definitions of Terms Related to the Disciplinary Process

**Alternative Placements** - In accordance with section 22.1-277.2:1 of the *Code of Virginia*, a student who has been (1) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, regarding weapons, alcohol, drugs, or intentional injury to another person, (2) charged, found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, drugs, a crime that resulted in or could have resulted in injury to others, or with an offense that is required to be disclosed to the Superintendent pursuant to subsection G of section 16.1-260 of the *Code of Virginia*, (3) found to have committed a serious offense or repeated offenses in violation of school board policies; (4) suspended or expelled pursuant to sections 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.08, or subsection B of 22.1-277 of the *Code of Virginia*, the Student Support & Disciplinary Review Office ("Discipline Review Committee"), at the direction of the Superintendent, shall determine whether the student shall be required to attend an alternative education program in lieu of a regular education program with the general student population. This section applies regardless of the location of the incident. Refer also to policy and regulation 6-06-008, "Reassignment of Students in Alternative Education Program Following a Criminal Charge or Conviction."

**Alternative School Program** - An instructional program on school sites for students who require an administrative intervention for certain violations of the *Code of Student Conduct*. This allows for the continuation of the academic program while counseling and/or other interventions may be employed.

**Appeal** - To make a request to a higher authority for the review of a disciplinary case.

**Arson** - Deliberately setting a fire on school property, which endangers life, limb, or property.

**Assault/Battery** - An actual offensive and intentional touching or striking of an individual, with or without the use of a dangerous object or weapon, against his or her will, causing or intending to cause bodily harm.

**Bodily Injury** - (A) a cut, abrasion, bruise, burn, or disfigurement; (B) physical pain; (C) illness; (D) impairment of the function of a body part or mental faculty; or (E) any other injury to the body, no matter how temporary.

**Bomb/Explosive Device** - Any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion in accordance with §22.1-279.3:1 of the *Code of Virginia*.

**Bullying** - A person is being bullied or victimized when he or she is exposed repeatedly and over time to negative actions on the part of one or more persons. Three main components of bullying are aggressive behavior that involves unwanted negative actions, a pattern of behavior repeated over time, and an imbalance of power or strength. Different forms of bullying are verbal, social exclusion or isolation, physical, lies and rumors, money or possessions taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyberbullying via cell phone or Internet (as further defined on page 71). The person who inflicts such activity upon another or others is considered the bully and will be disciplined accordingly. Bullying does not include ordinary teasing, horse playing, arguing, or peer conflicts.

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

**Community Service** -Authorized work in the building, grounds, and/or other appropriate services provided by the student to the school or the community.

**Confiscation** - Any item prohibited by the *Code of Student Conduct* or the law will be removed from the student's possession.

**Consequences** -Recommended actions administrators are to use in handling alleged infractions of the *Code of Student Conduct*.

**Controlled Substance Analogs & Cannabimimetic Agents** - Substances prohibited by *Code of Virginia* §18.2-250 and defined by the *Code of Virginia* §54.1-3446, as amended from time to time (formerly known as “synthetic cannabinoids”, including substances such as “bath salts” and “spice”, now included among Schedule I & II drugs as defined further herein).

**Court Referral** - Violations of the law must be reported to law enforcement in accordance with the *Code of Virginia*, including but not limited to drug offenses, assaults, weapon possession, truancy, or other violations of the *Code of Virginia*. Violations of the law will be reported to the School Resource Officer or other appropriate authority, who will initiate appropriate legal action.

**Criminal Street Gang** -Any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.

**Detention** - A consequence (not to exceed an hour) employed by any teacher or administrator to keep a student before or after school hours in hopes of correcting inappropriate behavior. Parents must be notified.

**Distribution** - The selling, giving, sharing, passing on to, taking orders for, and/or arranging for selling or sharing of a controlled substance to occur.

**Drug Paraphernalia** - Those items described in Section 18.2-265.1 of the *Code of Virginia*, including but not limited to items such as pipefittings, stems, bowls, bongs, etc.

**Expulsion/Exclusion** - The termination of a student's privilege to attend school within the school division by a vote of the Lunenburg County School Board, or the exclusion of a student expelled or withdrawn from admission by a public or private school in or outside of Virginia. An expelled or excluded student is ineligible for readmission for 365 calendar days and may only be readmitted upon petition in accordance with School Board policy and procedures as outlined in this *Code*, in accordance with the *Code of Virginia*, Sections 22.1-277.06, 22.1-277.07, 22.1-277.08, and 22.1-277.2.

**Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)** - The FBA is a process to determine the underlying causes or functions of a child's behavior that interferes with the learning of the child with a disability or the learning of his or her peers. A BIP uses positive behavioral interventions and supports to address behaviors that interfere with the learning of the child with a disability, interfere with the learning of others, and/or require disciplinary actions.

**Harassment** - Repeatedly annoying or attacking a student or a group of students or other personnel, which creates an intimidating or hostile educational or work environment.

**Hazing** - Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school, at which hazing that causes bodily injury occurs, shall report the hazing to the Superintendent or the Student Support & Disciplinary Review Office, who shall report it to the local Commonwealth's Attorney.

**Instructional Support Services Intervention** - When a student experiences repeated problems in school, the school personnel may refer this student to the child study team or other appropriate team or individual for instructional or behavioral support. The student may also be counseled and, if necessary, evaluated for alternative placement and educational program modifications.

**Jurisdiction** - The *Code of Student Conduct* and these related policies apply to any Lunenburg County Public School student. It is enforced when he/she is on school property, while traveling to school or from school, to, from, and at bus stops, in School Board vehicles, and in attendance at school or at any school-sponsored activity. In addition, the *Code of Student Conduct* applies to incidents off school property as referred to in *Definitions - Alternative Placements*. The *Code* also applies to student conduct, which interferes with or obstructs the orderly operation of the school system or the safety or welfare of students, employees, or volunteers. Students who observe or are subjected to inappropriate actions as described in the *Code* are expected to report such incidences to their school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment.

**Larceny** - The crime of taking and carrying away the personal property of someone else with the intent to deprive the owner of that property permanently.

**Law Enforcement Agencies** - In cases of serious violations of the law and/or when required by the *Code of Virginia*, the Lunenburg County Sheriff's Office (to include School Resource Officers), Child Protective Services, and Juvenile Probation Departments may be contacted, consulted, or included in the consequence of student matters. The School Resource Officer usually serves as a liaison for these activities.

**Long-Term Suspension** - A disciplinary action whereby a student is not permitted to attend school between 11 and 45 school days. The long-term suspension may extend beyond a 45-school-day period, if the division superintendent or his/her designee finds that (i) the offense involves a firearm or destructive device, firearm muffler or firearm silencer, or a pneumatic gun, drugs or serious bodily injury or (ii) the local school board or the division superintendent or his/her designee finds that aggravating circumstances exist, as defined by the Department of Education.

**Look-alike/Imitation Drugs** - A pill, capsule, tablet, or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana, but which by overall dosage unit, appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet, or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.

**Mediation/Conflict Resolution** - Mediation/Conflict Resolution is a process led by either student and/or staff mediators in which disputants in a conflict are encouraged to meet and resolve their dispute.

**Medication** - any drug or other substance used in treating illnesses, disorders, healing, or relieving pain, including over-the-counter (OTC) drugs such as aspirin, cough syrups, throat lozenges, cold tablets, and the like. OTC drugs are medicines sold directly to a consumer without a prescription from a healthcare professional.

**Minor Consequences** - Minor Consequences include, but are not limited to, lunch detention, time out, loss of privileges, assignment of work projects, in-school suspension, etc.

**Parent/Guardian** - A parent is considered a natural parent, parent by legal adoption, or court appointed legal custodian. Teachers, school counselors, and administrators are expected to contact parents by phone or letter in an effort to keep them informed of their child's conduct.

**Possession** - Includes bringing, receiving, and/or storing items on school property or at a school-sponsored event. This includes, but is not limited to, items found in personal vehicles parked on school property.

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

**Robbery** - Taking, or attempting to take, anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

**Schedule I and II Drugs** - Controlled substances included in Schedules I and II of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812 and further defined in the *Code of Federal Regulations*, 21 C.F.R. Sections 1300.11 through 1300.15, and the Virginia Drug Control Acts, as further defined in *Code of Virginia* Sections 54.1-3446 and 54.1-3448, all as amended from time to time (includes controlled substance analogs and cannabimimetic agents).

**School Conference with Parent** -Parents are encouraged to set up an appointment with any teacher, school counselor, or administrator to discuss their son's or daughter's progress or problems. If a student is suspended, a parent/guardian may be asked to come to school to initiate reinstatement of the student.

**School Grounds and Property** - Includes land, school facilities, and school vehicles used for the provision of academics, extracurricular programs, and administration by the district. School grounds include parking lots, playgrounds, and recreational places. School grounds also include that portion of the land, school facilities, and other facilities owned by municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

**School Property and Activities** - Includes real and personal property owned, leased, or operated by or on behalf of the School Board. It also includes any school-sponsored event, bus stops, and activity to and from school and bus stops.

**School Resource Officers** - A Lunenburg County Deputy is assigned to each middle and high school to assist with the maintenance of safe school environments and to support administration, staff, and students regarding law related topics, and provide informal counseling and role modeling.

**Serious Bodily Injury** - Bodily injury which involves (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a body part or mental faculty.

**Short-term Suspension** - A disciplinary action whereby a student is not permitted to attend school for a period not to exceed 10 school days of in accordance with the *Code of Student Conduct*.

**Student Conference** - The first line of discipline is with the classroom teacher. Formal and informal conferences are held between the student and the teacher. If problems become more serious, the grade level administrator will hold a conference with the student in an attempt to improve behavior. The student's counselor often will be included in this conference.

**Suspension** - According to adopted School Board policy, a student may be suspended from school attendance for violations of the *Code of Student Conduct*. Suspensions of students with disabilities shall be consistent with federal and state laws and regulations, as well as School Board policy. A principal or his/her designee may suspend a student up to 10 school days. (A "school day" is defined as any day that schools are open and students are expected to be in attendance.) Prior to the suspension, the principal and/or designee should meet with the student. A letter shall promptly be mailed informing the parent of the violation of the *Code of Student Conduct* and the details of the suspension. Suspensions to a disciplinary hearing and recommendations for expulsion may be issued by the principal.

**Suspension Intervention Program** – Under *Codes 4 (Disruptive Behavior) and 5 (Assaults/Fighting//Threats)* of the *Code of Student Conduct* for suspensions of three (3) or more school days, a student in grades K-5 may participate in this program, which allows the maintenance of the core academic subjects in addition to providing anger/conflict management and other problem-solving strategies. This is considered an in-school disciplinary action and may be appealed accordingly.

#### **Technology-Related Terms:**

- **Application** - A program that helps the user accomplish a specific task. Examples include word processing programs or spreadsheet programs.
- **Cyberbullying** - Abusive behavior including, but not limited to: taunting, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated using information and communication technologies, such as cell phone text messages, pictures, Internet email, social networking sites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile behavior intended to harm others.
- **Extensions** - Small programs that add to or extend the capabilities of the computer's system software.
- **Hacker** - One who uses programming skills to gain illegal or unauthorized access to computers, computer networks, or files.
- **Preferences** - Settings that are altered by the user to personalize the computer. Examples include track pad, date, time, Internet settings, and network settings.
- **Proxy** - Proxy is a computer system or router that can be used to bypass firewall rules, web filters, and/or security policies.
- **Sexting** - The act of sending and receiving sexually explicit messages or photos electronically, primarily through the use of cellular phones. This includes consensual and nonconsensual exchange, distribution, or possession of graphic images or messages.
- **Software Image** - The pre-set software image is defined as the configuration of the system software, preferences, and extensions that reside on the computer.

- **System Software** - The programs and routines that control the functioning of the hardware and direct its operation.

**Theft** - The crime of taking and carrying away the personal property of someone else with the intent to deprive the owner of that property permanently.

**Tobacco Products** - Any lit or unlit cigarette, including candy cigarettes, cigar, pipe, Juul, Juul pod, and any other smokeless tobacco, dip, chew, and snuff in any form. This includes electronic devices, including electronic cigarettes and vaporizers that emit nicotine vapor, cigarette packages, smokeless tobacco containers, lighters, and any other items containing or reasonably resembling tobacco, tobacco product images and tobacco company logos, such as key chains, t-shirts, ashtrays, and coffee mugs.

**Tobacco Use** - Includes smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe, or other object giving off or containing any substance giving off smoke; chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff in any form. This includes electronic devices, including electronic cigarettes and vaporizers that emit nicotine vapor. The term 'use' means the chewing, dipping, lighting, smoking and any other usage of any tobacco product.

**Verbal Assault** - The act of cursing, threatening, or using abusive language or written remarks, intended to demean or harm a student, staff member, or visitor.

**Web Space** - A series of best practices oriented toward assisting people to create dynamic websites. These websites serve as online platforms to allow individuals to use various methods of communication as well as to easily connect various services, personal information, and social activities, which utilize web tools. (Example of web tools include: blogs, music, hosting, photo sharing, instant messaging, bulletin boards, online chat rooms, etc.).



## Procedures in the Disciplinary Appeals Process:

A decision to suspend a student may be appealed by the student or parent/guardian. An appeal of any suspension shall not hold the suspension in abeyance; meaning, **a student shall remain on out-of-school suspension while awaiting the appeal.** Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A student or parent/guardian may appeal a suspension to the principal of the school, then to the Superintendent's designee, the Discipline Review Committee, in the following manner:

- A student or parent/guardian shall submit a written letter of appeal, which should include all supporting documentation, to the principal of the school within two (2) working days of verbal or written notification (to include electronic notification) of the suspension. The student or parent/guardian should state specifically the reason(s) for the appeal and consider the following before appealing a suspension: (A) do the facts warrant the suspension; (B) were the consequences appropriate for the behavior; and (C) were school and County procedures followed. The principal shall review the suspension, along with all of the evidence, and render a written decision within three (3) working days.
- To appeal further, the student or parent/guardian shall submit written notice to the principal within two (2) working days of the principal's decision to uphold the suspension, requesting that the principal forward the letter of appeal and all documentation to the Discipline Review Committee for review. The principal shall review the appeal letter and forward the letter and documentation to the Discipline Review Committee within two (2) working days. The Discipline Review Committee shall review the information, gather additional information, and/or conduct a hearing if necessary, and render a decision. *For suspensions of 10 days or less, the decision of the Discipline Review Committee shall be final.*
- **Out-of-school suspensions of more than 10 days (long-term suspensions and recommendations for expulsion) -** The Discipline Review Committee may suspend students from school in excess of 10 school days or recommend expulsion to the School Board after the principal has provided to the student or the parent/guardian written notice of the proposed action, the reason therefore, and of the right to a hearing. A decision to suspend a student in excess of 10 days or the recommendation for expulsion may be appealed by the student or the student's parent/guardian. **A student shall remain on out-of-school suspension while awaiting the appeal.** A student or parent/guardian may appeal a suspension in excess of ten days or a recommendation for expulsion in the following manner:
  - When a student has been suspended more than 10 days or recommended for expulsion by the Discipline Review Committee, the student or his or her parent/guardian may appeal that decision, first to the Assistant Superintendent of Instructional Support. Such an appeal must be in writing and must be filed within three (3) calendar days of the decision to suspend in excess of 10 days. Failure to submit a letter within three (3) calendar days will constitute a waiver of the right to appeal. The student or parent/guardian should state specifically the reason(s) for the appeal and consider the following before appealing a suspension:(A) whether the facts warrant the suspension; (B) if the consequences were appropriate for the behavior; and (C) whether school and county procedures were followed. If the student or his or her parent/guardian are not satisfied with the decision reached by the Assistant Superintendent of Instructional Support, they have the right to a final appeal to the School Board, which shall be in writing. Such an appeal must be in writing and must be filed within 10 calendar days of the decision to suspend in excess of 10 days. Failure to submit a letter within 10 calendar days will constitute a waiver of the

right to appeal. The Discipline Review Committee shall record the date that the appeal is received and provide copies of the appeal to the Assistant Superintendent of Instructional Support and the School Board Clerk.

- The School Board shall, at its monthly meeting or work session, render a decision based on the record, the written appeal, and any information presented in a hearing before the Board.
  - When a student or parent/guardian has requested a hearing before the School Board in his/her written appeal, the student or parent/guardian will be contacted by the School Board Clerk with the date, time, and place of the meeting or work session when the School Board will be acting on the appeal.
  - The School Board shall consider the written appeal and any information presented in the hearing at its monthly meeting or work session and shall inform all parties of its decision within five (5) administrative days of the final vote.

Reference: *Code of Virginia 22.1-277*.

**Lunenburg County Public Schools**  
**Discipline Appeal Form**

This form **MUST** be completed within **THREE (3) DAYS** of the beginning suspension date.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade Level

Infraction: \_\_\_\_\_  
\_\_\_\_\_

Result of conference with school Principal: \_\_\_\_\_  
\_\_\_\_\_

---

In order for an appeal to be presented to the Discipline Review Committee, the administration must have violated one of the following:

1. School Board Policy
2. County Discipline Code
3. Student Handbook

Please describe the violation below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the assistant principal suspends a student, the appeal is made to the building principal. The principal will review the incident and report the decision in writing to the parent/guardian. **Only out-of-school suspensions may be appealed.** The next step in the appeals process is to the Division Superintendent or to his/her designee.

\_\_\_\_\_  
Signature

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## **Reassignment of Students Following a Criminal Charge or Conviction:**

The Superintendent or his/her designee shall have authority to reassign a student who has been charged with, or found guilty of, a criminal offense relating to weapons, alcohol or drugs, or intentional injury to another person, to an alternative educational program pursuant to the provisions of section 22.1-277.1:1 of the *Code of Virginia*.

Upon finding that a student has been (1) charged with an offense relating to the Commonwealth's laws regarding weapons, alcohol or drugs, or intentional injury to another person, or (2) found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the Superintendent pursuant to subsection G of section 16.1-260 of the *Code of Virginia*, the Discipline Review Committee, at the direction of the Superintendent, shall determine whether the student shall be required to attend an alternative education program in lieu of a regular education program with the general student population. If the Discipline Review Committee determines that an alternative education placement is warranted, the following procedures shall apply:

- The Discipline Review Committee shall notify the student and his/her parents in writing of the requirement to attend the alternative education placement. The written notice shall contain (1) the reason for the alternative placement; (2) the anticipated duration of the alternative placement or the conditions necessary for the return to the general student population; (3) the right to request a hearing on the alternative education placement decision within five (5) days of the notice. The student shall not be allowed to attend school with the general student population at any time that the placement decision is under review. However, the student may attend the alternative program, without waiving his/her right for a review of the placement decision.
- Upon receipt of a timely request, the Discipline Review Committee shall, within 10 days, conduct a hearing on the alternative placement decision. The purpose of the hearing shall be for the student or his/her parents to state the reasons why they disagree with the alternative placement decision. Written statements or reports relevant to the placement decision shall be added to the hearing record at the discretion of the Discipline Review Committee. The presentation of witnesses shall not be allowed. The student or his/her parents shall have the right to bring legal counsel to the hearing.
- The student and his/her parents may, upon request, appear before the Superintendent, or his/her designee, the Assistant Superintendent for Instructional Support, in advance of the decision whether to sustain the Discipline Review Committee's alternative placement decision. The student or his/her parents shall have the right to bring legal counsel to the meeting with the Superintendent or his/her designee. Based on a review of the written record developed by the Discipline Review Committee and any information received in any in-person hearing, the Superintendent, or the Assistant Superintendent for Instructional Support, if the Superintendent is unavailable, shall decide within five (5) days whether to sustain the alternative placement decision or allow the student to return to his/her current placement.
- If the alternative placement decision is sustained, the student and his/her parents shall be notified in writing of the decision. The written notice shall inform the student and his/her parents of their

right to request a review of the placement decision by the School Board within five (5) days of the Superintendent's notification.

- Upon receipt of a timely request for a School Board review, the Superintendent shall forward a copy of the entire record to the School Board for review at its next Work Session. Upon review of the record, the School Board shall decide whether to sustain the placement decision or allow the student to return to the general student population. The decision of the School Board shall be final.

### **Enrollment Meeting:**

**Detention, long-term suspension, expellable offense, charge, or violation of the law** - A meeting must be initiated with the Discipline Review Committee for any student seeking enrollment in Lunenburg County Public Schools who has been discharged from a detention facility; long-term suspended, who committed an expellable offense while attending another school, public or private; or been charged or found guilty of a violation of the law. The meeting will determine if the student will be allowed to enroll in LCPS. The Discipline Review Committee's decision will be final unless the parent files a written request for review by the School Board within 10 calendar days of the Discipline Review Committee's written decision. The School Board will make a determination based on the record. The Discipline Review Committee will hold a re-enrollment meeting with all special education students. Upon re-enrollment, the student's IEP team will be convened at the student's home school to determine the student's placement, in compliance with state and federal special education law.

- Students currently enrolled in LCPS will only need an enrollment hearing by the Discipline Review Committee if the time served in a detention facility is 31 days or more.
- The enrollment hearing will be held by the building principal or his/her designee for 30 days or fewer.

### **Readmission Hearing:**

A hearing must be initiated with the Student Support & Disciplinary Review Office for any student who has been expelled and seeks readmission. The parent may initiate contact with the Student Support & Disciplinary Review Office to schedule the hearing 60 calendar days prior to the expiration of the 365 calendar-day expulsion time frame. The review will be based on written information only unless otherwise requested by the School Board. In the event approval for readmission is granted, the Superintendent/designee will determine appropriate school placement and the date of reentry. Refer also to policy and regulation 6-06-003, "Suspension and Expulsion."

### **Search and Seizure:**

School authorities reserve the right to conduct random searches of lockers, desks, computers, computer hardware and software, and other property, as well as individuals and their personal belongings. This action will be taken to protect the safety and security of the school environment. School authorities may also conduct a search when there is reasonable suspicion for believing that items will be found that violate the law or school policy, rules, and regulations. The search should be reasonable in scope, duration, and intensity in relation to the item being sought. Students shall be held responsible for all items in their lockers and vehicles. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored activity. If articles violate school policy, rule, regulation, or the law, they will be taken by an administrator. Illegal articles will be turned over to a police officer.

**Automobiles** - Parking on school grounds is a privilege. All personal vehicles parked on school property may be searched as a part of a random search or with reasonable suspicion. Parking on school property shall be deemed a consent to such search.

**Canines** - In an effort to ensure that each school maintains a safe environment, police dogs may be brought onto school property to inspect school premises, including, but not limited to, students, lockers, desks, backpacks, instrument cases, handbags and vehicles.

**Metal Detectors** - School officials may conduct random metal detector searches at any regular or extracurricular school event. School authorities may also use metal detectors for searches when there is reasonable suspicion that the search will disclose the possession of items which violate law or school policy, rules, and regulations. A uniform procedure described in School Board regulation will be used for all metal detector searches.

**Surveillance Cameras** -Surveillance cameras may be used on buses, in school facilities, and around school grounds in order to monitor and maintain order, discipline, and school safety.

**Interim Educational Opportunities:**

For students who have been suspended, and are awaiting a long-term suspension hearing or an expulsion hearing, the following educational opportunities *may* be available:

- Home-based Instructional Services
- Home-based Instructional Services with self-directed online learning opportunities
- Temporary alternative placement

**Alternative Placement of Students:**

Students who have been long-term suspended by the Discipline Review Committee, or expelled by the School Board are not without educational opportunities during that period. These students are generally placed at an alternative environment where they are able to continue with their academics. The following alternative learning settings *may* be available to LCPS students who have been long-term suspended and/or expelled:

- Home-based Instructional Services
- Home-based Instructional Services with self-directed online learning opportunities
- Lunenburg County Public Schools Alternative School Program placement

# **Technology & the Internet**

**Acceptable Use Policy  
Internet Safety Program  
Local Technology Policies and Guidelines**



**LUNENBURG COUNTY PUBLIC SCHOOLS**  
**Frances Wilson, Director of Student Support Services**  
**Phone 434-676-2467**  
**Fax 434-676-1000**  
**frances.wilson@k12lcps.org**

August 1, 2020

Dear Parent or Guardian:

Lunenburg County Schools would like to offer your student access to our electronic communications system, the Lunenburg County Schools web site ([www.lunenburgcountyschools.org](http://www.lunenburgcountyschools.org)) and the schools' Wide Area Network. Your student will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

Part of the division's responsibility in preparing students for the future and to provide them access to the tools they will be using as adults. The Internet is one of those tools. In fact, Virginia's new Standards of Learning require that students know how to conduct research and publish on the Internet. Students will be evaluated on these skills on standardized tests. Through the division's system, your student will have access to hundreds of databases, libraries, and computer services from all over the world. We accept the responsibility for teaching your student about his/her role as a "network citizen" and the Code of Ethics involved with this new "global community." In addition, as a response to legislation approved by the 2006 General Assembly, Lunenburg Schools will implement an internet safety component which will be integrated into the K-12 curriculum.

With this educational opportunity also comes responsibility for the student. It is important that you and your student read the enclosed division policy, administrative regulations, and agreement form and discuss these requirements together. Please note that the Internet is an association of diverse communications and information networks. It is possible that your student may come across material of adult content, some of which you might find objectionable. The division takes a no tolerance approach to accessing such material. Precautions will be taken to prevent unauthorized access, but it is not possible to prevent such access completely.

Attached to this letter are the following documents:

- The division's Acceptable Use Policy
- An agreement for your student to read and sign stating his/her agreement to follow division policies and regulation regarding the use of county hardware, the Internet, and Code of Ethics. This agreement requires your signature and must be renewed each year and kept on file at the school.
- A form for you to use if you do not want any image of your child used in anything that may be published on the Internet.

Please review these materials carefully with your student before signing the required agreement form.

Sincerely,

Frances Wilson  
Director of Technology and Testing

# Acceptable Use Policy and Internet Safety Program

## Technology Acceptable Use Policies

### Local Technology Policies and Guidelines

#### Lunenburg County Schools

##### Acceptable Use of Technology Overview

Technology in the Lunenburg County Schools offers enhanced learning opportunities. The network and computer equipment is owned by the school system and provides a limited educational purpose of allowing users to conduct research and communicate with others. The user is provided technology resources to include, but are not limited to, computers, printers, software, online catalogs, network file servers, data files, a division-wide e-mail system, hand-held devices, any forms of social media, and access to the Internet. Internet and computer network and non-network access is available to authorized students, teachers and other staff. The school division provides technology resources for education purposes only. Some worldwide resources available on the Internet, however, are not of educational value in a school setting. A Technology Acceptable Use Policy serves to protect the interests of the school division and its technology resources users. Student and employee use should reflect the educational purpose of the network. By signing the Acceptable Use Policy (AUP), users agree to follow the guidelines stated within.

##### Authorized Users

Students and employees of Lunenburg County Schools who complete and sign the technology resource use agreement are *authorized users* or *users* of the school division's technology resources.

##### Students and Parents

Students and their parents or legal guardians shall receive and sign an acknowledgment of this Policy and return it to the appropriate individual school. The school shall maintain an accurate record of those who have returned the signed acknowledgment and shall respond accordingly. Students or staff not returning a signed AUP agreement will not be allowed access to technology resources available in Lunenburg County Public Schools.

##### Technology Privilege

Use of the Lunenburg County Schools Internet and technology infrastructure (computers, network file servers, and network wiring) is a privilege, not a right. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that students and staff are using the system responsibly. Users should not expect that files stored on division servers will always be private. Users should be advised that activity on the network can be tracked. Within reason, freedom of speech and access to information will be honored. The network administrator can disable student or employee rights if violations warrant such action. Administration, faculty, or staff may request that the network systems administrator deny, revoke or suspend specific user access in the event of violation of this policy.

Inappropriate use will result in an immediate termination of access and other privileges relating to use. Inappropriate use may also result in disciplinary action (up to and including suspension or expulsion for students or formal reprimand or dismissal for staff) as well as potential civil or criminal liability and prosecution. Disciplinary actions for employees may include a conference, warning, letter of reprimand, loss of privileges, suspension without pay, demotion, dismissal, and/or criminal prosecution. Disciplinary

action for students may include, but is not limited to a telephone call to parents or guardians, loss of privileges, restitution, suspension, and /or expulsion, and /or criminal prosecution.

### **Violations**

Use of technology resources or transmission of any material in violation of any federal or state law is strictly prohibited. Also prohibited is the use or transmission of material protected by federal or state intellectual property laws; copyrighted material; licensed material; threatening, harassing or obscene material; and/or pornographic material. In addition, users are prohibited from accessing or attempting to access, using or attempting to use, the Internet or other computer network or non-network facilities for any other unauthorized purposes. This includes but is not limited to commercial activities, introduction of viruses, and manipulation or corruption of systems, files and other related resources, or to “hack into” or otherwise access data not intended for the user including, but not limited to, other users’ files and administrative data.

Illegal activities will be reported to the appropriate agencies.

### **Liability**

The Lunenburg County Schools cannot guarantee the availability of technology resources. The school division will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Lunenburg County Public Schools will not assume responsibility for any virus damage resulting from use of the school system’s network. Every possible measure is taken to assure safety, but viruses can penetrate any system.

The school division does not ensure that all electronic transmissions are secure and private. The school division does not guarantee the accuracy or quality of information obtained.

The school division cannot fully control or censor illegal, defamatory, or potentially offensive materials that may be available to the user on systems accessible through technology resources in the Lunenburg County Schools. Every effort will be made using filtering software and teacher supervision to control access to inappropriate sites and resources. In accordance with CIPA (Children’s Internet Protection Act) Internet filtering software is in place to prevent access to:

- child pornography as set out in *Va. Code* § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256
- obscenity as defined by *Va. Code* § 18.2-372 or 18 U.S.C. § 1460; and
- material that the school deems to be harmful to juveniles, as defined in *Va. Code* § 18.2-390, material that is otherwise inappropriate for minors as defined in 47 U.S.C. § 254 (h) (7) (G), and material that is otherwise inappropriate for minors.

## ***School Division Responsibilities***

### **Technology Access and Use**

The school division will provide access to technology resources. Users should be aware that use of these resources may be monitored in order to provide an acceptable level of service to all users. Users should also be aware that data that resides on, or passes through, the school division’s technology infrastructure (computers, network file servers, and network wiring) is subject to review. In order to maintain system integrity and to ensure users are using the system responsibly, network administrators may review files and communications without prior notice or permission of the user. Users should not expect that files stored on district resources will always be private.

### **Proper Use**

School division staff will provide instruction on proper use of technology resources, including areas of

proper care of equipment, management of resources (time and materials), search strategies, user safety, copyright laws, and computer etiquette. Staff shall report any incident of harassment or any other unauthorized or inappropriate use of school division technology resources to the building or department administrator who will report the incident to the Division Supervisor of Technology.

### **Electronic Mail**

The school division will provide access to electronic mail for all staff members.

Students may access email through school division accounts. These accounts are monitored, regulated, and filtered by the school division. The teacher will directly supervise individual student use of the account. Students who have electronic mail accounts from sources outside the school division will have limited supervised access to those accounts using the school division's resources.

### **Web Pages**

The school division will provide resources to host class/activity Web pages. Such pages must contain only educationally relevant material and must adhere to all applicable school division guidelines, policies, and regulations. Students may only post information to Web pages under the direct supervision of a staff member. Because they will be creating Web pages that depict school activities and projects, students will at times include pictures of themselves or other students within a document. In these instances, picture captions or references will identify the activity or class and will not identify students individually by complete name. Such pictures will illustrate the activity and will not present portraits of the individual students. If a Web document text does include the name of a student, only the first or *called* name of the student will be used. A *called* name is the name by which the student is called in class. It may be a diminutive version of a given name, a middle name, a set of initials, or a combination. At no time will a student's full name, address, or other focused identifying information be used.

### **Internet Safety**

In accordance with *Va. Code* §22.1-70.2, Lunenburg County Public Schools requires all students to receive Internet safety training. Through the implementation plan, Internet safety is both taught to and practiced by students, and integrated into the curriculum, K-12. Special emphasis is placed on safety, security, and ethics in the instructional program.

## ***User Responsibilities***

### **Technology Use**

Users will only use technology for school-related purposes. Users will use resources in a responsible, ethical, and legal manner. Provisions in the *Student Code of Conduct* will apply to all student interaction with and use of technology resources. Users should not access, modify, or destroy other user's data without appropriate authorization. Users should not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software or downloads damage or destroy resources, or intentionally offend, harass, or intimidate others. Staff members may not abuse their access to technology resources. Abuse may consist of either excessive or unacceptable use. A use is unacceptable if it conflicts with the school division's or individual school/department's purpose, goal, or mission or with a staff member's authorized job duties or responsibilities. Employees are prohibited at all times: unauthorized or excessive personal use. All personal use should not interfere with or impair an employee's job performance; infringing upon the intellectual property right of others or violating copyright laws; advancing personal profit; bypassing or attempting to bypass any of the District's security or content filtering safeguards; accessing or attempting to access resources for which an employee does not have explicit authorization by means of assigned user accounts, valid password, file permissions or other legitimate access and authentication methods; the use of any "hacking tools" that can be used for

“computer hacking,” may not be possessed on school property, on District premises, or run or loaded on any District system; the use of school computers for commercial purposes; the use of obscene, bullying profane, lewd, threatening, disrespectful, or gang related language or symbols.

### **Consequences**

Employees who violate this administrative rule may be subject to discipline, including up to termination. All employees are responsible for reporting breaches and possible breaches of security. Incidents should be reported to an employee’s supervisor and directly to the Director of Student Support Services. Suspected criminal activity must be reported to law enforcement. Students who violate these administrative rule(s) may be subject to disciplinary action up to and including expulsion in accordance with school board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

### **Internet Access**

Users will only access the Internet under appropriate supervision. Users will view sites that directly relate to a school-related assignment, activity, or responsibility. Users should not use school technology resources to create, distribute, download, or view obscene, illegal, or inappropriate content. Users should immediately inform a staff member if they encounter material that is obscene, illegal, inappropriate, offensive, or otherwise makes them feel uncomfortable. Users should not use technology resources to engage in any commercial activity including the purchase of goods and services; staff members may use technology resources to purchase school supplies and resources provided they follow established school division purchasing guidelines. “Hacking” of the internet or network belonging to Lunenburg County Public Schools shall be considered a violation of internet and/or computer protocol and ramifications for such actions will reflect appropriate disciplinary actions as deemed necessary.

### **Electronic Mail**

For personal safety reasons when communicating electronically, students shall only use their first or *called* name. Full names, home phone numbers, addresses, or other personal identifying information shall not be revealed without written parental and teacher permission.

Users should use electronic mail responsibly. Users should not create, distribute or forward chain letters, offensive messages, harassing messages, or messages that contain false information. Users must obtain the owner’s written permission prior to distributing copyrighted material. The electronic mail system and all of its constituent software, hardware, and data files (the “System”) is owned and controlled by the school system and is its property.

In order to protect the interests of the school system, its employees and students, the school system reserves the right to access and disclose, without prior notice or permission from the user, the contents of any account on its System. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Systems Administrator. In no event should any user ever download any file attached to any Internet-based message unless the user is certain of that message’s authenticity and the nature of the files so transmitted. Users shall not attempt to access instant messages, chat rooms, forums or message boards (except school approved), personal email, and personal web pages (including social networking sites).

### **Network Use**

Users will use resources responsibly. Users will not give out passwords. Users should not disrupt network usage by others, should not monopolize technology resources, should not print excessively, and should not use excessive amounts of shared data storage space.

Users should immediately notify a staff member or school administrator if they are the subject of harassment while using technology resources or if they witness inappropriate use of technology resources. Violation of the school system's network, to include "hacking," will constitute disciplinary action as described in the *Student Code of Conduct*, to include expulsion and referral to the appropriate agencies.

### **Cyberbullying**

Users shall not engage in personal attacks, including prejudicial or discriminatory attacks. Users shall not harass another person. Harassment is described as persistently acting in a manner that intentionally annoys another person. Users shall not knowingly post false or defamatory information about a person or organization. Users shall report to responsible school personnel any electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN), observed while using school-owned technology.

### **Plagiarism and Copyright Infringement**

Users shall not plagiarize works found on the system. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. Materials used shall be properly documented (written, graphic, recorded). Check with the building librarian if you are unsure of the steps to cite sources. Users should request permission from the copyright holder if unsure whether a work is protected by copyright or if one has permission to reproduce a particular work. Unless otherwise indicated, all information on the system is considered to be copyright protected.

### **Expectation of Privacy**

Individuals should not have an expectation of privacy in the use of the District's email, system, or equipment. The District may, for a legitimate reason, perform the following:

- Obtain emails sent or received on District email,
- Monitor an individual's use on the District's systems,
- Confiscate and/or search District-owned software or equipment.

## Lunenburg County Schools Student Technology Resource Use Agreement

- I will use technology resources in a responsible, ethical, and legal manner. I will use technology resources only for school-related purposes. I will not bully, cyberbully, use offensive or threatening materials to harass or demean recipients, including jokes that are intended to harass, offend or intimidate.
- I will not access, modify, or destroy other user's data without proper authorization. I will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software or downloads damage or destroy resources, or intentionally offend, harass, or intimidate others.
- I will access the Internet only under appropriate supervision. I will only view sites that directly pertain to a school-related assignment. I will not use school technology resources to create, distribute, download, or view obscene, illegal, or inappropriate content. I will immediately inform a staff member if I encounter material that is obscene, illegal, inappropriate, offensive, or otherwise makes me feel uncomfortable.
- I will not use technology resources to engage in any commercial activity including the purchase of goods and services. I will not give out personal information (full name, address, telephone number, etc.)
- I will use electronic mail responsibly and only through an authorized account. I will not create, distribute or forward chain letters, offensive messages, harassing messages, or messages that contain false information. I will distribute copyrighted material only if I have the owner's written permission.
- I will use technology resources responsibly. I will not give out my passwords. I will not disrupt network usage by others. I will not monopolize technology resources, use printing excessively, or use excessive amounts of shared data storage space. I will not "hack" the system or use "hacking tools."
- I will immediately notify a staff member or school administrator if I am the subject of harassment while using technology resources or if I witness inappropriate use of technology resources.
- I understand that misuse of these privileges in any way will result in appropriate disciplinary action and possible suspension of the use of all technical equipment in the district.

---

**Student Signature**

---

**Date**

I have read the Lunenburg County Schools' *Technology Acceptable Use Policy*. I have discussed the policy with my child, and I give my child permission to use the technology resources according to the regulations set forth in that policy

---

**Parent/Guardian Signature**

---

**Date**

---

**Please print student's name: Last**

**First Middle**

**Grade**

**Please return this page to your child's teacher within ONE (1) week of enrollment of each new school year.**

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# Lunenburg County Schools

## Staff Technology Resource Use Agreement

I have read and I understand the Lunenburg County Schools *Technology Acceptable Use Policy*. I will make every effort to hold students accountable to the policy and to report serious violations to my building administrator. I understand that my inappropriate use of technology resources can result in disciplinary action up to and including formal reprimand and dismissal.

---

**Staff Signature**

---

**Date**

---

**Please print your name: Last**

**First Middle**

---

**Location**

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# **LCPS**

# **Bring Your Own Device Policy**

**Guidelines, Policies, and Procedures for  
BYOD in Lunenburg County Public  
Schools**

## **Bring Your Own Device**

### **Guidelines, Policies, and Procedures**

#### **Introduction**

Lunenburg County Public Schools is committed to aiding students and staff in creating a 21st Century learning environment. With this goal in mind, the division is piloting a new initiative known as BYOD, which stands for “Bring Your Own Device.” Many schools across the nation are implementing Bring Your Own Device initiatives for their students and staff. Students and staff will now be able to access the LCPS network with their personal devices (laptops, netbooks, tablets, smart phones, etc.) during the school day. With classroom teacher approval, students may use their own devices to access the Internet and collaborate with other students. By allowing students to use their own technology on campus, the school system is hoping to increase the access all students have to the technology they need to be successful.

#### **Overview**

During the March, 2016 board meeting, the School Board approved changes to policy and regulations that will allow all students to use their own electronic devices in an academic setting in order to access the school division’s wireless network. This will go into effect April 1, 2016.

Access to the Division’s wireless network, including the Internet, shall be made available to students, employees, and members of the School Board primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- Imposes no tangible cost to the Division
- Does not unduly burden the Division’s computer or network resources;
- Has no adverse effect on an employee’s job performance or on a student’s academic performance.

Network users must comply with all rules and regulations established for the use of computers or other electronic equipment. The teacher is the final authority in the classroom and students must comply with requests for students to shut down or put away electronic devices when they are not needed for instruction.

## **Procedures and Guidelines for Students and Parents for the Use of a Privately Owned Electronic Device**

Beginning April 1, 2016, Lunenburg County Public Schools will allow students to use privately owned electronic devices to access the LCPS wireless network. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the LCPS Wi-Fi network with personal devices is a privilege, not a right, and it is not a requirement for division students. Permission to bring and use privately owned devices is contingent upon adherence to LCPS guidelines. If a privately owned device is used by a student to disrupt the educational environment, in the sole opinion of LCPS, that student's privileges may be limited or revoked.

### **Guidelines**

1. Students may use a privately owned electronic "Internet ready" device on the LCPS wireless network with teacher or administrator permission.
2. The use of a privately owned electronic device is to support and enhance instructional activities.
3. Students are prohibited from accessing the Internet using any external Internet service. No privately owned electronic device may be connected to the LCPS network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
4. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot. Voice, video, and image capture applications may only be used with teacher or administrator permission.
5. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of ear buds or other types of headphones.
6. The privately owned electronic device owner is the only person allowed to use the device.
7. No division-owned academic or productivity software can be installed on personal devices.
8. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
9. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, LCPS is not responsible for any financial or data loss.
10. Violation of school or division policies, local, state and/or federal laws while using a personal electronic device on the LCPS wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Code of Student Conduct, and/or School Board policy as well as by local, state and/or federal law.
11. The school division and school division personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
12. The school division reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school division policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school division computer.

## Procedures

All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Parents/Guardians who wish to allow their children to bring personal electronic devices to school must sign the *Bring Your Own Device User Guidelines and Agreement Form*. (Page 101)

Students who wish to bring allowable electronic devices to school for educational purposes register those devices, obtain a login and password, and agree to use the devices in accordance with the Acceptable Use Policy. Students must use the school wireless network to access the Internet so that all sites can be monitored in compliance with CIPA regulations.

Students are expected to charge their devices at home. Classrooms may not be able to accommodate large numbers of students who want to recharge their electronic devices nor will class time be spent in managing these personal devices. Students should not allow other students to use their personal electronic devices. Usually, having physical access to a personal device also provides the ability to e-mail or text message from the device. It also provides an opportunity for the device to be damaged. The owner is responsible for anything that occurs with the device. Students should not make recordings or take photographs without the express permission of the teacher or administrator and with appropriately signed media releases.

## Allowable Devices

Allowable devices vary from school to school and are determined at the building level. Devices could include the following: laptops, tablets, eReaders (Nooks, Kindles, etc.), iPads, iPhones or similar communication devices. Devices must be such that can be used for educational purposes. Teachers and administrators are the final authorities as to whether the device may be used at school.

Use of mobile phones for any voice or text communication is generally not permitted during school hours; however, mobile phones may be used as directed by school personnel. When not for educational purposes, mobile phones do not have to be registered but must be turned off during school hours. Principals may allow limited use of phones during instructional time. Mobile phones possessing advanced functions, including Internet access, eReader, and video-audio functions can be classified as non-disruptive educational devices. These functions may be used in Yellow and Green Zones as permitted and directed by school personnel.

Devices that are disruptive of the educational setting are not allowed, such as too-loud headphones, laser pointers, and gaming devices (Nintendo DS, PlayStation, etc.).

## Zones

The individual schools are divided into zones: Green, Yellow, and Red. The administration at each school will determine which, if any, locations other than the classroom setting that personally owned devices can be used during the instructional day. However, if the use of the device causes disruption in the specific setting, the student can be directed to put it away or impose other sanctions.

**Red Zone:** An area designated as a Red Zone indicates that use of any personal device, either allowable or otherwise, is strictly prohibited. A classroom designated as a Red Zone may ask that all personal devices be placed in a predetermined location or turned off and put out of sight. All bathrooms and locker rooms are Red Zones.

**Yellow Zone:** An area designated as a Yellow Zone indicates that personal devices may be in use in a limited capacity as permitted and directed by school personnel. Hallways are an example of a Yellow Zone, where students may be allowed to have an iPod as long as headsets/earbuds allow the student to hear other students and teachers.

**Green Zone:** An area designated as a Green Zone indicates that personal devices may be in use for school related tasks as permitted and directed by school personnel. The CHS library is an example of a Green Zone, where students may use their devices for research, reading, and other educational activities.

## **Consequences for Inappropriate Use of Electronic Devices**

Violation of the appropriate use of electronic devices may result in any one or any combination of the following:

1. Verbal or written warning
2. Confiscation of the device by school personnel, to be returned to parent/guardian
3. Loss of BYOD privileges
4. In-School Suspension
5. Out of School Suspension

Violations of law may result in criminal prosecution as well as disciplinary action by the Division.

## **Statement of Non-Liability**

Lunenburg County Public Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to school at their own risk.

## **FAQs**

1. **Why is LCPS doing this?**
  - Applications accessed by a web browser, such as Google Docs, eliminate the need to have specific software loaded onto every student computer.
  - Cloud-based computing allows students to access their information from any computer with a web browser.
  - The current economic times require unique strategies to ensure that every student has equitable access to online resources.
2. **What if my child's device is stolen or damaged? What recourse can I take?**

Students bring electronic communication devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device or other item is lost, stolen, or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible.
3. **Is it required that my child use the school wireless? Can they use their own 3G or 4G service?**

Students with a personally owned device need to use the school system's wireless network.
4. **My child is bringing a device to school for instructional purposes. Will he/she have access to things that he/she normally does with district equipment?**

Your child will have access to any of the web-based software the school currently uses (databases, library search tools, etc.). The student will not necessarily have access to

programs that are typically loaded on individual school machines. Moreover, software may run differently on different devices for varying reasons.

**5. As a parent am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's device?**

Virus protection for PC's is recommended but not required. Device location software is not required but is always a good idea.

**6. How will my son's/daughter's device be used in the classroom?**

**Schools must challenge students with rigorous, personalized academic learning experiences that foster innovation and creativity.** Students will engage in cohesively integrated curriculum, access information, and apply it to solve authentic problems in a collaborative manner.

**7. I don't have my own electronic communication device to bring to school. Will I be penalized or miss out on instruction?**

No, it is not mandatory for students to bring a device, even if they do own one. Use of personal electronic devices will be optional.

**8. I have my device with me in class. How do I get on the Internet now?**

Most devices will detect a wireless connection when you are near one. Most of the time devices will ask you if you would like to join the network.

**9. I can't get my device to connect to the network. Can I get some help from someone?**

Resources may be available to help you connect to the guest network in your school; however, you will need to consult with a network administrator for these resources. It is not the responsibility of your teacher or other staff to troubleshoot individual devices during the school day.

**10. I need to save and/or submit my work. Where can I save it?**

Students can save their work on a flash drive, CD, or DVD—if their devices support these. Students can post their work to Google Drive.

**11. I need to print the assignment I just completed. Why is there no printer when I try this?**

Students do not have direct access to a network printer. Solutions include saving it to a flash drive or printing it from home or another school computer with permission. Use of school printers in the classroom or other learning spaces is at the discretion of the teacher or other school administrator.

**12. My device was stolen when I brought it to school. Who should I contact about this?**

Lunenburg County Public Schools is not responsible for the theft of a device, nor is the school system responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a teacher, principal, and/or School Resource Officer to make him/her aware of the offense. Bringing your own device to school can be useful; however, some risks are involved as well. It is a good idea to record the device's serial number in case of theft.

**13. Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?**

Internet filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to



access it while in a public school. You own the device, but the network you are using belongs to the school and Internet access will be filtered.

**14. Am I still held accountable for the Acceptable Use Policy (AUP) I signed even though this is my personal device?**

Yes, students using a personally owned device must have both the Acceptable Use Policy and the Parental BYOD User Agreement signed and abide by the regulations in both documents.

**15. Will there be a permission form that needs to be signed before a student brings their own device to school?**

Students and parents must complete the Parental BYOD User Agreement. In addition, students must register their devices to receive a login and password.

**16. How will a teacher/administrator have the ability to revoke a student's BYOD privilege?**

If a student is not following the developed guidelines for the use of his/her personally owned device, a teacher/administrator can revoke the privilege through the regular discipline process.

**17. How can a teacher or staff member tell if a student is using a 3G/4G wireless connection to the Internet rather than the school division's wireless access?**

While it can be difficult to tell at times, if a staff member sees a student accessing a website that is typically blocked from the LCPS network, the student is likely on a 3G/4G connection. The quickest way to help enforce this is by observing what students are accessing.

## Steps to Prevent Theft of Mobile Devices (by M. Kitchens)

Mobile devices are great tools for teaching, learning, and entertainment. They're portable, reliable, and offer easy access to family, friends, and a global community. Expensive electronic gadgets are products that a lot of people want. Unfortunately, there are those who look to acquire a device whatever the cost – even if that means stealing.

Here are a few tips for keeping you and your devices safe, along with ways to help deter theft.

- **Be aware of your surroundings:** Criminals prey on victims who are distracted. If you're walking home from school or riding a bus, keep your devices out of sight. Resist the temptation to play a game or access an app. While your attention is diverted, someone could snatch the device from your hand and be gone before you have time to react.
- **Don't mention you currently possess expensive items:** When in a crowd – especially among people you don't know – don't mention you're carrying a device in your backpack, book bag, or pocket. You may unknowingly tempt a would-be robber, who could then mark you as a potential target.
- **Keep your devices hidden:** When your belongings will be unattended, such as during a P.E. class, keep your electronics and other valuables in a secure location—a locked locker or a locked classroom, for example. Remember, never share your locker combination with a friend. Each person who has your locker combination increases the chances that you will have something stolen from your locker. When leaving your device in a car, tuck it under the seat or stow it in the vehicle's trunk. Keep it out of sight to decrease the chances of theft.
- **Don't leave your device as a place holder at a restaurant or coffee shop:** Even if you're ordering an item from the counter only feet away, take your device with you. You may lose your perfect seat, but finding a place to sit is easier than dealing with a stolen device.
- **Trust is something that should be earned gradually:** Remember, a criminal can be a wolf in sheep's clothing – meaning a thief can appear friendly or in need while having ill intentions. Keep your devices close by and consider the consequences when you let someone use or borrow your device.
- **Don't assume, "It can't happen to me":** If you allow that thought to take root in your mind, you've dropped your guard, which makes you an easier target. Remember to be aware, but not scared, and keep in mind that any device, even yours, could be stolen.

### Additional Tips

**Record your device's serial number:** Your device's serial number is unique. It distinguishes your device from any other on the planet. Record the serial number, and keep it in a safe place. If your gadget is stolen, the serial number will help police identify your property.

### Resources

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Henrico Public Schools. (n.d.) HPSD ed tech resources. Retrieved from <https://sites.google.com/a/hanoverpublic.org/hpsdedtech/home>

Kuropatwa, D. (2008). How would I prepare to teach a BYOD class? Retrieved from <http://adifference.blogspot.com/2011/07/how-would-i-prepare-to-teach-byod-class.html>

Norris, C., & Soloway, E. (2011). Tips for BYOD K12 programs. District Administration. Retrieved from <http://www.districtadministration.com/article/tips-byod-k12-programs>.

Watters, A. (2013). What do kids say is the biggest obstacle to technology at school?

ReadWrite10. Retrieved from [http://readwrite.com/2011/04/03/what\\_do\\_kids\\_say\\_is\\_the\\_biggest\\_obstacle\\_to techno](http://readwrite.com/2011/04/03/what_do_kids_say_is_the_biggest_obstacle_to techno)

## **Downloads**

Did You Know (YouTube video) <http://www.youtube.com/watch?v=mOPcE3fDodk>

Firefox <http://www.mozilla.org/en-US/firefox/new/>

Google Chrome <https://www.google.com/intl/en/chrome/browser/>

## References

Booker T. Washington High School. (n.d.) Booker T. Washington High School bring your own device. Retrieved from [http://www.btwash.org/BYOD\\_Report.pdf](http://www.btwash.org/BYOD_Report.pdf)

Bryan City Schools. (n.d.) Power Up Power On. Retrieved from <http://www.bryan.k12.oh.us/docs/PowerUp%20PowerOn12-3.pdf>

Fairfax County Public Schools. (2013). BYOD (bring your own device): Personally owned computing/network device acceptance of responsibility and device use agreement permission form. Retrieved from <http://www.fcps.edu/it/byod/>

Fair Lawn Schools. (n.d.). BYOD (bring your own device)—An introduction. Retrieved from <http://www.fairlawnschools.org/domain/1293>

Kitchens, M. (2013). Preventing mobile device theft: Tips for students. My Big Campus.

Retrieved from <http://mybigcampus.com/bundles/preventing-mobile-device-theft-tips-for-students---189148>

Virginia Beach City Public Schools. (n.d.) Bring Your Own Device (BYOD): Frequently Asked Questions. Retrieved from <http://www.vbschools.com/curriculum/byod/>

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## Bring Your Own Device Guidelines and Agreement Form

Students and teachers may utilize their laptops or other devices at school.

### Guidelines:

1. Any student/teacher who wishes to use a personally owned laptop or other digital device within Lunenburg County Schools must read and sign this agreement and submit to the librarian. Only after all agreements are signed by student and parent and the student has a signed AUP on file, will the student be allowed to use a personal laptop. If a teacher brings his/her own device; they will need to sign this document, along with a signed AUP and have the librarian set them up an account.
2. The student/teacher takes full responsibility for his/her digital device and keeps it with him/her at all times. The school is not responsible for the security of the device.
3. The student/teacher is responsible for the proper care of their digital device, including any costs of repair, replacement or any modifications needed to use the laptop at school. The school technicians will not work on personal computers. All participants must have up-to-date virus protection software loaded on their computer.
4. Violations of any Board policies, administrative procedures or school rules involving a student's/teacher's personally owned laptop may result in the loss of use of the laptop in school and/or disciplinary action.
5. Before using the laptop in any class, the student must inform the teacher and ask permission to use the device and follow the Zone requirements within the school. The student must comply with teachers' request to shut down the computer or close the screen.
6. Personal laptops shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
7. The student may not use the laptop to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.
8. The student should only use their device to enhance learning, which could include note taking, research, or teacher led instruction. No personal laptops will be used for Benchmark or SOL testing. Also students should note that they will not be able to print from their laptop to a school's printer.
9. The student will use the BYOD wireless network. Use of personal wireless connections (i.e. hot spot or wireless card) is not allowed. Internet filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you are using belongs to the school and Internet access will be filtered.

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of his/her laptop.

Laptop or Device Make \_\_\_\_\_ Serial # \_\_\_\_\_ MAC Address \_\_\_\_\_

\_\_\_\_\_  
Student's/Teacher's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**This form shall be kept on file at in the library of each school.**

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# Permission of Publication of Student Image

One very important component of a student's education today is the knowledge of how to publish and present data that has been collected on any given subject. Modern technologies give all students the ability to perform this task quickly and easily. Students in Lunenburg County Public Schools will have the opportunity to publish work that they have created internationally on the Internet.

Incorporated into a student or a teacher's work may be a drawn or photographed still, or video image of him/herself or others in the school. You as a parent or guardian of a student attending Lunenburg County Public Schools may have reason to request that no image of your child be published. We want to know if this is the case. Please sign the form below and return it to their classroom or homeroom teacher.

---

**As a parent of a student in Lunenburg County Schools, I am aware that my child will be given instruction on how to publish and present data that they learn in school.**

**Yes, I give permission for my child's image to be used for school related Internet publications (including PTO programs, sports events, class projects, any forms of social media, and other school activities).**

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**No, I do not give permission for my child's image to be used in school related Internet publications (including PTO programs, sports events, class projects, any forms of social media, and other school activities).**

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Please return this page to your child's teacher within two (2) weeks of enrollment of each new school year.**

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## **Acknowledgment of Receipt and Review of the *Code of Student Conduct***

I certify:

1. receipt of the Lunenburg County School Board's *Code of Student Conduct* and understand that printed therein are Sections 22.1-254 and 22.1-279.3 of the *Code of Virginia*, and the LCPS Acceptable/Safe Use of Technology and the Internet (on page 12).
2. that my signature indicates my permission to allow my son or daughter to have access to the Internet under the conditions set forth.
3. that I have reviewed the content of the *Code of Student Conduct*, including school bus rules with my child.
4. that I have been informed that all personal belongings kept on school property (including on school buses and all other vehicles used for pupil transportation), brought to school-sponsored events, or brought to bus stops will be at the sole risk of the owner. LCPS will not accept responsibility for damage, loss, or theft of any personal belongings on school property, brought to school-sponsored events, or brought to bus stops. This includes damage, loss, or theft to bicycles, motorbikes, motorcycles, motor vehicles, musical instruments, cell phones, electronic devices, clothing, shoes, glasses, and all other personal belongings. Owners shall not assume that personal property will be replaced or repaired by LCPS. Claims for loss or damage to personal property resulting from actions of LCPS employees will be investigated and administered by the County's Risk Management Division.
5. that I have received and reviewed the LCPS Denial of Permission ("opt-out") form and Annual Notice to Students/Parents re: Student Education Records accompanying the *Code of Student Conduct* and that I understand that I must follow the instructions described therein in order to request non-disclosure of the information listed.
6. that I hereby give Lunenburg County Public Schools Office of Residency Compliance consent to obtain information about my children and me to verify residency in Lunenburg County from other governmental agencies and entities, employers, landlords, and utilities.
7. that signing below only signifies receipt and review, and furthermore, that by signing this statement of receipt, I am not waiving, but expressly reserving, my rights protected by the constitutions or laws of the United States or Commonwealth of Virginia and my right to express disagreement with a school's or school division's policies or decisions.

I understand that this *Code of Student Conduct* applies to my child and all students of Lunenburg County Public Schools.

\_\_\_\_\_  
Student's Name/Grade

\_\_\_\_\_  
School

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Parent(s)/Legal Custodian(s)' Signature/Date

**Please return this page to your child's teacher within two (2) weeks of enrollment of each new school year.**

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# Lunenburg County Public Schools School Board

**Donald B. Carnes, Chairman** Plymouth District

**Kathy Coffee, Vice Chairman** Hound's Creek District

**Melanie Currin** Rehoboth District

**Doug Aubel** Brown's Store District

**Beverley Hawthorne** Beaver Creek District

**Ruby Ingram** Love's Mill District

**Amy McClure** Meherrin River District

## ADMINISTRATIVE STAFF

**Charles M. Berkeley, Jr.** Superintendent of Schools

**James M. Abernathy, Jr.** Executive Assistant to the Superintendent

1009 Main Street  
P.O. Box 710  
Kenbridge, VA 23944

[www.lunenburgcountyschools.org](http://www.lunenburgcountyschools.org)

## Our Schools

### **Kenbridge Elementary School**

215 Nottoway Falls Rd.  
Kenbridge, VA 23944  
Phone: 434-676-2491

### **Victoria Elementary School**

1521 8th St.  
Victoria, VA 23974  
Phone: (434) 696-2163

### **Lunenburg Middle School**

583 Tomlinson Rd.  
Victoria, VA 23974  
Phone: (434) 696-2161

### **Central High School**

131 K-V Road  
Victoria, VA 23974  
Phone: 434-676-2137