

**CULPEPER COUNTY PUBLIC SCHOOLS  
STUDENT / PARENT  
INFORMATION HANDBOOK  
CODE OF CONDUCT  
2021-2022**

**Culpeper County  
School Board**



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

**Office of the Division Superintendent**

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

450 Radio Lane

**PARENTAL STATEMENT OF RECEIPT OF NOTICE OF REQUIREMENTS OF VA CODE 22.1-279.3  
AND  
SCHOOL BOARD'S STANDARDS OF STUDENT CONDUCT**

By my signature, I acknowledge that I have received a copy of Section 22.1-279.3 of the *Code of Virginia* entitled Parental Responsibility and Involvement Requirements and a copy of the Culpeper County School Board's Students Code of Conduct.

I understand that by signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or School Division's policies or decisions.

**Opt-Out Information**

I do not give my permission for the following: **(Please check only those boxes for which you are DENYING PERMISSION.)**

- For my child's Directory Information to be released to the media or community organizations (see page 8 of the CCPS Student/Parent Handbook for Directory Information).
- For the publication or posting of a photo, quote, audio, or video of child on CCPS-sponsored web pages, staff-made instructional videos, social media platforms, school yearbook, athletic or theatrical, concert programs, or other school publications for public view.
- For my child to be interviewed by members of the news media or have their achievements published or announced by the media.
- For my child's school work to be displayed or showcased for public view (artwork, poetry, essays, science projects, etc.)

**(High School Students Only)**

- For the release of my address, phone number, or email to military recruiters.
- For the release of my address, phone number, or email to institutions of higher learning.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT**

**Each student and his/her parent must sign this agreement before being granted use of the School Division's computer system.**

**Parent -** I have read the Acceptable Computer Use policy on page 49. I understand that access to the computer system is intended for educational purposes and the Culpeper County Public School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my child.

**Student -** I understand and agree to abide by the School Division's Acceptable Use Policy and Regulation. I understand that the School Division may access, monitor and archive my use of the computer system, including my use of the Internet, e-mail and download material without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

**Attention parents: Keep this copy for your records.  
Sign and return the copy on the last page of this handbook to your child's school.**

Culpeper, Virginia 22701  
Tel./TTY (540) 825-3677 \* Fax (540) 829-2111



To parents and guardians of our students:

The purpose of this publication is to provide you, school personnel, students, and our community with information about division policies and procedures. In addition, this publication contains parental notifications that are required under federal and state guidelines.

Please keep this handbook throughout the 2021-2022 school year. You are encouraged to review the contents of this handbook and share information with your child, particularly with regards to student expectations, responsibilities, and discipline. After reading this handbook, **please sign the required signature page and return it to your child's school.**

As a parent, your interest and involvement with your child's education will promote a positive attitude toward learning, academic achievement, and the school environment. Should you have any questions about the contents of this handbook, please contact your child's school principal.

Sincerely,

A handwritten signature in black ink that reads "Anthony S. Brads". The signature is written in a cursive style with a long horizontal line extending to the right.

Anthony S. Brads, Ed.D.  
Division Superintendent



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# I. General Information - Culpeper County Public Schools

## School Board Members

### **Catalpa District**

Barbara 'Barbee' L. Brown  
450 Radio Lane  
Culpeper, VA 22701  
(C) (540) 729-6240  
E-mail—bbrown@culpeperschools.org  
Initial Appointment Date: 1/1/2020  
Term Expires: 12/31/2023

### **Cedar Mountain District**

Elizabeth 'Betsy' Howard Smith  
450 Radio Lane  
Culpeper, VA 22701  
(H) (540) 825-5667  
E-mail - bhsmith@culpeperschools.org  
Initial Appointment Date: 1/1/2014  
Term Expires: 12/31/2021

### **East Fairfax District**

Patricia A. Baker  
450 Radio Lane  
Culpeper, VA 22701  
(H) (540) 825-5355  
E-mail—pbaker@culpeperschools.org  
Initial Appointment Date: 1/1/2016  
Term Expires: 12/31/2023

### **Jefferson District**

Deborah A. Desilets  
450 Radio Lane  
Culpeper, VA 22701  
(C)(571) 437-8956  
E-mail—ddesilets@culpeperschools.org  
Initial Appointment Date: 1/11/2021  
Term Expires: 12/31/2021

### **Salem District**

Anne C. Luckinbill  
450 Radio Lane  
Culpeper, VA 22701  
(H) (540) 229-6342  
E-mail—aluckinbill@culpeperschools.org  
Initial Appointment Date: 1/1/2008  
Term Expires: 12/31/2023

### **Stevensburg District**

Marshall D. Keene  
450 Radio Lane  
Culpeper, VA 22701  
(C) (540) 645-1445  
(W) (540) 937-0016  
E-mail—mkeene@culpeperschools.org  
Initial Appointment Date: 1/1/2018  
Term Expires: 12/31/2021

### **West Fairfax District**

Christina 'Chrissy' H. Burnett  
450 Radio Lane  
Culpeper, VA 22701  
(C) (540) 829-6494  
E-mail—cburnett@culpeperschools.org  
Initial Appointment Date: 1/1/2020  
Term Expires: 12/31/2023



## School Board Policies and Regulations

All Culpeper County School Board Policies and Regulations are available on our website at [www.culpeperschools.org](http://www.culpeperschools.org). Hardcopies of all policies are also available at the School Board Administrative offices located at 450 Radio Lane.



# **Mission, Vision, Beliefs and Goals**

## **Mission Statement**

*Culpeper County Public Schools will provide a pathway for all students to be successful in college, careers and citizenship.*

## **Vision Statement**

*In Culpeper County Public Schools, every student will be inspired, empowered, and educated for success .*

## **Belief Statement**

*We believe our mission can best be achieved by:*

- *partnering with families and the community*
- *addressing the intellectual, emotional, social and physical needs of the learner*
- *valuing a strong work ethic*
- *embracing diversity*

## **Strategic Goals**

**Goal 01:** *CCPS students will experience academic success through engaging and challenging curriculum and innovative instructional strategies focused on development of content knowledge, communication skills, collaboration skills, career readiness, creative & critical thinking, and local/global citizenship.*

**Goal 02:** *CCPS will communicate frequently and clearly at all levels which includes strategies to assist with family engagement, community relations, and consistent messaging.*

**Goal 03:** *CCPS will recruit, develop, and retain quality administrators, teachers and staff.*

**Goal 04:** *CCPS will provide and expand on career and technical education opportunities for students based upon workforce needs.*

**Goal 05:** *CCPS will provide a safe and secure learning and work environment.*

**Goal 06:** *CCPS will provide facilities that support and promote quality instruction*

# SCHOOL DIRECTORY / IMPORTANT NUMBERS

**Culpeper County High School 825-8310**

Principal—Dr. Daniel Soderholm  
E-mail address: ds9626@culpeperschools.org  
14240 Achievement Drive Culpeper, VA 22701

**Eastern View High School 825-0621**

Principal—Dr. Felix Addo  
E-mail address: fa9773@culpeperschools.org  
16332 Cyclone Way Culpeper, VA 22701

**Culpeper Technical Education Center 423-6504**

Principal—Mr. Shaun Summerscales  
E-mail address: ssummerscales@culpeperschools.org  
17441 Frank Turnage Drive Culpeper, VA 22701

**Phoenix Alternative Education 825-3677 ext. 6000**

Administrator—Jodi Place  
E-mail address: jplace@culpeperschools.org  
14270 Achievement Drive Culpeper, VA 22701

**Culpeper Middle School 825-4140**

Principal—Mr. Jesse Blackburn  
E-mail address: jblackburn@culpeperschools.org  
14300 Achievement Drive Culpeper, VA 22701

**Floyd T. Binns Middle School 829-6894**

Principal—Mr. Nathan Bopp  
E-mail address: nbopp@culpeperschools.org  
205 Grandview Avenue Culpeper, VA 22701

**A.G. Richardson Elementary School 825-0616**

Principal—Mrs. Temesha Dabney  
E-mail address: td9199@culpeperschools.org  
18370 Simms Drive Culpeper, VA 22701

**Emerald Hill Elementary School 937-7361**

Principal—Dr. Tori Gelbert  
E-mail address: vg5933@culpeperschools.org  
11245 Rixeyville Road Culpeper, VA 22701

**Farmington Elementary School 825-0713**

Principal—Mrs. Renee Wootten  
E-mail address: rwootten@culpeperschools.org  
500 Sunset Lane Culpeper, VA 22701

**Pearl Sample Elementary School 825-5448**

Principal— Mr. Daniel Birch  
E-mail address: db5772@culpeperschools.org  
18480 Simms Drive Culpeper, VA 22701

**Sycamore Park Elementary School 825-8847**

Principal— Mr. Derek McWilliams  
E-mail address: dmcwilliams@culpeperschools.org  
451 Radio Lane Culpeper, VA 22701

**Yowell Elementary School 825-9484**

Principal— Mrs. Angie Fiscus  
E-mail address: afiscus@culpeperschools.org  
701 Yowell Drive Culpeper, VA 22701

**School Board Administrative Offices**

450 Radio Lane Culpeper, VA 22701

**Central Office Main**

825-3677

**Office of the Superintendent**

825-3677 ext. 3121

**Student Services**

825-3677 ext. 3141

**Operations**

825-3677 ext. 3132

**Instruction Department/Home School Information**

825-3677 ext. 3123

**Special Education/Homebound Instruction**

825-3677 ext. 3135

**Finance Department**

825-3677 ext. 3128

**Human Resources**

825-3677 ext. 3116 or ext. 3139

**CCPS Family Resource Center**

445-5025 (101 Duke St. Suite 119, Culpeper, VA 22701)

**Food Service - 825-8212**

**Transportation - 825-5446**

**Maintenance - 825-0661**

**Culpeper County Community Contacts**

**Piedmont Adult Education - 718-8243**

**Culpeper Literacy Council - 825-5804**

**Chamber of Commerce - 825-8628**

**Culpeper Sheriff's Office - 727-7520**

**Culpeper Town Police - 727-3430**

**Parks & Recreation - 727-3412**

**Head Start Program - 829-2330**

**Department of Social Services - 727-0372**

**Culpeper County Child Care - 829-2124**

**Culpeper County Public Library - 825-8691**

**School Offices & Central Office Hours**

Secondary . . . . . Monday-Thursday  
7:00 a.m.- 3:30 p.m.  
Friday 7:00 a.m. - 3:00 p.m.

Elementary . . . . . AGRES, EHES and PSES  
Monday-Thursday  
7:30 a.m. - 4:30 p.m.  
Friday 7:30 a.m. - 4:00 p.m.

Elementary . . . . . FES, SPES and YES  
Monday - Thursday  
8:00 a.m. - 4:30 p.m.  
Friday 8:00 a.m. - 4:00 p.m.

Central Office . . . . . Monday-Thursday  
7:30 a.m.- 4:30 p.m.  
Friday 7:30 a.m.- 4:00 p.m.



## II. Parents' and Students' Rights and Responsibilities Related to Education

### **Non-Discrimination and Equal Educational Opportunities**

The Culpeper County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. Inquires regarding compliance may be addressed to the Executive Director of Student Services at 450 Radio Lane, Culpeper, VA, 22701.

### **Opt Out (Decline) of Selected School Services and Programs**

The Culpeper County School Board's policies and procedures allow parents/guardians to excuse their children from the requirements for the described portions of the programs and services listed below (Opt out). Parents/guardians must notify the school principal in writing if they desire to excuse their child from one or more of the programs or services listed below:

#### **\* *Publication of Student Names and Photos***

Parents/guardians may request that the directory information not be released to the public. This will eliminate the child's name from being published for any reason, including honor roll. For a complete list of directory information, see page 8.

#### **\* *Family Life Education***

Parents/guardians may opt out of all or part of the Culpeper County Family Life Education Program. Copies of the program are available for review at each school and the School Board office. Parents/guardians are encouraged to review the complete program with the child's principal before exercising the opt out option. Parents wishing to exercise the "opt out" provision of the policy must do so in writing.

#### **\* *Social Emotional Learning***

Parents/guardians may opt out of all or part of the Culpeper County Social Emotional Learning Program. Copies of the program are available for review at each school and the School Board office. Parents/guardians are encouraged to review the complete program with the child's principal before exercising the opt out option. Parents wishing to exercise the "opt out" provision of the policy must do so in writing.

#### **\* *Counseling Services***

The Culpeper County Public School System has a comprehensive counseling program for all students in grades K-12. The program is described in detail in the School Counseling Handbooks located in each school. The overall goal of the program is to assist students to achieve maximum growth in the academic/educational, personal/social and career development domains. Parents or guardians may choose the opt out provision of the School Board policy for all or part of the guidance and counseling program. While not necessary, parents considering "opt out" are encouraged to speak to the school counselor or principal before finalizing the decision. Parents wishing to exercise the "opt out" provision of the policy must do so in writing.

#### **\* *Release of Information to Military Recruiters and Institutions of Higher Learning***

Federal law requires public schools to release the names, addresses, telephone numbers, and birthdates of juniors and seniors in high school to United States military recruiters and institutions of higher learning unless the parent (or student over age 18) declares in writing to not release such information. Please see the *Opt-Out Form* at the end of this booklet or the CCPS website.

#### **\* *Student Health Services***

Parents/guardians may use the opt out option for Student Health Services. Parents/guardians considering opt out should discuss the specific implications for their child(ren) with the school principal or school health professional.

### **Pupil Privacy Protection Act (PPRA)**

A parental consent must be obtained for a child to participate in or be provided provisions to opt out of certain school activities sponsored/funded by the U.S. Department of Education, such as student survey, analysis, or evaluation that concerns one or more of the eight areas of protected information surveys listed below. This also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings.

The eight areas of protected information surveys are: political affiliations or beliefs; mental or psychological problems; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others; legally recognized privileged relationships; religious practices, affiliations, or beliefs; and income other than required by law.

Parents/legal guardians will be notified and provided provisions to opt out of participating in certain school surveys analysis, or evaluations sponsored/funded by sources other than the U. S. Department of Education. Parents/legal guardians and eligible students have the right to inspect any survey dealing with the eight areas of protected survey information, regardless of the funding source.

### **Right to Review Teacher Qualifications**

As a parent of a student in Culpeper County Public Schools you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Virginia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- If you would like to receive any of this information, please call your schools' principal.

### **Parental Involvement Policy**

The Culpeper County Public School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The Culpeper County School Board endorses the parental involvement goals outlined in policies IGBC and IGBC-BR1 and encourages regular participation of parents of all children including those eligible for Title I and Limited English Proficiency (LEP) programs. Each school receiving Title I funds has a Title I Parent Advisory Board which all parents are invited to join.

### **Parental Responsibilities**

#### **\* Updated Information**

Parents have the responsibility to complete school registration and student health information forms completely and accurately. Parents are to notify the school office staff in writing of any changes in home address, phone contact, student health concerns, emergency contacts, transportation or custody changes.

#### **\* Rights and Responsibilities of Non-Custodial Parents**

When parents of a student are estranged, separated, or divorced, all school personnel will respect the parental rights of both parents. Unless there is a court order to the contrary, both parents have the right: to view the child's school records; receive school progress reports; receive the school calendar and notices of major school events; visit the school; participate in parent-teacher conferences; receive all notifications in accordance with the Individuals with Disabilities Education Act and receive notice of the student's extended absence.

The custodial parent has the responsibility to provide the current address and phone number of the noncustodial parent at registration unless such address is unknown and the parent signs a statement to that effect. If a court order restricts the educational or contact rights of the noncustodial parent, the custodial parent must provide a copy of any legal document which restricts those rights.

At the request of a noncustodial parent, such parent will be included as an emergency contact for the student's activities unless a court order has been issued to the contrary. The noncustodial parent has the responsibility to keep the school office informed of changes in his or her current phone number and address.



***Parental Responsibility and Involvement Requirements.***  
**Va. Code § 22.1-279.3.**

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A School Board shall provide opportunities for parental and community involvement in every school in the school division.
- C. (ii) a copy of the School Board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or School Division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the School Board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the School Board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law to discuss improvement of the child's behavior, school attendance, and educational progress.
- E. Within one calendar month of the opening of school, each School Board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; In accordance with the due process procedures set forth in this article and the guidelines required by § [22.1-279.6](#), the school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the School Board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
  - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the School Board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
  - 2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

### III. Educational Records Information



#### **Cumulative, Confidential, and Discipline**

An accurate and complete individual education record is maintained for each student attending Culpeper County Public Schools. All data (cumulative, confidential and discipline as defined below) maintained (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche or other medium) on an individual student are considered to be the education record. The content of the education record is limited to data needed by the school to assist the student in his/her personal, social, educational, and vocational development and in his/her education and vocational placement. Education records are maintained either in the school the student attends or last attended while enrolled in Culpeper County Public Schools or at the School Board office. The education record contains:

**Cumulative data** - such as directory information, grades, attendance, state testing results, health records, textbook agreement, etc.;

**Confidential data** - such as personally identifiable information; and

**Discipline data** - such as notices of disciplinary actions.

The Superintendent (or designee) or the principal of the school in which the education record is located is responsible for maintaining the record, a list of parties to whom data may be disclosed, and the purpose of disclosure. All education records are maintained in a secure location within the school and/or School Board office and are accessible to school officials, including any teacher, administrator, assigned student teacher, intern, instructional assistant, or other professional employee of the School Division and members of the School Board. The administrator in charge of maintaining records determines whether a school official is seeking the information to carry out his/her official duty and whether the specific information sought will help in carrying out that duty.

The policies and procedures for reviewing and expunging educational records are included in *School Board policy - JO* and other regulatory and procedural guides. Parents/legal guardians and eligible students have the right to inspect and review their child's education record and may do so by contacting the principal of the school for a scheduled time and place where the records may be inspected. The parent/legal guardian or eligible student who believes that information in the education record is inaccurate or misleading or violates the privacy or other rights of the student may request that the record be amended.

The policies and procedures for disclosure of data from education records are included in *School Board policy - JO*. Consent for disclosure is required except for the transfer of the student's education record to another school or School Division within or outside the state of Virginia or to the Department of Correctional Education and education programs in youth and detention centers, and others seeking information in course of their duties as required by VA Code 22.1 - 287.

Parents/legal guardians and eligible students may challenge the content of education records and file with the FERPA office a complaint concerning an alleged failure of the Culpeper County Public Schools to comply with 20 U.S.C. 1232g.

Parents/legal guardians and eligible students may be charged a fee of five cents (.05¢) per page for copying educational data from the record; however, a copy of the IEP, evaluation reports, and eligibility minutes will be provided to the parent at no cost.

The Superintendent or designee will do a periodic evaluation of records and will remove data no longer educationally useful. Student placement information for enrolled students at each school will be maintained until September 30 of the current year and will then be destroyed. All student education records will be destroyed five years after graduation or withdrawal, except for the required permanent information.

Parents/legal guardians and eligible students may obtain, upon request, a copy of the written policies and procedures on the management and location of records, amendment process, and hearing procedures of the education record. Copies of the written policy may be obtained by contacting the School Board office.

The following documents of general interest are available for review at each school unless otherwise noted:

- School Division Policies (website: [www.culpeperschools.org](http://www.culpeperschools.org) or School Board office)
- School Improvement Plan
- Crisis Management Guide
- Philosophy and Objectives
- Culpeper County Special Education Procedural Guide (School Board office)
- Regulations Governing the Management of the Education Record (School Board office)
- School Counseling Handbook
- Family Life Education Program
- Federal Monitoring Program Report (School Board office)
- Asbestos Inspection Report and Management Plan--AHERA 40 CFR. Part 763 (Maintenance Department)

### **Directory Information, Publications and Postings**

Schools may provide student directory information to appropriate organizations or the media. Directory information can be included in school's yearbooks, cast lists, athletic team programs, bulletin boards, websites and social media platforms under control of CCPS.

Directory information is defined under the Code of Virginia, 22.1-287 and the inclusion of such items is decided by the School Board as follows:

- \* Student's name
- \* Name of parent or guardian
- \* Height and weight, if a member of an athletic team
- \* Gender of student
- \* Date and place of birth
- \* Dates of attendance (by school year)
- \* Course of study
- \* School which student attends
- \* Participation in officially recognized activities and sports
- \* Photographs and videos
- \* Awards and honors received

During the school year, Culpeper County Public Schools may release notable student products (i.e. posters, poems, essays, art work) to appropriate organizations and news media along with appropriate directory information. Any parent, guardian, or student (aged 18 or over) **NOT** wishing any of the above information released without prior consent should notify the school principal in writing.



## Family Educational Records Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent of eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Culpeper County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, instructor, or support staff (including health or medical staff and law enforcement); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and the address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## IV. School Admission Requirements

### School Age and Birth Certificates

A person of school age (i.e., a person who will have reached his or her fifth birthday on or before September 30 of the school year and who has not reached 20 years of age on or before August 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Culpeper County School Division.

A certified copy of a birth certificate or foreign passport (if appropriate affidavit is provided) is required at the time of registration in Culpeper County. Social Security numbers are requested, but not required, and are to be supplied within ninety (90) days of enrollment.

### Immunizations and Physicals

All students enrolled in public elementary school must have a physical exam within 12 months prior to starting Culpeper County Public Schools. The physical examination must include the following screenings and they must be documented on the *School Entrance Health Form MCH-213 G*: anemia, urine, vision, hearing and lead screenings.

Immunizations - Students will not be admitted to school without documentation of immunizations.

- Certain prescribed immunizations are required for a child to enroll or attend public school in Virginia as outlined in [School & Day Care Minimum Immunization Requirements](#), Virginia Department of Health. Parents are responsible for providing documentation that all required immunizations are up-to-date and completed, or that a medical or religious exemption has been obtained. These include the required doses of DTaP(diphtheria, tetanus, pertussis), polio, hepatitis A, hepatitis B, MMR (measles, mumps, rubella) and varicella.
- A child whose immunizations are incomplete may be admitted conditionally, provided the parent or guardian has documentation at the time of enrollment indicating that the child has received at least one dose of the required immunizations and has a written schedule for completing the remaining doses within 90 calendar days of the opening of school. Due to the extended interval required between Hepatitis B vaccine doses, the conditional enrollment period is 180 calendar days. Please note the 180 day conditional enrollment period only applies to the Hepatitis B vaccine. **The 90-day grace period does not apply to the Tdap booster or Meningococcal Conjugate (MenACWY) Vaccine as outlined below (Code of Virginia § 22.1-271.2).**
- A booster dose of pertussis-containing vaccine (Tdap) has been required for students entering the seventh grade, unless the student has had a tetanus-containing vaccine within the last five years or has a medical or religious exemption. **There is no grace period for compliance with this requirement because Tdap is a single dose vaccine, not a series.**
- Effective July 1, 2021, a complete series of two doses of Human Papillomavirus vaccine (HPV) is required for students entering the 7th grade.(§ 32.1-46 of the Code). The first dose shall be administered before the child to enters the 7th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, the parent or guardian sole discretion, may elect for the child not to receive the HPV vaccine. A minimum of 2 doses of the MenACWY vaccine (Meningococcal Conjugate Vaccine). The first dose should be administered prior to entering 7th grade. The final dose should be administered prior to entering 12th grade. No grace period is granted.
- A complete series of two doses of Hepatitis A is required prior to entering into Kindergarten. There is a 6 month waiting period after the first dose in order to get the second dose in order to complete the series.
- Parents/guardians of rising seventh-graders are requested to provide the school with documentation of HPV vaccine administration if the student has received the immunization. If the parent/guardian opts not to have his/her child receive the HPV vaccination, the School Division should not require parents/guardians to sign a waiver form, and no documentation is needed. Seventh grade students who do not have proof of HPV vaccine administration should not be excluded from school. These guidelines apply only to the HPV vaccine.

### Conditional Enrollment

Students can be enrolled conditionally for 90 days pending a written plan for completion of the required immunizations. Students must have at least one of each immunization to enter school. If there is failure to comply with the written plan, the student will be excluded from school until his/her immunizations are completed.

Students may be exempt from immunization requirements if such students present one of the following:

- **Religious Exemption:** No certificate of immunization shall be required of any students for admission to school if the student, his parent or guardian submits a certificate of Religious Exemption to admitting official of the school to which the student is seeking admission. The Certificate of Religious Exemption is an affidavit stating that the administration of immunizing agents conflicts with the student's religious practices. This form is available on the Internet at: <https://www.vdh.virginia.gov/school-age-health-and-forms/school-health-forms-and-action-plans/> .
- **Medical Exemption:** A physician or health department submitted certification that one or more of the required immunizations is detrimental to the health of the child. The physician or public health official must submit a specific reason. This required documentation needs to be included on the MCH.213 G (School Entrance Health Form and Immunization Form).

### **Special Enrollments**

Whenever a student has been placed in foster care by a local social services agency, and the placing social services agency is unable to produce any of the documents required for enrollment, the student shall immediately be enrolled; however, the person enrolling the student shall provide a written statement attesting to the best of his or her knowledge: the student's age, that the student is in good health and is free from communicable or contagious disease, and that the student has not been expelled from school attendance at a private school or in a public school of the Commonwealth or in another state for an offense in violation of School Board policies relating to weapons, alcohol, or drugs, or the willful infliction of injury to another person.

Students who are considered "homeless" should be enrolled immediately and have the option to be enrolled in the school that he/she previously attended. For more information regarding the rights of homeless students, please contact the homeless liaison for Culpeper County Public Schools at (540) 825-3677.

### **Parent and Student Residency Requirements**

In order to be eligible for a free public education, a child must reside within the boundaries of Culpeper County with a parent, legal guardian, or a family member in "kinship" care arrangement (not for school purposes) where a power of attorney document has been signed. Students not residing in Culpeper County may attend school on a tuition basis. Contact the School Board office for more information.

Proof of residency in Culpeper County and in the school zone in which the student is enrolling is required. Examples of proof include: housing contract, rental agreement, property, tax bill or utility bill. A driver's license is not acceptable proof. A parent/guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child in a particular School Division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student resides. Proof of residency of the parent and/or student can be required at any time upon request by school officials. Proof of residency is not required for students found to qualify as "homeless" under federal law.

### **Transfers**

Students who were previously enrolled in another public school, private school, or were home-schooled, must provide official records of academic achievement and any disciplinary records upon enrollment in Culpeper County Public Schools.

Elementary in-state public school transfer students will need to have proof of having had a physical examination. They will need to provide a copy of their "Commonwealth of Virginia School Entrance Health Form" prior to school entrance. Elementary out-of-state and private school transfer students will need to provide proof of having had a physical examination within one year of school entrance (Code of Va. 22.1-270). It need not be on a Commonwealth of Virginia form, however, the physical must meet all criteria on the Virginia School Entrance Health Form. If they are unable to provide proof of having had a school physical examination, then they will need to submit a completed MCH.213E or MCH.213F, "Commonwealth of Virginia School Entrance Health Form" prior to school entrance.

Transferring high school students must present an official transcript in a sealed envelope or a client copy of their previous school records, including withdrawal grades prior to scheduling of courses. Documentation must include 'number' of credits earned from all previous schools attended.

## V. Health Screenings and Awareness

Culpeper County Public Schools will assign qualified professionals who will assume the responsibility for conducting screenings in assigned schools, including recruitment and training of appropriate volunteers and other staff to ensure that the screenings are conducted within the required timelines, for children enrolled in Culpeper County Public Schools, including transfers. A student's preschool physical examination required under the Code of Virginia will be accepted for the screening if the area(s) of screening to be conducted were included and documented on the physical examination form.

Those conducting each area of screening will document results on a screening form and ensure that it is filed in a confidential manner in the student's scholastic record. After the screening is conducted, the assigned professional will inform parents of the results of the screening and will follow-up on failed screenings by scheduling re-screenings or making referrals for special education evaluations as appropriate.

### **Vision and Hearing Screenings**

Hearing and Vision screenings will be conducted within 60 administrative days of the opening of the school year for all children in grades K, 3, 7 and 10.

### **Speech, Voice, Language , and Fine and Gross Motor Skills Screenings**

Speech, voice, language, and fine and gross motor skills will be screened within 60 administrative days of the opening of school for all new enrollees, including those in kindergarten and those who transfer into the School Division for the first time.

Culpeper County Public Schools will provide written notice to parents of the scheduled screening(s) within a reasonable period of time not to exceed 30 days. The notice shall include the purpose of the screening, when it will occur, and if the child fails the screening, the results of the screening.

### **Scoliosis Awareness**

#### ***Detection***

Scoliosis is a sideways curvature of the spine. It occurs in otherwise healthy children and can be a serious health problem if it becomes severe. It generally occurs during the growing years, especially during the growth spurt from 10 to 17 years of age. Scoliosis is more frequently noted in females and when there are other affected family members. It is not caused by anything a child or his or her parents did or failed to do, although a minority of cases are associated with other medical conditions. Early detection is essential to help avoid complications that include back pain, fatigue, reduced exercise tolerance, deformity, and in severe cases, problems in heart and lung function.

#### ***Treatment***

Treatment may involve bracing. Severe curves may require spinal surgery. The need for treatment is best determined by a trained medical professional. If you suspect your child may be affected, contact your physician or contact your school nurse.

#### ***Methods for Early Detection of Scoliosis***

Direct your child to stand up straight, barefoot, with arms hanging freely at the sides.

Boys should stand with shirts off, girls may wear halter tops.

Is one shoulder higher than the other?

Is one shoulder blade more prominent?

Does the spine seem to curve sideways?

Is one hip higher than the other?

Direct your child to bend forward at the waist with arms extended toward the floor.

Is there a hump in the rib region?

If the answer to any of these questions is yes, you should make sure that your child is screened by a doctor. The school nurse will provide screenings for individual referrals from parents, teachers, or other school staff members.



## **Eating Disorder Awareness**

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. They are not a fad, phase or lifestyle choice. They are potentially life-threatening conditions affecting every aspect of the person's functioning, including school performance, brain development, emotional, social, and physical well-being. Eating disorders can be diagnosed based on weight changes, but also based on behaviors, attitudes and mindset. Be alert for any of these signs in your child:

### **Key things to look for around food:**

- Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- Develops food rules—may eat only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- Often says that they are not hungry
- Skips meals or takes small portions of food at regular meals
- Cooks meals or treats for others but won't eat them
- Avoids mealtimes or situations involving food
- Goes to the bathroom after meals often
- Uses a lot of mouthwash, mints, and/or gum ~ Starts cutting out foods that he or she used to enjoy

### **Key things to look for around activity:**

- Exercises all the time, more than what is healthy or recommended – despite weather, fatigue, illness, or injury
- Stops doing their regular activities, spends more time alone (can be spending more time exercising)

### **Physical Risk Factors:**

- Feels cold all the time or complains of being tired all the time. Likely to become more irritable and/or nervous.
- Any vomiting after eating (or see signs in the bathroom of vomiting – smell, clogged shower drain)
- Any use of laxatives or diuretics (or you find empty packages)

### **Other Risk Factors:**

- Believes that they are too big or too fat (regardless of reality) ~ Asks often to be reassured about how they look
- Stops hanging out with their friends ~ Not able to talk about how they are feeling ~ Reports others are newly judgmental or “not connecting”

For more information contact your child's physician, school nurse, or visit the Culpeper County Public Schools website for links on eating disorders.

## **Mental and Emotional Health Awareness**

Children can experience a variety of mental and emotional health issues that adversely affect their learning, self-esteem, and their relationships with peers, teachers, and family. If your child exhibits self-harming behaviors such as cutting or substance abuse, talks of suicide, demonstrates uncontrollable anger or aggression, displays extreme moodiness, irritability, anxiety, withdrawal, or lasting sadness these may be signs of a mental or emotional disorder. Culpeper County Public Schools employs school counselors, social workers, and psychologists to assist children and their families in recognizing a potential mental or emotional health problem in children and make referrals to qualified mental health professionals for diagnosis and appropriate treatment. If you suspect your child has a mental or emotional health issue, please contact the school principal or counselors for information on how we can assist.

## **Concussion Information**

**What is a concussion?** A concussion is an injury to the brain. It occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. The resulting injury to the brain changes how the brain functions in a normal manner. The signs and symptoms of a concussion can show up immediately after the injury or may not appear for hours or days after the injury. Concussions can have serious long-term health effects, and even a seemingly mild injury can be serious. A major concern with any concussion is returning to play too soon. Having a second concussion before healing can take place from the initial or previous concussion can lead to serious and potentially fatal health conditions.

**What are the symptoms of a concussion?** Signs and symptoms of a concussion are typically noticed right after the injury, but some might not be recognized until days after the injury.

Symptoms of a concussion may or may not include, but are not limited to: **Dazed look, vacant stare, slowed/incoherent body movements and/or reaction time, difficulty concentrating/remembering, fatigue/low energy, lethargy, unusual behavior/mood changes (depression, overly emotional, aggressive, sad, restless, irritable, etc), confusion, amnesia, headache, pressure in head, feeling slowed down/in a fog, “don’t feel right,” nausea, ringing in ears, dizziness, poor/blurry vision, sensitivity to sounds and/or light, balance/coordination problems, lack of sustained attention or concentration, sleep disturbances.** The individual may or may not have lost consciousness. Seek medical attention right away.

### **The Effect of a Concussion on Learning**

Parents and school personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving.

School personnel shall accommodate the gradual return to full participation in school and academic activities by a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student’s licensed health care provider. Parents need to inform school nurses of any concussion or head injury experienced by a student so a plan to accommodate the student’s gradual return to normal school and academic activities will be developed.

## **VI. School Nutrition Program and Student Wellness Policy**

***Disclaimer for the 2021- 2022 School Year: The School Nutrition Program will be running the Seamless Summer Option (SSO) program this school year due to the pandemic. This allows all students enrolled to have a reimbursable breakfast and lunch daily at no cost to them.***

Culpeper County Public Schools recognizes that children need access to healthful foods in order to grow, learn, and thrive. Culpeper County Public Schools will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition policies.

Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat. To the maximum extent practicable, all schools in our district will participate in available federal school meal programs including the School Breakfast Program, National School Lunch Program, and Summer Food Service Program.

### ***Free and Reduced Meal Benefits***

Students from families that qualify based on the USDA eligibility guidelines and application process will receive either free or reduced priced meals. Reduced priced meals at all grade levels are as follows: breakfast, \$0.30 and lunch, \$0.40. Family application forms and instructions are available online on the CCPS website and also sent home with the student at the beginning of the school year. Families need to fill out just one application for the entire household. Families who received free or reduced priced meals in the prior school year **MUST** complete a new application each year. Completed forms should be returned to the student's school as soon as possible to avoid incurring meal charges. Applications will be forwarded to the Food Services Office .

Applications will be processed within 10 days of receipt in the Food Services Office, after which a letter will be sent home with eligibility results. Applications cannot be processed unless they are completely filled out with the gross income of all household members (related or unrelated), all family members (adults and children), and the signature and social security number of the parent or guardian requesting benefit. Incomplete applications will be returned and will delay processing. Income information is not necessary if a valid food stamp number or Virginia TANF number is provided OR the student is a foster child. Random verification of applications will be done annually.

Families can apply for free and reduced priced meal benefit at any time during the school year. Families may apply for temporary assistance if the need arises at any time during the school year. Any questions regarding applications or determination of benefits should be directed to the Director of Food Services at (540) 825-8212. Monday—Friday, 7:00 a.m. to 3:30 p.m. **Free and Reduced letters of eligibility should be retained as proof for applying for waiver of school fees and dental benefits.**

### **Meal Costs**

**Breakfast →K—12 \$1.60      Lunch → K—5 \$2.40      6—12 \$2.70**  
**Adult Breakfast → \$1.95      Adult Lunch→\$3.35**

### ***Meal Charges***

If a student does not have cash or money on their cafeteria account and desires to purchase a meal, the student may charge the meal. The charge can only be made for a “meal” as defined by school nutrition regulations. Students cannot charge for ala carte items, snacks, ice cream, or beverages. The monetary charge limit for elementary students is \$4.80 (equivalent to two lunches) and \$2.70 (equivalent to one lunch) for secondary students.

When a student makes a charge, the cafeteria manager will notify the parents via letter or email. *Parents are responsible for the meal charges made by their children.* If meal charges reach beyond the limit, the student will be offered an alternative entrée with the meal at no cost to the student. No student can be disciplined or asked to perform labor for failure to pay their meal charges. To avoid meal charging, parents are encouraged to make regular pre-payments on their student’s account by using cash, check, or My School Bucks ([www.myschoolbucks.com](http://www.myschoolbucks.com)).

## ***STUDENT WELLNESS (from Policy JHCF)***

### ***Policy Statement***

The Culpeper County School Board recognizes the link between student health and learning, and to that end desires to provide programs promoting students’ healthy eating, physical activity, and emotional and social well-being. The School Board has established the School Health Advisory Board (S.H.A.B.) to provide recommendations to the Superintendent and School Board on the policies, regulations, programs, and curricula to be implemented to meet the Board’s goals. Based on review and consideration of evidence-based strategies and techniques, the Culpeper County School Board has established the following goals to promote student wellness.

### ***Nutrition Promotion and Education***

- \* The schools will seek to maximize the level of student participation in the school breakfast and school lunch programs.
- \* Students and parents are provided information on the prices and payment methods for food and beverage items sold in the food service programs, the availability of subsidized meals at school, the menu of items served, and the of nutrition standards of the food service program.
- \* An adequate amount of time is allowed for students to eat meals in adequate cafeteria facilities.
- \* All students who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner. Students not qualifying for free meals who are unable to pay for the standard breakfast or lunch meal are not to be denied nutritious food and beverage. These students will be offered an alternative meal at no cost to the student. (No labor be required of the student or disciplinary action taken due to failure to pay for meals.)
- \* The availability of subsidized food programs both in the school and community is adequately publicized in ways designed to reach families eligible to participate in the programs.
- \* Students will receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors.
- \* Nutrition education is offered in the school cafeteria as well as in the classroom, with coordination between the food service staff and other school personnel, including teachers.
- \* Students receive consistent nutrition messages from all aspects of the school program.
- \* Division health education curriculum standards and guidelines address both nutrition and physical education.
- \* Nutrition is integrated into the core curricula (e.g., math, science, language arts).
- \* Staff who provide nutrition education have appropriate training.
- \* Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens and non-disposable tableware have been considered and implemented where appropriate.

### ***Physical activity***

- \* The school division has a goal of making a program of physical fitness available to all students for at least 150 minutes per week on average during the regular school year. Such program may include any combination of physical education classes, extracurricular activities and other opportunities for physical activity occurring on school property be made available to students.
- \* Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students and the integration of physical activity into the academic curriculum where appropriate.
- \* Students are given opportunities for physical activity through a range of before- and/or after-school programs.
- \* Schools will work with community partners to create ways for students to walk, bike, rollerblade or skateboard safely to and from school.
- \* Schools will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models and to include physical activity in family events.

- \* Schools will collaborate with community youth sports leagues and the Culpeper County Parks and Recreation Department to disseminate information on the availability of athletic and physical fitness activities in the community.
- \* Schools will make their indoor and outdoor facilities available for use by qualifying organizations to promote physical fitness and wellness for residents.
- \* Schools will provide training or other opportunities to enable physical education staff to promote enjoyable, lifelong physical and leisure activities among students.
- \* Physical education teachers will work collaboratively across the school division to promote equity in opportunity among students in learning outcomes.

***Other school-based activities***

- \* Schools will collaborate with public agencies and private organizations in the community to provide information and resources to families related to nutrition, physical and mental health.
- \* Wellness programs designed to benefit staff health have been considered and to the extent practical, implemented.

***Emotional and Social Well-Being***

- \* Schools will seek to provide climates that promote positive relationships among students, staff, parents, and community members.
- \* Schools will provide students with explicit instruction in social skills, provide opportunities to apply appropriate social skills in a variety of settings, and provide meaningful feedback and support to increase their social competencies.
- \* Schools will provide students with explicit instruction to increase self-awareness, self-regulation, and stress reduction.
- \* Schools will seek to identify students who may have mental health disorders and/or traumatic experiences to provide parents and students with referrals to appropriate mental health providers in the school and community.
- \* Schools will develop curricula and implement trainings for staff, students, and parents on recognizing the signs of mental illness and emotional distress in children and adolescents, and strategies on how to address their needs.
- \* Schools will seek to prevent substance abuse by students.

***Social-Emotional Learning (<http://culpeperschools.org/cms/One.aspx?portalId=342506&pageId=29700520>)***

Social-emotional learning is defined by the Collaborative for Academic, Social, Emotional Learning (CASEL) as the process by which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to: understand and manage emotions; set and achieve positive goals; feel and show empathy for others; establish and maintain positive relationships and make responsible decisions.

***What it is not?*** Social and Emotional Learning is not Family Life education. There are topics that use similar references such as “identity.” In Family Life, this term may reference sexual identification. In SEL, this refers to social cliques and associations. Do students associate themselves with a social group? The SEL curriculum assists students in recognizing that making friendships are important while understanding the role of group dynamics.

***How does SEL support a positive school climate?*** When students are taught lessons in developing proper social and emotional skills, schools can expect to see fewer violations of the code of conduct. More positive interactions and relationships between students and staff will develop while preventing bullying between students. Students with difficulty in self-regulation will learn strategies to help them be more focused on learning.

***Implementation***

The School Board encourages parents, students, school counselors, teachers of health & physical education, school nurses and mental health professionals, school administrators, representatives of county and state agencies, health professionals in the community, and interested members of the general public to participate in the development, implementation and periodic review and update of this policy.

## **VII. Student Attendance**

### **Student Absence / Excuses/ Dismissals**

#### **Definitions:**

**Absence** - the student is not present at school or at a school sponsored off-campus activity for an entire school day.

**Excused absence** - the parent has communicated (with supporting documentation, if required) to school officials the reason for their child's absence and school officials consider the reason valid. Excused absences include: student illness; death or serious illness of a family member; doctor, dentist, or therapist appointments; pre-approved travel for family emergencies or vacation; college visitations; subpoenas for court; religious observances; participation in a civic event; out of school suspensions.

**Unexcused absence** - the parent has NOT communicated to school officials the reason for their child's absence; or the parent has communicated to school officials the reason for their child's absence and school officials consider the reason invalid. Unexcused absences include, but are not limited to the following: oversleeping; tiredness; hair care appointments; shopping; recreational activities; child care issues; missed school buses; personal transportation problems; bus suspensions.

**Chronic Absenteeism**- When a student is absent from school attendance or a class(es), regardless of the reason for ten percent (10%) or more of the days on roll, the student is considered to be chronically absent. Chronically absent students are subject to academic interventions as determined by the principal (or designee).

**Partial Day Absence** - A partial day absence is defined as a circumstance whereby a student is not present for instruction or school-related activity. School related activities consist of assembly; breakfast and lunch period; school-based counseling or therapy sessions; detention; remediation; curricular or extracurricular activity.

Only the principal (or designee) or custodial parent may authorize a partial day absence from school or school activity for a student. All partial day absences are classified as excused or unexcused as determined by the principal (or designee). Unexcused partial day absences from instruction are subject to academic interventions with the student outside of the normal school day schedule. Students may also be subject to disciplinary action for unexcused partial day absences as determined by the principal (or designee).

**Academic Interventions** - Academic interventions for the purposes of excessive absenteeism are programs designed to: provide students with opportunities to make-up missed assignments, learning activities, or assessments; to provide small group or individual tutoring; educate students on the negative impact of excessive absenteeism on their academic achievement or their participation in curricular and extra-curricular activities.

#### **Responsibilities**

**Parent/Guardian**- It is the responsibility of the parent or guardian to provide accurate information to the school staff regarding telephone numbers and current physical address, and any change of this information as it occurs. It is the parent's or guardian's responsibility to notify the school office staff the reasons for the absence of their child by written communication or phone call within three days of their child's return to school. It is also their responsibility to promote the proper attendance of their child by adhering to the Culpeper County Public Schools attendance policies and supporting school officials in their efforts to enforce these policies.

**Student**- It is the responsibility of the student to be present at school every scheduled school day for the entire day unless meeting the criteria for an excused absence.

**Principal or designee**- It is the responsibility of the principal or designee to attempt to make contact with the parent whenever their child is absent from school, and to document that a reasonable effort to contact parents was made. The documentation of each accumulated absence shall be the responsibility of the principal or designee so long as the student is legally required to attend that particular school. Late arrivals (tardies) and early dismissals will also be documented by the principal or designee in each school. The determination of excused or unexcused will be in accordance with state and county policy. The principal or designee is to enforce and implement the Culpeper County Public Schools attendance policies and regulations and apply them fairly to all students and parents.

#### **School Attendance Regulations for Parent-Excused Absences**

If the parents notify the principal or designee by written communication or phone call of the reason for their child's absence from school within three days after the child's return to school, and if the reason is deemed for good cause, the absence will be excused by the principal or designee. Upon the tenth absence that is excused by the parent without third party documentation (doctor, dentist, therapist, funeral director, etc.), a documented reasonable effort of personal contact by the principal or designee, either by telephone, email, postal mail, school conference, or home visit, will be made.

In this contact, a copy of the student's attendance record will be provided to the parent or guardian as well as a copy of the Culpeper County Public School's attendance regulations. The student's attendance record and information about the Culpeper County Public School's attendance regulations is provided in order to make the parent or guardian clearly aware of their responsibility under the law. The principal or designee will require that any subsequent absences will need third party documentation in order to be excused. All school absences not properly documented will be considered unexcused, and the unexcused absences policy and regulations will apply.

### **Family Travel**

The School Division recognizes the highly occasional need of parents or guardians to have their children be absent from school due to travel for an out-of town family emergency or family vacation. Prior approval by the principal or designee is required for these absences to be excused. Principals may place requirements upon students to complete missed assignments before such absences will be excused. Students traveling for more than five consecutive school days may be withdrawn from school enrollment until their return. Placement into the same classes or courses from which the student withdrew will be attempted, but is not guaranteed.

### **Perfect Attendance**

Students who are officially marked present by the accounting of the school's attendance clerk for every school day during a school year are considered to have earned "perfect attendance" and these students may be eligible for recognition by the school's administration.

Only those students who are absent due to a religious observance are still eligible for the perfect attendance recognition. Students may be asked to present documentation of their attendance at a place of worship or other means of observance on the day(s) of the absence.

### **Missed School Work and Tests**

Students who are absent are entitled to make-up any missed school work, tests, or exams without grade penalty within established time limits per School Division regulations.

## **Compulsory School Attendance Law - Student Attendance Policy (from Policy JED)**

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons: ● for middle and high school students, one school day per school year to engage in a civic event ● See School Board Regulation JED BR1 for reasons excused and unexcused absences.

The superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence. The superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless excused by the principal or principal's designee.

High school students may spend a maximum of 180 school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

An attendance officer, or a division superintendent or superintendent's designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

### **Compulsory Attendance Procedures**

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

### **Upon Fifth Absence Without Parental Awareness and Support**

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

### **Upon Additional Absences Without Parental Awareness and Support**

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

### **Report for Suspension of Driver's License**

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

### **Attendance Reporting**

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

### **Dismissal Precautions**

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of parent or guardian. The superintendent establishes procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check out system is maintained in each school.

## **OUT-OF-ZONE SCHOOL ATTENDANCE (from Policy JC-BR1)**

### **A. Purpose**

The Culpeper County School Board has established school attendance zones for elementary, middle, and high school students whereby students are to attend their zoned school based on the location of their residence. The Culpeper County School Board recognizes that parents may demonstrate a need for their child to attend another Culpeper County Public School outside of their designated school attendance zone. This regulation identifies and explains the valid reasons for requests, student and parent compliance expectations, approval, denial, revocation, and appeal procedures, and Virginia High School League eligibility rules for those students whose parents request out-of-zone attendance other than the established school attendance zone

### **B. Reasons for Requesting an Out of Zone School Attendance**

#### **1. Transfer of Student as the Result of a Crime; or Court Action**

- a. When a student has been the victim of any crime (defined in Virginia Code § 18.2-30 et seq.), and the crime was committed by a student in the school, a School Board employee, a volunteer, a contract worker or another person regularly performing services in the school, or the crime was committed on school property or a school bus owned or operated by the school division, such student shall be granted a transfer to a comparable school within the school division if available, upon the request of the parent or guardian, or the student, if he/she is an emancipated minor. Such request shall be made in writing to the superintendent or designee. The parent is required to provide safe and punctual transportation to and from the school.
- b. When a student has a permanent protective order issued by a court specifically intended to keep the student separated from another individual at the school, or in cases where a parent has a permanent protective order issued by a court specifically intended to keep the parent separated from another individual at the school.

### **C. Other Reasons for Requesting an Out of Zone School Attendance**

1. The physical, mental, or emotional needs of the student requires a transfer and is specifically documented as a recommendation by a licensed health professional qualified to diagnose and order treatment of a physical, mental, or emotional impairment, or other such documentation deemed appropriate by the principal.
2. Before or after school child care when it is necessary for someone in a different school attendance zone to supervise the child before and/or after school.
3. A student changing residence within Culpeper County may complete the school year in the school in which he/she was in attendance, providing the parents or other designated adult can provide safe and punctual transportation to and from school.

### **D. Reasons for Initial Denial of a Request for Out of Zone School Attendance**

The request for an out of zone school attendance is subject to denial under certain conditions. These conditions include:

#### **1. School Building, Class, or Program Enrollment Exceeds Targets**

An initial request for an out-of-zone school attendance may be denied when the school, classes or an educational program expected enrollment exceeds the targeted maximum enrollment. These target enrollments include Career & Technical and Special Education programs. Class or program enrollment targets are established annually by the Superintendent or designee(s).

#### **2. Disciplinary Record of the Requesting Student**

An initial request for an out-of-zone school attendance may be denied when the disciplinary record of the requesting student contains more than two code of conduct violations which resulted in a short-term suspension of ten days or less in the preceding calendar year; or when the disciplinary record contains a single code of conduct violation which resulted in a long-term suspension of eleven days or more, or an involuntary placement in an alternative education program in the preceding calendar year.

3. Upon recommendation of the Superintendent, the School Board may establish a moratorium on acceptance of initial out zone school attendance requests for a particular school(s).

### **E. Reasons for Revocation of Out of Zone School Attendance**

Once initially approved, the continued acceptance of the out of zone school request is subject to revocation if these conditions are present:

#### **1. Unsatisfactory Attendance**

If the student demonstrates a documented pattern of unsatisfactory school attendance to include an excessive number of late arrivals, early dismissals, or late pick-ups due to unreliable transportation or other unexcused reasons, then the approval to continue with the out of zone school attendance may be revoked. Unsatisfactory attendance is defined as total of 5 or more unexcused student absences, late arrivals, early dismissals, or late pick-ups *combined* in an academic quarter. The unsatisfactory attendance must have a documented communication to the parent and student warning them that if continued, the out of zone approval will be revoked.

#### **2. Code of Student Conduct Violations**

If a student demonstrates documented code of conduct violations which resulted in more than two short-term suspension of ten days or less, or when the disciplinary record contains a single code of conduct violation which resulted in a long-term suspension of eleven days or more, or an involuntary placement in an alternative education program

in the preceding calendar year, then the approval to continue with out of zone school attendance may be revoked. For purposes of this regulation, a bus suspension for an out of zone student will be considered the same as an out of school suspension if the student fails to attend school due to lack of transportation. The unsatisfactory student behavior must have a documented communication to the parent and student warning them that if continued, the out of zone approval will be revoked except in cases where a long-term suspension or an involuntary placement in an alternative education program was imposed.

### **3. Inadequate Academic Effort**

If a student demonstrates inadequate academic effort as evidenced by failure to participate in remedial programs or tutoring as requested by school staff, the approval to continue with out of zone school attendance may be revoked. The unsatisfactory student effort must have a documented communication to the parent and student warning them that if continued, the out of zone approval will be revoked.

### **4. Parental Cooperation**

If a parent demonstrates unsatisfactory cooperation with school personnel to rectify issues of concern as evidenced by more than two refusals to meet or speak with school staff as requested then the approval to continue with out of zone school attendance may be revoked. The unsatisfactory cooperation of the parent must have a documented communication to the parent warning them that if continued, the out of zone approval will be revoked. No warning is necessary if the parent demonstrates verbally abusive behavior or acts in a threatening manner resulting in a school stay-away order.

### **5. Change in School, Class or Program Enrollment**

An out-of-zone school attendance approval may be revoked at the end of the school year when school, class or educational programs are anticipated to exceed their targeted maximum enrollment in the requested school for the next school year as determined by the Superintendent or designee(s).

### **6. Changing of School Attendance Zone Boundaries by the School Board**

When the School Board changes school attendance zone boundaries, students affected by the change will not be granted out of zone attendance to remain in the school previously zoned unless the student is a member of a group of students specifically granted an exception by the School Board. Students attending the affected school who were out of zone prior to the boundary change and remain out of zone, are subject to revocation of their attendance as determined by the School Board.

## **F. Out of Zone Process: Pre-Kindergarten through Twelfth Grade**

### **1. Initial Student Attendance Request Form (File: JC-E1)**

The parent/legal guardian must complete an Out of Zone School Attendance Request Form which is available at each school office or at the school board office.

### **2. Documentation**

The parent/legal guardian must provide the following applicable documentation with Out of Zone School Attendance request form:

- a. Verification of current address (ex. current water, electric or telephone bill).
- b. Letter of verification from a licensed health professional qualified to diagnose and order treatment detailing the physical, mental, or emotional needs of the student, if applicable.
- c. Verification from child-care provider and information from parent/legal guardian, if applicable.
- d. Verification from parent of change of residence (ex. housing contract or lease agreement), if applicable.
- e. The completed out of zone request form and supporting documentation will be submitted to the requested school's principal for action. Office staff will time and date the application when received.

### **3. Principal Review of Initial Parent Request**

The principal of the requested school shall review the initial out of zone request and the necessary documentation to determine if it meets this regulation. The principal of the receiving school will approve the out-of-zone request unless it lacks the necessary documentation or meets the criteria for initial denial as specified in Part D. The principal shall forward the approved request to the principal of the zoned school for signature. If the request is denied, the reasons for denial will be stated on the form. Parents will be notified in writing of the decision by the principal granting or denying the request no later than 10 business days prior to the requested start date. The Superintendent or designee will receive a copy of all forms once the process is completed.

### **4. Review and Action**

The out of zone school attendance requests from parents will be reviewed and acted upon in the order in which it was received. Completed request forms will be date stamped by the office staff of the school when it is received. No request for out of zone school attendance will be acted upon for a student not currently enrolled at the school zoned for their residence.

### **5. Renewal of Out of Zone Attendance**

Renewal Out-of-Zone request form (File: JC-E2) must be re-submitted each year. Application forms requesting a renewal of the out of zone attendance by a parent for the next school year shall be received between January 15<sup>th</sup> and March 31<sup>st</sup>. Any request received outside of that window will be denied unless extenuating circumstances apply. Such extenuating circumstances must be presented to the Superintendent or designee for consideration.

### **G. Process of Revocation of Out of Zone School Attendance**

When it has been determined that the out of zone school attendance meets the criteria for revocation as detailed in section E, the principal shall notify the Superintendent or designee to ensure the revocation meets the criteria established by this regulation. Once the revocation criteria has been reviewed and approved by the Superintendent or designee, the principal will notify the parent in writing, clearly stating the reason for the revocation and its effective date. The revocation will be in effect at the end of the next grading period for reasons numbered 1-4 as listed in section D, or no later than 10 business days prior to the start of school for reason number 5 in section D. A copy of the revocation letter to the parent will be sent to the principal of the school of residence.

Students with disabilities under an Individualized Education Plan (I.E.P.) or 504 plan, or a student in the Child Study process may not be denied an initial out of zone approval or have their approval revoked for attendance, code of conduct violations, or academic effort until a review of the student's current I.E.P., 504 plan, or educational and behavioral supports by the Superintendent or designee has occurred to ensure compliance with the I.E.P., 504 plan, or division policies as they may apply. If the student with a disability's code of conduct violations are an issue and a manifestation determination review by the I.E. P. or 504 team found a causation between the disability and the behavior, the out of zone approval cannot be denied or revoked for the code of conduct violations caused by the disability.

### **H. Appeal of Initial Denial or Revocation: Pre-kindergarten through Grade 12**

A parent or legal guardian who disagrees with the denial or revocation of an out-of-zone approval may request an appeal meeting with the Superintendent or designee and/or the school principal to examine any extenuating circumstances that may apply. Initial denials or revocations due to school, class size, or program enrollment targets are not subject to appeal. The decision of the Superintendent or designee is final.

### **I. Transportation**

Parents must provide a safe and punctual method of transportation for their child to and from the school. Any school absence, late arrival, or late pick-up to school due to traffic, mechanical failure, or other reason related to transportation is unexcused and will be grounds for revocation if excessive.

Out of zone students may be permitted to ride a school bus to or from the residence of the person providing care or supervision of the student, if the residence is on an existing bus route serving the school. Bus routes will not be altered to accommodate such students.

## **Special Notice to Parents Requesting an Out of Zone High School**

### **J. Transfers of High School Students and the Virginia High School League Eligibility Rules**

1. A student entering the ninth grade for the first time establishes eligibility in the high school in which he/she enrolls regardless of his/her residence status as per the VHSL Transfer Rule. Transfers after eligibility has been established are also subject to the VHSL Transfer Rule. As a general rule, Culpeper County Public School high school students requesting out-of zone school attendance will lose their eligibility to participate in Virginia High School League sports or VHSL extra-curricular activities for 365 days in accordance with the VHSL rule stated above.
2. Exceptions to the general rule will be considered for extenuating circumstances by an eligibility committee consisting of the Activities Directors and Principals of the county's high schools.
3. If a request for transfer of eligibility is denied by the eligibility committee, the parent (s) or guardian (s) or the student shall have the opportunity to appeal the decision. The appeal request shall be in writing to the Superintendent within five (5) calendar days of notification of ineligibility.
4. The Superintendent or designee shall review the case, and approve or deny the transfer of eligibility request. The parents/guardians will be notified of the decision within 15 business days.
5. The Superintendent or designee has discretion to approve transfers of eligibility within a school division when the transfers are due to re-zoning of schools, program needs, or other local matters.
6. If a student participating in a Virginia High School League activity has been recruited by a school division employee to apply for out of zone attendance, the out of zone school attendance will be denied or revoked.

Approved: July 1, 2002

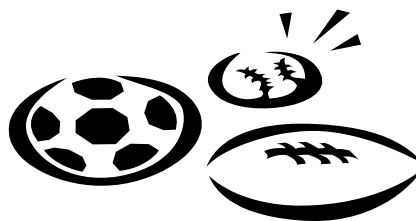
Amended: January 22, 2008

Amended: March 23, 2010

Amended: April 13, 2015

Amended: October 10, 2016

Amended: May 13, 2019



## VIII. Student and School Safety

**School Crisis and Emergency Plans** Culpeper County Public Schools in collaboration with law enforcement, fire and rescue agencies, has developed School Crisis and Emergency Response Plans that detail recommended responses to a number of situations that pose a risk to the safety of persons on school property. Staff and students are instructed on these responses by conducting action drills, “table-top” exercises, and discussions. These include:

- **Fire Drill (Evacuation Drill)** - This drill instructs students and staff on how to evacuate the building quickly and safely in the event of a fire, gas leak, bomb threat, or other cause for evacuation.
- **Lockdown Drill** - This drill teaches students and staff a response to a perceived high-level security threat whereby a person(s) poses an immediate threat of harm. Students and staff are instructed to secure themselves in a location by locking and barricading doors or to find cover or concealment (hide). This response is initiated by communicating: **“Lockdown-Get to a secure location. Lock and barricade doors. Lights out and hide. Lockdown, lockdown, lockdown.”** (Pre-kindergarten and kindergarten students are exempt from mandatory participation in lock-down drills during the first 60 days of the school session.)
- **Stay in Place Drill** - This drill teaches students and staff a response to a perceived medium-level threat in which a person(s) poses a possible risk to safety or situation in which hallways need to be cleared. Normal activities within classrooms are to continue. This response is initiated by communicating: **“Stay in place. Clear hallways and bathrooms and return to class immediately. Lock doors. Continue working in classrooms.”**
- **Remain Indoors Drill** - This drill teaches students and staff a response to a perceived low-level threat in which a person(s) poses a possible risk to safety outdoors. Persons are instructed to remain indoors or to return to the building immediately. Normal activities are to continue within the building. This response is initiated by communicating: **“Remain indoors and secure entrances. All persons outside are to return to the building immediately. Exterior doors are to be locked and monitored. Continue normal operations.”**
- **Run (Escape) and Self-Defense (Fight)** - Students and staff are provided age-appropriate instruction to use their best judgement when confronted with a person(s) who poses an immediate risk to safety. These include using all possible exits in a location and quickly escaping, or when no exit is possible means of self-defense.
- **Tornado Drill**- This drill instructs students and staff on how to find the safest place in the building and proper head covering techniques in the event of a tornado. This drill is conducted annually in March.
- **Bus Evacuation Drill**- This drill instructs students on how to quickly and safely evacuate the school bus. This drill is conducted in September and April each year.
- **Earthquake Drill** - This drill instructs students and staff on how to best protect themselves in the event of an earthquake by seeking cover from falling objects. This drill is conducted annually.

Culpeper County Public Schools in conjunction with law enforcement, emergency management, and fire and rescue personnel conducts periodic exercises to prepare for a variety of emergencies to include severe weather, chemical spills, active shooter, bomb threats, building collapse, and terrorist attacks.

### What Parents Need to Know and Do During a School-Based Emergency

- 1) Please know that coming to your child’s school if you hear information regarding a “lockdown” or other security measure will distract and disrupt the operations of school staff, law enforcement, or first responders who are keeping your child safe.
- 2) Please know texting or calling your child during an incident may distract your child from hearing directions from school staff or cause their phone to make a sound which may actually endanger your child.
- 3) Please know your child has limited information about what is happening. Rumors and exaggerations are rampant during events and students often are only repeating a rumor or exaggeration they heard from an unreliable source.
- 4) Please know when calling the school for information during an emergency, the school staff cannot or will not answer the phones and release information during an incident.
- 5) Please sign up for Culpeper County’s 911 text and call alerts as information will be released through law enforcement in serious incidents.
- 6) Please make sure your phone number(s) and your child’s cell phone number is up to date and are given to the school office so school text alerts and calls can be received.
- 7) Please don’t overreact to rumors or social media postings from students or members of the public. Repeating rumors via social media or calling the schools or 911 to relay information you did not personally witness may divert attention and resources of the school staff and law enforcement.
- 8) Please trust the training and experience of law enforcement, school staff, and first responders to keep your child safe.

## **Child Abuse and Neglect**

Virginia Law 63.2-1509 states that, "... any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee."

## **School Visitors**

The Culpeper County School Board recognizes that public schools are a focal point of the community and visitors are welcome in the schools. However, the environment of schools must be safe, secure, and free of disruption. Therefore, upon arriving at a school or department, all visitors must report to the administrative office, identify themselves, state the purpose of their visit, and wear a visitor identification badge, if requested. Any person desiring to tour a facility must make prior arrangements with the administration and be escorted during the tour. All persons on school property or attending a school-related activity must present valid photo identification to any school employee upon request. Administrators or their designees have the authority to remove any person on school property for reasonable cause.

All persons must ensure their presence is not disruptive to the school's operations or the school-sponsored activity. The School Board expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school property or the school event by any school employee or law enforcement officer as the situation requires.

Parents and legal guardians are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTO meetings, volunteer service, and other school programs. Parents are generally welcome to have lunch with their children at elementary schools provided it meets the school schedule of the child. Parents desiring to visit classrooms or meet with teachers must secure the permission of the teacher or principal prior to the visit. Parent attendance at field trips or other off-campus activity may require prior permission by the principal or designee. Principals have the authority to refuse parents, family members, or others admittance to the school or school-related activity for reasonable cause.

## **Sex Offender Registry and Presence on School Property**

At the beginning of each school year, Culpeper County Public Schools shall notify parents and employees of the Division's policy on the dissemination and use of sex offender registry information. (Ref. Policy KN)

Principals will receive automatic electronic notification of the registration or updated registration of sex offenders in the same contiguous zip codes as the schools. Principals will provide registry information to employees who are most likely to observe unauthorized persons on or near school property, including but not limited to: School bus drivers, employees responsible for visitors, employees responsible for bus duty, security staff, coaches, playground supervisors and maintenance personnel.

Registry information may be accessed at the following web site: <http://sexoffender.vsp.virginia.gov/sor/index.html> or by going to the Virginia State Police web site at [www.vsp.state.va.us](http://www.vsp.state.va.us) and following the link to the Sex Offender Registry.

## **Internet Safety**

Parents are encouraged to review the Division's technology plan which addresses Internet safety. The plan is on the Division's website, technology page, at [https://www.culpeperschools.org/departments\\_\\_programs/technology](https://www.culpeperschools.org/departments__programs/technology)

## **School Volunteers and Criminal Records Checks**

Culpeper County Public Schools welcomes volunteers from the community. Volunteers perform a number of important roles and functions that support instructional and extracurricular programs and serve individual students. In order to promote the safety of students and staff, all volunteers shall complete an online volunteer application found on the school division webpage. The principal or designee will conduct reference checks on applicants. Volunteers who have extended contact with students or work with students away from view of CCPS staff will undergo a federal and state criminal records check. Expenses associated with criminal records checks are not paid by the school division.

## Laws Regarding Prosecution of Juveniles as Adults

**Who is a juvenile?** Section 16.1-228 of the *Code of Virginia* defines a juvenile as “a person less than 18 years of age.” Section 16.1-269.1 of the *Code* permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

### **Under what circumstances does the law permit the transfer of juveniles for trial as adults?**

The *Code of Virginia* permits the transfer of juveniles for trial as adults when a juvenile, who is age 14 or older at the time of the alleged offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the *Code of Virginia*).

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- ◆ The juvenile’s age
- ◆ The seriousness and number of alleged offenses
- ◆ Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- ◆ The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- ◆ The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- ◆ Whether the juvenile has escaped from a juvenile correctional entity in the past
- ◆ The extent, if any, of the juvenile’s degree of intellectual disability or mental illness
- ◆ The juvenile’s school record and education
- ◆ The juvenile’s mental and emotional maturity
- ◆ The juvenile’s physical condition and maturity

### **What can happen if a juvenile is tried as an adult?**

There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

## **Asbestos Management**

All areas of asbestos-containing materials (ACM) within the Culpeper County Public Schools are managed in place as per the Management Plan, laws of Va. and the Environmental Protection Agency. An inspection, required by law, every three years is performed in accordance with paragraph 763.85 (b)(1) of the Asbestos Hazard Emergency Response Act by a private contractor.

## IX. Specialized Educational Programs



### Special Education Services

Culpeper County Public Schools offers a continuum of special education programs and services to meet the needs of students with disabilities. We adhere to the principals and requirements of the Individuals with Disabilities Education Improvement Act (IDEIA) and the Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

The Culpeper County Public Schools' Office of Special Education is committed to the personal and intellectual success of each and every student. We recognize the uniqueness and individuality of each child and share a vision of preparing students to live productive and fulfilled lives in a diverse and competitive world.

We believe:

- \* All students merit high standards for achievement.
- \* Communication and collaboration among parents, students, educational professionals, and community partners are essential components to supporting student growth and recognizing areas of strength as well as areas of social/emotional and academic need.
- \* Students deserve high quality instructional programs.
- \* Data collection and teacher effectiveness are key to student progress.
- \* Ongoing professional development is necessary for teachers to access research-validated methods that promote student progress and to stay informed of procedures that reflect adherence to the federal, state and local mandates governing special education.

For more information, contact the Office of Special Education at (540) 825-3677, ext. 3135.

### Child Find

Culpeper County Public Schools complies with federal requirements to identify, locate and evaluate children who are birth to age 21, inclusive, who are in need of special education related services.

### Children from Birth to Age 5

Culpeper County Public Schools participates in the Rappahannock/Rapidan Community Services Board which oversees the requirements found in Part C of the Individuals with Disabilities Education Act. If you suspect that your child between the ages of birth and 2 may have a disability or you are concerned that your child is not meeting his/her developmental milestones, please contact the Infant & Toddler Connection of the Rappahannock/Rapidan Community Services Board at (540) 829-7480.

If your preschool child is between the ages of 2 and 5, please call the Office of Special Education at (540) 825-3677, ext. 3134 to schedule a free developmental screening. A teacher will screen your child's speech-language skills, motor skills, social development and knowledge of readiness concepts. A hearing screening will also be conducted free of charge.

The developmental screening takes approximately one hour and is designed to be an enjoyable, educational experience for your child. Depending on the outcome of the screening, further testing will be recommended to determine whether preschool special education services are needed.

The Regulations Governing Special Education Programs for Children with Disabilities in Virginia require that public schools conduct screenings of all children, within 60 business days in initial enrollment, in the areas of vision, hearing, speech, voice & language, and fine and gross motor skills. In addition, the vision and hearing of all children in grades three, seven, and ten is screened during the school year. Parents will receive notification from their child's school if their child fails one of these screenings. This information will assist in determining if a referral for special education evaluation is indicated.

### School Age Children

If you suspect that your school age child (kindergarten through 12th grade) has a disability that requires special education services, please contact the principal or special education designee of the CCPS school your child attends, or would attend in the case of a child who is attending a private school. You may also contact the Office of Special Education at (540) 825-3677, ext. 3134 and you will be directed to the appropriate school employee.

For more information about the Child Find process, please contact the Office of Special Education at (540) 825-3677, ext. 3134 or the Family Resource Center (FRC) at (540) 445-5025. The FRC is available to Culpeper County families, teachers, and others concerned with the care and education of children with learning differences and disabilities.

The PTRC provides newsletters to inform families of current issues in special education and available resources, a lending library of books, newsletters, videos and other training materials, support through listening and problem solving with families, and workshops for parents and educators on special education and parenting topics.

### **Rehabilitation - Section 504 Services**

The Culpeper County School Board does not discriminate against individuals on the basis of disability. Where a student believes that he or she has been discriminated against on the basis of disability, the student shall have the right to request a hearing. The Superintendent of Culpeper County Public Schools shall establish procedures that conform to federal requirements for any student alleging disability discrimination.

Section 504 of the 1973 Rehabilitation Act is a broad civil rights law which protects the rights of individuals with "disabilities." The law also provides a basis to seek accommodations at school for students with disabilities who are not eligible under Individuals With Disabilities Education Act (IDEA). Section 504 protects all school-age children and others who qualify as disabled. Being disabled refers to individuals who have or have had a physical or mental impairment which substantially limits a major life activity or is regarded by others as having a disability. Major life activities include hearing, walking, seeing, breathing, learning, working, caring for oneself, and performing manual tasks.

### **Limited English Proficiency Services**

Students for whom English is not their primary language will be assessed for their understanding of and their ability to communicate in English. Students who are eligible will be provided supplemental instruction according to their academic need. Contact the School Board office for more information.

### **Preschool Programs**

Currently, the Culpeper County School Division offers several preschool programs to qualifying students. These programs are funded through various sources and have specific guidelines as to which students qualify for services. These guidelines are mandated by the federal and state governments.

### **Virginia Preschool Initiative (State-and Locally-Funded Program):**

The VPI programs serve students who will turn four on or before September 30 and will be attending kindergarten the following year. Students attend this full-time preschool program according to the school calendar. Students are taught by a certified teacher who is assisted by a para-educator. Each VPI program serves a maximum of 18 students. The criteria for qualifying are based on economic need and other indicators. For more information about these programs, please contact the VPI Coordinator at the School Board Office at (540) 825-3677.

### **Federal Compensatory Instructional Programs (Title I)**

Culpeper County Public Schools receives federal grants to supplement the local instructional programs at selected county elementary schools where high percentages of students receive meals free or at reduced prices. These federal funds are used to employ additional teachers, to employ reading or math specialists, to provide professional development for staff, or to purchase supplemental instructional materials. Contact the Title I office at the Family Resource Center at (540)-445-5025.

## **McKinney-Vento (Homeless) Services**

The Culpeper County School Board is committed to educating homeless children and youth and adheres to the requirements of the McKinney-Vento Act. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless. For questions regarding the rights of homeless children and families, contact the Department of Student Services for Culpeper County Public Schools at (540) 825-3677.

## **Gifted Services**

The School Division has uniform procedures for screening, referring, identifying, and serving students in kindergarten through twelfth grade who are gifted in general intellectual or specific academic aptitude. The School Division will provide written notification to and seek written consent from parents and legal guardians to conduct any required assessment to determine a referred student's eligibility for the division's gifted education program, and provide services for an identified gifted student in the division's gifted education program.

## **X. Academic and Extra-Curricular Information**



### **Standards of Learning**

The Standards of Learning for Virginia Public Schools describe the commonwealth's expectations for student learning and achievement in grades K-12 in English, mathematics, science, history/social science, technology, the fine arts, foreign language, health and physical education, and driver education. These standards represent a broad consensus of what parents, classroom teachers, school administrators, academics, and business and community leaders believe schools should teach and students should learn. In the four core areas of English, Mathematics, Science, and History/Social Science, a curriculum framework is also provided that details the specific knowledge and skills students must possess to meet the standards for these subjects. These are available online at [culpeperschools.org](http://culpeperschools.org) and in the instruction department at the School Board Office.

### **Graduation Requirements**

Graduation requirements are set by the Virginia Department of Education. To view the requirements, the different types of diplomas available, and to make sure your child is on the right academic track, please visit [www.doe.virginia.gov/instruction/graduation/index.shtml](http://www.doe.virginia.gov/instruction/graduation/index.shtml) or contact the guidance department at your child's high school.

### **Missed Class Work Due to Absence**

It is expected that students have good attendance and that students will make up all work missed because of absences. Procedures for student absences are as follows:

1. It is the responsibility of the student to obtain and complete make-up work.
2. A teacher may determine that the best way for the student to make up the missed work is with an alternate assignment.
3. It is the responsibility of the student to schedule make-up tests with the teacher.
4. All students suspended are expected to make up missed work. If a student is suspended, a request for assignments from the parent/guardian must be made to the school administration or guidance office.
5. The student must complete all missed assignments within the allotted length of time as indicated in the timetable below:

### **ABSENCES - ALLOTTED MAKE UP DAYS**

- 1 day absence = 2 days to make-up work
- 2 days absence = 4 days to make-up work
- 3 days absence = 6 days to make-up work
- 4 days absence = 8 days to make up work

After 4 consecutive days of absences, the students and/or parents should contact the teacher about creating a plan for making up the missed work.



### **Field Trips**

The Culpeper County School Board recognizes the value of trips for students to extend the learning provided in the regular instructional program, to provide opportunities for performances, exhibitions, or competitions for students in extracurricular programs, and to facilitate connections for students with other educational institutions, government agencies, businesses, or community organizations.

The sponsor of the trip shall notify all parents in writing of the following information regarding the trip: the educational or other purpose(s); the date and time of departure and arrival back at school; the destination(s) and itinerary; the expenses associated with the trip to include admission fees, transportation fees, meals, lodging, prepayments, deposits, and refund policies; the mode of transportation utilized; supervision requirements (i.e. non-school employees in accompaniment); appropriate dress; or materials necessary for the trip; the use of cameras, electronics, or other items during the trip; any risks associated with the scheduled activities of the trip. Parents (or students over 18 years of age) must give consent in writing for their child's participation in the trip.

### **Textbooks and Instructional Fees**

Textbooks are provided free of charge as are required for courses of instruction for each child attending Culpeper County Public Schools. Only those fees and charges permitted by law or the regulations of the Board of Education may be required of students. These fees are approved by the School Board and are made public on the School Division website and are available in each school office. Families whose household income qualifies, may receive a reduction in fees or be provided a waiver from payment. Students and/or their parents are responsible for paying the cost to replace any lost or damaged textbooks, library books, computers, calculators, or other instructional materials.

### **Athletic Participation Fees**

The Culpeper County School Board imposes an Athletic Participation Fee of \$90.00 for each middle school sport, and \$100.00 for each high school sport. These fees are necessary to keep the middle and high school sports programs in place for our student athletics. Requests for waivers for payment will be heard by principals, or their designee on a case by case basis. Any waivers granted will require the parent and student-athlete to sign a school service agreement by which the student-athlete and/or parent will perform a set number of hours of school service in lieu of payment. The school service agreement will allow the student-athlete to participate in inter-school competitions as long as the terms of the agreement are being met. Contact the school principal or athletic director for more information.

### **Financial Hardship Claims**

Culpeper County Public Schools are committed to providing a free and appropriate educational experience for all students. Students and/or parents who require financial assistance with student fees, fines, and charges should inform the school administration, guidance staff, or teaching staff of their economic need. All requests for assistance will be reviewed and will remain confidential. Parent requests are handled on a case by case basis. Individual pay plans will be developed based on ability to pay. (Policy JN-BR1)

### **Supplemental School Injury Insurance**

Generally, medical costs associated with a student's injuries occurring on school property or at school-related events are the responsibility of the parent. Culpeper County Public Schools will provide parents with information on how to purchase supplemental injury insurance on the division website.

### **School Quality Profile Reports**

State, local and school level test data are available to the public online at: [schoolquality.virginia.gov](http://schoolquality.virginia.gov) You may also visit the Culpeper County Schools website at [www.culpeperschools.org](http://www.culpeperschools.org) and click on the Division tab and select School Quality Reports. A copy is also available for review at the School Board offices located at 450 Radio Lane.

### **School Handbooks and Student-Athlete Handbooks**

In addition to this student/parent information handbook, each individual school will provide a handbook with policies and regulations relative to the school. Each student-athlete at the middle school and high school level will also receive a CCPS Student-Athlete Handbook.

### **Parent Portal**

Parents can access their child's grades and attendance information any time on-line by obtaining a *Parent Portal Account*. This is secure website that requires a user ID and password for access. Please contact your school's counseling office for more information. Parents may also update returning student registration information online through their Parent Portal account.

Culpeper County Public Schools

Student Code of Conduct

2021-2022



**Culpeper**  
*County Public Schools*

# **Student Code of Conduct (Policy JFC-BR1)**

## ***Philosophy and Purpose***

The Culpeper County Public Schools Code of Conduct has been formulated in order to encourage good citizenship by students and to discourage conduct that disrupts the learning environment of the school or that adversely affects the health and welfare of the students, staff and visitors. It is also meant to ensure that parents, students, and school personnel understand their responsibilities in regard to student conduct and to standardize procedures that will be used in responding to specific disciplinary problems. Every student has a right to a quality education in an environment that is conducive to learning and free of disruption. Conversely, every student has the responsibility to afford that right to others.

This section generally describes the more obvious types of misconduct, but should not be construed as an exclusive list or as a limitation upon the authority of the School Board or school officials to deal with types of conduct which interfere with the proper functioning of the schools. Any behavior which threatens or jeopardizes safety, order, or the rights of others is considered to be in violation of the Culpeper County Public Schools' Code of Conduct. Policies and references within the Code of Conduct can be found in the Culpeper County Public Schools Policy Manual available at each school as well as the Culpeper County Public Library and online at [www.culpeperschools.org](http://www.culpeperschools.org).

## ***Jurisdiction of the School Division***

Students are subject to the Code of Conduct at all times while they are under the jurisdiction of the School Division, including, but not limited to such times as they are:

1. on school property;
2. waiting for the school bus at designated bus stops;
3. going to and from school;
4. on the school bus;
5. participating in or attending school-sponsored or school-related activities such as field trips, conferences, or athletic events;
6. engaging in off-campus conduct that creates a substantial disruption to the learning environment;
7. engaging in off-campus conduct that presents a threat to the safety of students or staff to include, but not limited to, charges for criminal behavior that if committed by an adult would be a felony or convictions of specific crimes as detailed the Code of Virginia 22.1-277.2 and 16.1-305.1.

*Any student convicted of purchase, possession or use of a weapon; homicide; felonious assault and bodily wounding; criminal sexual assault; manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances; manufacture, sale, gift, distribution, or possession of marijuana; arson and related crimes; burglary and related offenses may be suspended or expelled from school attendance.*

## **RESPONSIBILITIES**

### ***School Division Employees***

The Culpeper County School Board has the responsibility to make policies and regulations, and acting through the Superintendent holds all School Division employees responsible for supervising student behavior while students are legally under the jurisdiction of the schools. Generally, the school principal is responsible for the enforcement of the Code of Conduct by persons under his or her supervision.

Administrators, teachers, bus drivers, and support personnel are to ensure the rights of each student in the School Division are protected. School Division employees are responsible for:

- facilitating regular school attendance;
- providing an orderly school environment, a favorable psychological environment conducive to learning, and an atmosphere of mutual respect;
- encouraging self-discipline;
- maintaining open and proactive communication with parents and students;
- formulating and implementing school rules and regulations in compliance with the Code of Conduct through the school setting;
- disseminating the Code of Conduct upon registration of a new student and to all students and parents annually;
- discussing the Code of Conduct with students and parents at meetings throughout the school year;
- developing a discipline plan of action balancing the needs of the student and the school environment as a whole.

In determining which of the disciplinary actions is most appropriate, a principal or other persons shall consider such factors as the context and seriousness of the violation, the student's age and maturity, disability status, previ-

ous disciplinary record, and any other relevant circumstances.

### ***Parents and Guardians***

Each parent of a student enrolled in Culpeper County Public Schools has a duty to assist the school in enforcing this Code of Conduct so that each student may be educated in an atmosphere that is free of disruption and supportive of individual rights. It is the responsibility of parents and guardians to:

- ensure regular and prompt school attendance by their child;
- promote the good health of their child by addressing their health needs;
- teach their child to assume responsibility for learning and for their conduct;
- provide encouragement and discipline aimed at motivating their child towards proper, responsible behavior within the school setting;
- ensure that their child is appropriately dressed for school as determined by the dress code with attention to personal cleanliness;
- provide books, materials, instruments, uniforms and equipment that are required for effective participation in the school program;
- provide up to date addresses, phone numbers, emergency contact information to the school; to include that of non-custodial parents;
- provide the necessary information for enrollment in Culpeper County Public Schools to include: proof of residency; student's birth certificate; social security number (optional); physical examination and health information; a record of the completed series of immunizations; and previous academic and discipline records as required by the Code of Virginia.

### ***Students***

The Culpeper County School Board believes students are responsible for their learning and behavior, and are to seek adult assistance when encountering difficulties in meeting their responsibilities. Students are subject to increasing accountability for learning and behavior as they progress through school. Students are responsible for and expected to:

- learn and follow the Code of Conduct;
- attend school regularly and be on time to classes;
- put forth the academic effort necessary for learning;
- accept and respect the authority of parents, school personnel, and law enforcement personnel;
- respect the rights of others;
- exercise good judgment;
- practice self-control; and
- accept responsibility for their own learning and behavior.

### **STUDENT RIGHTS**

The Culpeper County School Board recognizes the constitutional and legal rights of individual students as defined in law and in Virginia and U. S. Court decisions. The rights of students, though limited in the context of public schools, are recognized to include, but are not limited to: disciplinary due process; freedom of speech and religion; right of assembly and association; right to privacy; self-defense claims; and protection from discrimination.

### ***Disciplinary Due Process***

Students shall not be deprived of their liberty, property, or right to attend school without due process of law. Therefore, school personnel must protect a student's due process rights when the student is accused of violating the Code of Conduct and in the administration of discipline. These include:

- The student's right to know what rule was violated by oral or written notice.
- The student's right to speak in their own defense, and/or present a written statement addressing the accusation and their version of the incident.
- The student's right to present witnesses or evidence for their defense.
- The student's right to be subject to discipline only if the evidence shows it is *likely or probable* the student violated the rule.
- The right to appeal discipline decisions as determined by School Board policies and regulations, and state laws.
- The right to have the discipline process applied in a timely and fair manner without prejudice, bias, or discrimination.

### ***Freedom of Speech***

Culpeper County Public School students possess a range of free-expression rights under the First Amendment. Students can speak, write articles, take part in demonstrations, and petition school officials on issues of concern. The U.S. Supreme Court has said that students "do not shed their constitutional rights to freedom of speech and expression at the schoolhouse gate." Though students do possess First Amendment freedoms, the courts allow school officials to

regulate certain types of student expression. For example, school officials may prohibit speech that substantially disrupts the school environment or that invades the rights of others.

### ***Freedom of Religion***

Students can take part in individual and group prayer during the school day when they are not participating in school activities or are being taught provided they pray in a “non-disruptive manner”. These activities have to be voluntary and initiated by the students. Students can also have religious messages on clothing in the same way they are allowed to display non-religious messages on clothing. Students are allowed to express their beliefs about a religion in their school work and assignments if relevant to the assignment.

### ***Student Petitions and Demonstrations***

Students may participate in petitions and demonstrations in a manner consistent with First Amendment speech principles and consistent with the following regulations that shall govern all such activities.

1. School Administration may restrict or prohibit student organization and participation in petition or demonstration related activities that (i) interfere with or cause disruption to instruction, learning or school directed activities; (ii) pose a risk of harm to students or staff or that cause reasonable apprehension of such harm; (iii) may result in the harassment and intimidation of students and/or staff; or (iv) are otherwise reasonable restrictions consistent with First Amendment jurisprudence and principles.
2. Any student who wishes to initiate a petition or demonstration must notify the principal (or designee) of the school at least twenty-four hours in advance of initiating a petition or demonstration.
3. The principal will evaluate the request and approve the time and place of the petition activities or demonstration that ensures such activities are consistent with the criteria identified in paragraph 1 above.
4. Any student participating in petition or demonstration activity must exhibit conduct at all times that adheres to the Student Code of Conduct.
5. The principal will provide a student petitioner with a time and space in the school to set-up and occupy a petition table in a manner that ensures such activities are consistent with the criteria identified in paragraph 1 above.
6. The petitioner may advertise the opportunity to sign the petition by creating a sign to be displayed on or near the petition table. The sign may be no larger than a 3 x 5 poster.

### ***Right to Associate and Assembly***

Students have the right to meet and associate with other students in a manner that will not disturb regular school activities, and to meet in groups at the school for a legitimate purpose with proper supervision and administrative approval.

### ***Protection from Discrimination***

Students are protected by law from being treated differently in disciplinary actions or educational opportunities because of race, religion, gender, gender identity, sexual orientation, ethnic, national origin, military status, or disability status.

### ***Voluntary Participation in Civic Ceremonies and Traditions***

Public school students are led by staff in selected civic ceremonies and traditions whereby students have the right to participate free from disruption or discrimination. These include a “minute of silence” for meditation, prayer or to engage in a silent activity; to salute the flag and recite the Pledge of Allegiance; or to sing The National Anthem. If students choose not to participate in these civic ceremonies and traditions, they are to remain quiet and are not to disturb or distract others that wish to participate. The right of non-participation by students is recognized by Culpeper County Public Schools and is to be respected without intimidation or harassment by others.

### ***Right to Privacy***

Students have rights to privacy affecting their educational and discipline records, individual counseling, health conditions, disability status or other confidential information. School employees’ access to a student’s confidential information and its dissemination to others are defined and proscribed by School Board policy, state and federal law.

### ***Expectations of Privacy, Searches, and Confiscation of Personal Property***

Each person has the right to be safe and secure at school and students have the right to pursue their education in an environment free of dangerous or disruptive items. Therefore, schools officials have the authority to prohibit certain items and conduct searches to locate and confiscate such items. School-owned property such as lockers, cubbies, desks, computers, or other school owned property in a student’s use can be searched without notice or cause. *There is no expectation of privacy for students in their use or possession of school-owned property.*

Furthermore, when a “reasonable suspicion” exists to cause a search for prohibited items or for evidence that a law or a school policy has been violated, school officials have the right to search the personal property of students to include, but not limited to: clothing; purses; notebooks; book bags; duffle bags; computers; cell phones; or other electronic devices. Any vehicle brought on school property or at any school related event is subject to search if “reasonable suspicion” exists that prohibited items may be present in the vehicle.

Prohibited items or the misuse of allowable items are subject to immediate confiscation by school officials pursuant

to School Board policies and regulations. Refusal to cooperate with a lawful request to search will result in disciplinary action

### ***Right to Review Records***

Students and parents have the right to review educational and discipline records upon a request.

### ***Self-Defense Claims***

Cases for which self-defense is claimed by a student must meet the following criteria:

1. The claimant must not have provoked or behaved in a manner to cause the incident;
2. The claimant must have had reasonable fear of danger of harm; and
3. Used no more force than needed for protection from the threatened harm.

Such incidents must be reported immediately to school officials. When claims of self-defense have been established, the administrator shall:

1. Allow the student to present his version of what occurred; and
2. Review circumstances and relevant information from others pertaining to the incident, including relationships and previous patterns of interaction among the students involved. Findings from the review of circumstances and other relevant information will be considered in determining the appropriate disciplinary action. Claims of self-defense do not constitute a valid defense against possession or use of a weapon on school property or at any school-sponsored activity.

## **ATTENDANCE - EXCESSIVE ABSENCES, LATE ARRIVALS, and EARLY DISMISSALS**

It is the legal responsibility of parents to ensure their child receives an appropriate education. Regular attendance is a significant factor in academic achievement and plays an important role in developing good habits for future education and employment. Furthermore, late arrivals and early dismissals interrupt the learning of other students. Therefore, the Culpeper County School Board expects students to be on time to school, attend all classes without being late or leaving early, and are not to leave school grounds without administrative approval. Failure to follow the attendance policies of the School Division and individual schools will result in disciplinary action towards the student and legal proceedings may be initiated against the parent, student, or both. (See page 18 for the complete attendance policy.)

## **CONDUCT ENDANGERING SELF OR OTHERS**

### ***Weapons and Other Dangerous Items***

The possession, use, sale, or purchase of any dangerous item in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school principal or the School Division Superintendent is prohibited. A violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

Such weapons and dangerous items include, but are not limited to:

- any firearm designed or intended to propel a projectile of any kind, or any look-alike gun
- any type of ammunition
- any knife, razor or box cutter
- any explosives, fireworks, and destructive devices
- any tool such as screwdrivers, hammers, hatchets, axes
- any “fighting” weapon
- any type of pepper spray
- any common object such as scissors, pencils, sports equipment, if used as weapon

In accordance with state law, a student who is determined to have brought a “firearm” as defined in law or knife with a blade of 3 inches or longer, or other types of fighting weapons on school property or to a school-sponsored activity shall be expelled for no less than one calendar year (365 days). The Superintendent or designee may, however, determine, based on the facts of a particular case that special circumstances exist and another disciplinary action is appropriate. Any such discipline shall be taken in accordance with policy. Nothing in this section shall be construed to require a student’s expulsion regardless of the facts of the particular situation. **Any student who possesses or uses a weapon or dangerous article on school property shall be referred to law enforcement.**

### ***Exceptions:***

**Curricular-** An exception to this policy may be made for students participating in an authorized part of the curriculum, extracurricular activity or team involving the use of firearms, or in any organization permitted by the school to use the premises. However, the student may be subject to appropriate disciplinary action for misuse of the item or for use for any purpose other than the authorized curricular purpose.

**Food Preparation or Service:** A student possessing a knife which is (1) customarily used for food preparation or service and (2) is being possessed for the sole purpose of food preparation or service shall not be subject to mandatory expulsion. However, the student may be subject to appropriate disciplinary action for misuse of the knife or for use for any purpose other than as authorized. **Any exception must be arranged in advance with the administration of the school involved.**

### ***Arson, Explosives, Bomb Threats and False Alarms***

Students may not engage in any illegal conduct involving sources of ignition (lighters, matches, flammable fuels); fireworks; explosive, chemical, or incendiary materials or devices; or hoax devices, as defined in the Code of Virginia. Possession or use of such items is prohibited. Furthermore, students shall not make any threat or false threat to bomb, burn, or destroy property or to cause harm to others, nor to cause a false alarm to be initiated, conveyed, or transmitted.

### ***Alcohol, Tobacco or Nicotine Products, Drugs, Inhalable or Ingestible Harmful Substances, and Drug Paraphernalia***

Students shall not possess, use, distribute or be under the influence of alcohol, tobacco or nicotine products, drugs, inhalable or ingestible harmful substances, or drug paraphernalia on school property, at school sponsored activities on or off school property, on school buses or at school bus stops. **Substances prohibited by this section include, but may not be limited to: nicotine or cannabis products; vaping devices or electronic cigarettes; alcohol; marijuana; illegal or controlled substances; prescription drugs; drug paraphernalia; steroids; inhalants; imitation controlled substances; or over the counter medications or any other inhalable or ingestible substance, whether legally or illegally possessed, where the substance is used or is to be used in a manner that causes physical or mental impairment or subjects the user to a dangerous risk of physical or mental harm.** Any medications prescribed by physicians or over the counter medications for a student must be brought to the school office by a parent if the student has the need to take such medications during the school day. Once a parent has completed the appropriate form for dispensing medication, arrangements will be made for the student to receive his medication during the *school day*.

### ***Disciplinary Actions relating to Alcohol, Nicotine, Drugs, or Other Harmful Inhalable or Ingestible Substances***

Students who are found to be in violation of Culpeper County Public School's policies with regard to the use, possession, distribution, or intent to distribute alcohol, nicotine, drugs, or other harmful inhalable or ingestible products shall be subject to immediate suspension to include loss of student privileges, notification to law enforcement authorities as required by law, and possible alternative education placement or expulsion in accordance with school board policies and regulations. Offending students may be required to participate in a substance abuse evaluation, counseling program, or treatment, with parent consent, by the Division Superintendent or designee, or by the School Board as a condition for reinstatement of student privileges and/or regular school attendance.

### ***Culpeper County Public School's Regulation - Student Assistance Program (JFCI-BR1)***

#### **Selling and Distributing**

Students who are found to be in violation of Culpeper County Public School's harmful substance policies with regard to selling, distribution, or possession with intent to distribute shall be subject to suspension until a Discipline Hearing with a recommendation for placement in an alternative education program or expulsion by the School Board in accordance with policies and regulations.

#### **Possession and/or Use**

Students who are found to be in violation of the school division's harmful substance policies with regard to possession and/or use of said harmful substances on school property or while engaged in school activities and events off school property, including being under the influence of harmful substances while at school or engaging in school activities or events, shall be immediately suspended and may be recommended for an alternative education placement by the Discipline Hearing Officer in accordance with policies and regulations.

Students who are found in violation of the code of conduct in regards to use of harmful substances are referred to the Student Assistance Program (SAP). The student must follow all SAP rules, regulations, and procedures. SAP rules, regulations and procedures include but are not limited to, the following:

1. The student is referred to the Sheriff's Department's School Resource Officer (SRO) for an investigation that may lead to criminal or civil charges.
2. Once any appeals have been adjudicated, the student and their parent or guardian must meet with the Superintendent's designee to sign the Student Assistance Program (SAP) Contract.
3. The Student Assistance Program consists of:
  - A referral to the Culpeper County Options Program for an evaluation by a certified substance abuse counselor. The student will participate in harmful substance use prevention counseling offered by the Options Program. Students participating in the Options Program will perform community service to pay for their services. The parent may choose a similar substance abuse assessment, counseling or treatment, and drug testing that is pre-approved by the Superintendent's designee at no cost to the School Division.
  - As part of the harmful substance use prevention program, the student must submit to alcohol/drug/nicotine testing upon request at no expense to the School Division for a period of up to 90 days after the referral to Options or

other approved harmful substance use prevention program or counselor. Students testing positive for harmful substances are not subject to a school suspension solely for a positive test. However, the Student-Athlete Pledge Program will apply to those students and other student privileges may be denied for a positive test for prohibited substances while in the SAP program. **(See policy JFCF BR-1)**

4. The student must satisfactorily adhere to the requirements of the SAP contract. Failure to satisfactorily complete the components of the SAP contract may result in further disciplinary action which may include assignment to an alternative education program, short-term or long-term suspension, or a recommendation for expulsion from attending Culpeper County Public Schools by the School Board. *(Amended by CCPS School Board 06/08/2020)*

### ***Conspiracy***

The planning and/or an agreement by two or more students to commit an illegal act is prohibited whether the conspiracy results in an illegal act on school property or at a school-related event, or whether the conspiracy occurs or is furthered by students while under the authority of the school.

### ***Assault and Threats***

Assault is a threat or attempt to cause bodily injury. Threats are circumstances whereby a person is placed in reasonable fear of bodily injury by weapons, attempts at physical contact, gestures, written notes, electronic messages, or verbal comments. Assaults and threats are prohibited.

### ***Battery (Physical Aggression)***

Battery is any bodily hurt, however slight, done to another person in an angry, rude, or vengeful manner. Students are prohibited from committing battery by intentionally hitting, shoving, tripping, scratching, biting, throwing objects at, or blocking the passage of another person.

### ***Inappropriate Behavior***

The behavior of students in various school settings- classrooms, playgrounds, hallways, cafeterias, gymnasiums, on school buses, at bus stops, or at school-related events must be appropriate for the time, place, and circumstances. Acts of harmful play (wrestling, play fighting, or pranks), rambunctiousness (running, jumping, standing, yelling, or loud talking not in proper context) or any socially inconsiderate behaviors (line cutting, playing with food, not waiting for a turn) are prohibited.

### ***Incitement or Instigation of Fighting***

Actions, comments, written or electronic messages intended to cause others to engage in mutual acts of aggression or may result in acts of aggression are prohibited.

### ***Fighting***

Aggressive actions by which two or more persons mutually intend to cause harm or injury are prohibited. These actions include, but are not limited to: hitting, kicking, shoving, wrestling, or other aggressive actions which could result in harm or injury to the individuals involved, bystanders or school personnel, or damage to school or personal property.

### ***Sexual Behavior***

Sexual behavior is prohibited in any form on school grounds, school buses, or at school sponsored activities. Sexual behavior includes, but is not limited to kissing, romantic displays of affection (excluding hand-holding), indecent exposure, sexual messages including electronic messages, obscene photographs or video and inappropriate gestures.

### ***Sexual Harassment***

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment are prohibited.

### ***Stalking***

Students shall not engage in a pattern of behavior that places another person in reasonable fear of bodily harm or constitutes an invasion of their privacy. These behaviors include: following their movements; visual or auditory spying; use of electronic means of surveillance; use of intermediaries acting on their behalf.

### ***Profane or Obscene Language, Behavior, or Items***

Students shall not use vulgar, profane, or obscene language or engage in conduct that is vulgar, profane, or obscene. The possession of obscene literature, photographs, video, or illustrations in any form is also prohibited. This includes the wearing of clothing or adornments which convey sexually suggestive messages.

### ***Extortion***

Willful use of physical or verbal threats intended to result in an involuntary transfer of money or property to an-

other person is prohibited.

### ***Gambling***

Gambling is any event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others. This includes exchanging items of value, as well as currency, and extends to keeping score for later settlement. Gambling on school property or at school-related events is prohibited.

### ***Hazing***

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

Hazing is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2500, or both, in addition to any disciplinary consequences which may be imposed. The principal of any school at which hazing causes bodily injury shall report the hazing to the local law enforcement.

### ***Bullying***

Students, either individually or as a part of a group, shall not bully others. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. The following conduct is illustrative of bullying:

- Physical intimidation, taunting, name calling, insults, excluding or ostracizing behaviors;
- Comments regarding the race, gender, religion, national origin, physical abilities or characteristics of the targeted person or his or her associates;
- Falsifying statements about other persons or spreading rumors; or
- "Bullying" includes cyber bullying which is the use of technology such as e-mail, text messages, or postings on web sites to defame or threaten others.

### ***Defiance***

Students must comply with any reasonable written or verbal direction given by school personnel. These include, but are not limited to, requests to stop talking, to stay seated, to participate in learning activities, to hand over personal property, to cease a behavior, or to identify themselves to school personnel.

### ***Disruptive Behavior***

Any physical or verbal disturbance which occurs within the learning environment which interrupts or interferes with teaching or learning, the orderly conduct of school activities, or the safe operation of school programs or a school bus is prohibited.

### ***Disrespect towards Others***

Students may not verbally, through writing or pictures, use of gestures or body language curse, defame, ridicule, or intentionally embarrass another person to include students, school personnel, or visitors. Students who refuse to recognize the proper authority of school personnel to enforce rules are also in violation of this rule.

### ***Unauthorized Use of Photography, Video, or Audio***

Students are prohibited from taking photographs, or creating video or audio recordings of other students, school personnel, or visitors without the express consent of the teacher, principal, or other school personnel in supervision of the student. This applies within school buildings or on school grounds, on school buses or at bus stops, or when attending school-related events on or off campus.

### ***Gang Activity or Association***

The School Board acknowledges the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students shall not engage in gang activity on school grounds, on school buses or at any school sponsored activity. Gang activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang;
- using any speech or committing any act or omission in furtherance of the interests of any gang;

- soliciting, hazing and initiating others for membership in any gang;
- requesting any person to pay protection or otherwise intimidating or threatening any person; or committing any other illegal act or other violation of school policy.

### ***Operation of Motor Vehicles***

Students and visitors operating motor vehicles to and from school and on school property shall do so in a safe and proper manner. Any student who drives in a careless or dangerous manner, or under the influence of alcohol or narcotics on school property and/or ignores parking rules is subject to revocation or suspension of their parking privileges, and will be referred to law enforcement.

## **INTEGRITY**

Students shall demonstrate honesty, trustworthiness, and integrity in their interactions with others, and in their academic work. Fair and just disciplinary actions dictate that school officials need truthful statements from accused students, accusers, and witnesses when investigating violations of the Code of Conduct. Students are subject to separate disciplinary action for attempts to deceive school officials in the course of investigations or in the administering of disciplinary actions. Attempts toward completion of any act described below would constitute a violation and may be punishable whether or not the attempted act is completed. The behaviors described below are prohibited:

### ***Cheating***

Cheating includes the actual giving or receiving of any unauthorized aid or assistance or using an unfair advantage on any form of academic work.

### ***Plagiarism***

Plagiarism includes the copying of the language, structure, idea and/or thought of another person and representing it as one's own work.

### ***Forgery***

Forgery is the signing of another person's name or initials on a document with the intent to deceive others. Forgery also includes the altering of any school document or parent note.

### ***Lying***

Lying is the act of making a false statement with the intent to deceive others. Students are expected to provide truthful statements to school personnel when asked questions related to their own academic work or behavior, and when questioned about the behavior or actions of others.

### ***False Allegations***

The making of false accusations against innocent person(s) may carry serious consequences for the person(s) accused. Therefore, students falsely accusing other students of violations of the Code of Conduct are subject to disciplinary actions. Students making false accusations against School Division employees, volunteers, law enforcement personnel, or other persons are subject to disciplinary actions which may include long term suspension.

## **PROPERTY OFFENSES**

### ***Stealing or Theft***

The taking or attempt to take the property or money of another person, the school, or other organizations by force, threat, trickery, or stealth is prohibited.

### ***Trespassing***

It is unlawful for any person, whether or not a student, to enter upon or remain upon any school property (including school buses) in violation of any directive by school personnel to leave the property or by posted notice which contains such information. Students suspended or expelled from school are not to be on any Culpeper County Public Schools property, including buses or bus stops, or attend any school-related events. Violators are subject to discipline and/or notification to law enforcement.

### ***Vandalism***

Vandalism is the willful marring, defacing, (i.e. graffiti), or destruction of the property of Culpeper County Public Schools, or any public or personal property while on school property or during a school-sponsored activity. Additionally, this includes unauthorized entry into any computer system (See Acceptable Computer System Use Policy). Vandalism of property is prohibited and anyone who vandalizes property will be disciplined and/or reported to law enforcement and will be responsible for monetary restitution for the total cost of replacement or repair.

### ***Buying, Selling, or Trading of Items***

Students are prohibited from engaging in the buying, selling, or trading of personal property on school property or

at school-related events. The conduct of school-related fund raisers must be in accordance with provisions established by the school principal or designee. Permission to conduct or advertise fundraising for outside organizations or individuals must be approved by the Division Superintendent or designee.

### **STANDARDS OF DRESS (Pre-Kindergarten thru 12)**

Culpeper County Public Schools seek to maintain an orderly environment for the education of students. To accomplish this goal, the Division has established a standard of student dress that is conducive to a proper educational climate, while reasonable enough to allow students to be expressive in their clothing selection.

#### **The following are examples of the standards of dress that will be enforced at school:**

- Clothing must cover the entire body between the neckline and mid-thigh.
- The display of any portion of underwear with the exception of appropriate undershirts is prohibited.
- Underwear appropriate for the body is to be worn at all times (Undershirts are optional).
- Any items that advertise tobacco, drugs, or alcohol are prohibited.
- Any items associated with or suggestive of support for or membership in a criminal street gang are prohibited.
- Any items pornographic, obscene, or sexually suggestive in nature are prohibited.
- Items that in the opinion of school officials are reasonably probable to disrupt the operation of the school or endanger the wearer or others are prohibited.

**The principal or designee has the authority to decide whether or not an item of clothing or adornment is a violation of the standards of dress. The student will be expected to remedy the violation. Any discipline of students shall be at the discretion of the principal or designee and shall depend upon the age of the student, the type and number of violation(s).**

### **PORTABLE ELECTRONIC DEVICES**

The Culpeper County School Board recognizes that Portable Electronic Devices (PED) such as cell phones, computers, and audio/video devices may be used for valid purposes, such as communication, information, and entertainment, while at school or at school-sponsored events; however, the possession and use of a PED on school property is a privilege both subject to strict regulation and revocable for reasonable cause. Students with parent permission may possess and use PEDs on school property provided the cell phone number is provided to the school administration as part of the student's school registration. Use of a PED is in strict compliance with the following restrictions:

Student use of a PED at any permitted time and location SHALL NOT distract the student or others from learning or participating in the educational process, interfere with the work of school employees, create any safety concern or hazard, and/or violate any other provision of the code of conduct.

Students in grades 9 through 12 may use PEDs before the morning tardy bell, after the dismissal bell, between classes, during lunch, or at other times when explicitly permitted by a school employee.

Students in grades 6 through 8 may use PEDs before the morning tardy bell, after the dismissal bell, during lunch or at other times when explicitly permitted by a school employee.

Students in grades pre-kindergarten through 5 may NOT use PEDs while on school property or when attending school-related events unless given explicit permission by the principal or designee.

The School Board, its employees or agents are not responsible for any loss, theft, damage to, or safety of any PED brought onto school property at any time. The student or parent who brings or allows such a PED to be brought to school assumes the risk of all such damage or losses.

Students and parents who use or consent to the use of a PED at school and in compliance with the rules for use established by this policy expressly understand that no PED will be configured for use on the CCPS computer network and, therefore, any student use of a PED to access the internet while at school will not be subject to or affected in any way by CCPS network filters. Accordingly, students and parents who use or consent to the use of a PED at school assume all risk that student use may expose the student to inappropriate, obscene, or harmful content and that it shall not be the responsibility of the School Board or its employees to monitor student use of the internet when using a PED at school or to protect or prevent students from accessing inappropriate or harmful internet content.

If a cell phone or other electronic device is confiscated to investigate other possible violations of the Code of Conduct (e.g., bullying) or violations of law (e.g., evidence of drug distribution), then school officials and/or law

enforcement shall keep the device until the investigation is complete. The confiscated device will be returned to the owner in accordance with the laws and/or policies of the Commonwealth.

## **TYPES OF DISCIPLINARY ACTIONS**

The Code of Conduct specifically outlines categories of behavior and states possible disciplinary actions (consequences) which may occur as a result of a violation of the code. When making disciplinary decisions, school personnel will consider several factors, to include:

1. the specific code section(s) being violated
2. specific circumstances surrounding the incident
3. the student's previous discipline record
4. the age and/or grade level of the student
5. the disability status of the student, if applicable
6. other factors as appropriate.

### ***Confiscation***

Any item prohibited by this Code of Conduct, *or* any item deemed to be disruptive to the school environment, will be removed from the student's possession and returned to the parent in accordance with School Board policy. Depending upon the item confiscated, and the number of previous offenses additional disciplinary action may be required.

### ***Student Conference***

Formal and informal conferences are frequently held between the student and teacher, bus driver, guidance counselor, or school principal in the course of disciplining a student. The purpose of the conference is to help the student become aware of inappropriate behavior and to assist with correcting the behavior.

### ***Assigned Seating or Restrictions of Movement***

Assigned seating or restrictions on the movement of a student in the classroom, cafeteria, or bus restricts a student's interactions with other students and limits their freedom of movement to prevent disruption.

### ***Timeout***

Timeout is the placement of a student in a location within the classroom, cafeteria, or other area where peer interaction is prohibited for a short period of time. Timeout is an informal disciplinary action not subject to required notification to parents, or inclusion in a student's permanent educational record or state discipline reports.

### ***Detention***

Detention is the placement of a student in a restrictive setting supervised by school personnel excluded from their peers during non-instructional activities such as: before or after school; lunch periods; recess; or breaks. Detentions may be considered a formal disciplinary action requiring notification to parents and inclusion in a student's permanent educational record depending upon the specific discipline policies of the school.

### ***Loss of Social Privileges***

The loss of social privileges is the denial of student's participation in certain school activities: recess, assemblies, athletic events, or extra-curricular activities. The short-term loss of social privileges is an informal disciplinary action and is not included in a student's permanent educational record, with certain exceptions. The long-term denial of social privileges is a formal disciplinary action requiring notification to parents and inclusion in a student's permanent educational record.

### ***Temporary Removal of a Student from Classroom***

State law provides that teachers shall have the initial authority to temporarily remove a student from their classroom for disruptive behavior subject to procedures and policies approved by the School Board.

### ***School-based Stay-Away Orders***

Students who engage in bullying or other harassing behaviors may be ordered to stop all interaction with another student or school employee while on school property, at bus stops, or while attending school-related events. The issuance of a school-based stay-away order is a formal disciplinary action requiring notification to parents and inclusion in a student's permanent educational record.

### ***In-School Suspension***

Students may be placed and supervised in a restrictive setting within the school referred to as "in-school suspension" for violations of the Code of Conduct. In-school suspensions deny students the ability to attend their normal instructional activities, in addition to other non-instructional activities. This placement may be for part of the school day, the entire school day, or multiple school days at the discretion of school administrators. Students must conform to the work and be-

havior expectations of the in-school suspension program before being released by the principal or designee. In-school suspensions are formal disciplinary actions requiring notification to parents and inclusion in a student's permanent educational record, and state discipline reports.

### ***Short-term Suspension***

Students may be prohibited from attending school and other school-related activities by a school administrator for a period not to exceed ten (10) days for serious or repeated violations of the Code of Conduct. Parents must attend a conference with the suspending school administrator before returning to regular school attendance. Students suspended or expelled from school are not allowed on any Culpeper County Public Schools property, including buses or bus stops, or to attend any school-related events. Violators are subject to notification to law enforcement for trespassing. Short-term school suspensions are formal disciplinary actions requiring notification to parents and inclusion in a student's permanent educational record, and state discipline reports.

### ***Referral to Discipline Hearing***

Student and their parents (or legal guardian) may be required to attend a discipline hearing concerning serious or repeated violations of the Code of Conduct. The Discipline Hearing Officer reviews the specific case(s) of the student being referred, and after hearing from all parties involved, may impose a variety of consequences including long-term out-of-school suspensions, placement in alternative education programs, require counseling or alcohol/drug treatment, or recommendation to the Division Superintendent for expulsion by the Culpeper County School Board.

### ***Students Services Interventions***

When a student experiences repeated problems in obeying the code of conduct, students may be placed on a Behavior Education Plan (BEP) in order to support the student in addressing their conduct. If continued violations occur, students may be placed on a Behavior Intervention Plan (BIP) with increased supports to address the conduct. Referrals for a behavior assessment or for counseling services from non-school professionals may be initiated by school officials with parent permission.

### ***Filing of Juvenile Court Petitions***

When school and parent interventions and supports have failed to address a student's repeated violations of the code of conduct or other behavior that is detrimental to the child's safety, school personnel may file petitions with the Juvenile Court as a *Child in Need of Supervision* or a *Child in Need of Services* as a means of obtaining services outside of the school's or parent's capacity.

### ***School/Community Service***

Students may be required to perform school/community service to compensate for certain violations of the Code of Conduct.

### ***Restitution***

Payment for School Division property that is stolen, damaged or destroyed by a student will be required.

### ***Probation***

Students may be placed on probation rather than suspension. Students on probation may also be prohibited from participating in specific activities. Students who violate probation are subject to a discipline hearing with the recommendation for long-term suspension.

### ***Long-Term Suspension***

Long-term suspensions are the removal of a student from attendance at school or an alternative education program for a period of eleven (11) days up to forty-five (45) days. Suspensions may be greater than forty-five (45) days up to three hundred sixty-four (364) days for offenses involving weapons, drugs, or serious bodily injury. Long-term suspensions may only be imposed after a hearing by the Hearing Officer or the Superintendent or designee upon review.

***Prohibition from Being on School Property and Attendance at School-Related Events Off-Property*** Suspended students are prohibited from being present on any Culpeper County Public School property or attend any school-related event off property during the period of suspension. Exceptions to this prohibition may be granted to a student in extenuating circumstances upon petition to the Superintendent or designee.

### ***Alternative Education Programs***

Students who have committed a single serious violation of the code of conduct or who have committed multiple violations over time may be placed in an alternative education program. Students are placed in alternative education upon recommendation of the principal to the school division's Hearing Officer. Parents and students have the right to appear before the Hearing Officer to state their case as to why such placement should not occur. All placements in

alternative education are subject to review by the Superintendent or designee upon written appeal by the parent or student. The decision of the Superintendent or designee can be appealed to the full School Board for a review of the record. The School Board may affirm, modify, or overturn the decision of the Superintendent or designee.

The alternative education program consists of full time or part-time attendance for direct instruction by teachers at the annex building or an off-site location in combination with online courses. Students placed in the alternative education program are subject to restrictions in transportation to and from school, their presence on school property, and participation or attendance in CCPS extracurricular events at any school or off-campus.

### ***Expulsion by the School Board***

Expulsion is defined as the exclusion of a student from attending Culpeper County Public Schools for no less than 365 days. In cases of very serious or continuous violations of the Code of Conduct after other interventions have been exhausted, a principal may recommend to the Division Superintendent or designee, the expulsion of a student by the School Board.

The Division Superintendent or designee will examine the facts of the case and make a determination to carry that recommendation forward to the School Board for hearing. Factors considered include:

1. nature and seriousness of the violation(s)
  2. degree of danger to the school community
  3. the student's previous disciplinary record
  4. appropriateness or availability of alternative education placements
  5. age and grade level of the student
  6. results of substance abuse, mental health, or special education evaluations
  7. attendance and academic records
  8. other matters as appropriate. If the recommendation for expulsion is made by the Superintendent a hearing will be scheduled within 10 days. The Superintendent, or designee, shall notify the parents of the time and place of the hearing.
- \* Action by the Culpeper County School Board is considered final. Any appeal of an expulsion must be registered with the local Circuit Court in accordance with state law.
  - \* An expelled student may be required to participate in educational programs, counseling, or community service offered through the School Division as a condition of re-enrollment at the end of the expulsion period. Any costs of educational or counseling programs not offered by the School Division are the responsibility of the parent/guardian.
  - \* Students expelled from school are not allowed on any Culpeper County Public Schools property, including buses or bus stops, or to attend any school-related events. Violators are subject to notification to law enforcement for trespassing.
  - \* Under state law, School Divisions may deny enrollment of any student under expulsion or long-term suspension from another School Division until the period of suspension or expulsion has passed and any conditions for enrollment are met.

### ***Corporal Punishment (from Policy JGA)***

No teacher, principal or other person employed by the School Board shall subject a student to corporal punishment. This prohibition does not prohibit the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control or the use of reasonable and necessary force:

- to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- to prevent a student from inflicting physical harm on himself; for self-defense or the defense of others; or
- to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control.

For the purposes of this policy, "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. "Corporal punishment" does not include physical pain, injury, or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.

### ***Reporting Disciplinary Actions***

School employees are to maintain open and proactive communication with parents and students to attempt to prevent most disciplinary problems before formal disciplinary actions are necessary. Therefore, parents may be notified by teachers, bus drivers, or school administrators verbally or in writing when students have committed minor violations of the Code of Conduct that require *informal disciplinary actions* such as assigned seating; restrictions of movement; student conferencing; time-outs; short-term loss of social rights such as the denial of recess or free time;

lunch with peers; attending or participating in an assembly, athletic competition, or extracurricular activity. Informal disciplinary actions are not recorded in the student's permanent educational records, nor are these disciplinary actions included in School Division discipline reports to the Virginia Department of Education, with certain exceptions.

School administrators or their designee are to make reasonable efforts to notify parents through written and/or oral communications when *formal disciplinary actions* are implemented such as removal of the student from the classroom; detentions; school stay-away orders; long-term loss of social rights; in-school suspensions; out-of school suspensions; expulsions. Formal disciplinary actions are recorded in the student's permanent educational records, and are included in School Division discipline reports to the Virginia Department of Education, with certain exceptions. Additionally, upon the out of school suspension of any student, the person responsible for issuing the suspension shall report the facts of the case in writing to the Division Superintendent or designee.

### ***Discipline Records***

State law requires that certain violations of the Code of Conduct be recorded in writing and maintained in each student's cumulative educational record. Violations of the Code of Conduct and the formal disciplinary actions taken are recorded on school discipline referrals and are sent home to be signed by the parent. The number of violation(s) by type and the formal disciplinary actions taken are entered into the student records management system for use by the School Division and are reported to the Virginia Department of Education annually.

### ***Reporting of Certain Offenses to Law Enforcement Authorities***

Local School Board policy must provide for notification of local law enforcement authorities in accordance with § 22.1-279.3:1.D. of the *Code of Virginia* that requires principals to immediately report to the local law enforcement agency any act enumerated in clauses (ii) through (vii) of §22.1-279.3:1.A. that may constitute a criminal offense. A principal may report to the local law enforcement agency any incident described in clause (i) of subsection A. When there is injury, or the battery is against school personnel, reporting is mandatory. Section 22.1-279.3:1.A. of the *Code* lists offenses as stated below:

- i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity
- ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in §18.2-47 or 18.2-48 or stalking of any person as described § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity
- iii. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications
- iv. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity
- v. The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property
- vi. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity
- vii. Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses, or
- viii. The arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefore.

The principal or designee must also notify the parent of any student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult. The principal or designee must also report these incidents to the Division Superintendent. Whenever a student commits a reportable incident named in the *Code*, the student shall be required to participate in prevention and intervention activities as determined appropriate by the Division Superintendent or designee.

## **PROPER STUDENT BEHAVIOR ON BUSES (from Policy JFCC-BR1)**

### ***Student's Responsibility***

Proper behavior by students riding school buses is essential to the safe and efficient operation of the school bus. Therefore, bus riders must conform to all standards of behavior as detailed in the Culpeper County Public Schools Student Code of Conduct in addition to the rules that are specific to riding a school bus or at bus stops.

### ***Bus Driver's and Aide's Responsibilities***

The driver is responsible for the safe operation of the bus, and has immediate authority over students. The driver or aide is required to enforce all rules for students. Drivers and bus aides have the responsibility to prevent misbehavior by establishing themselves as authority figures, communicating the Code of Conduct for bus riders, paying attention to the behavior of students to the extent possible while safely driving the bus, and acting promptly and appropriately to stop further misbehavior once it is observed or heard. Drivers are expected to listen attentively to student's complaints of bullying or reports of serious misbehaviors, and take immediate action even when these behaviors are not witnessed by the driver. Drivers are expected to communicate with parents about the less serious misbehaviors of their children and to respond to parents concerns accordingly. Serious violations the Code of Conduct or ongoing less serious violations of the code are to be reported to the principal of the school where the student attends using the appropriate discipline referral form and process as soon as possible.

### ***Principal's Responsibilities***

The principal of the school is ultimately responsible for discipline of students and shall require *appropriate behavior* of students on the school bus or at bus stops. Principals are to communicate to students and parents the rules for bus riders, and take preventive steps to promote proper bus riding behavior. Principals have authority to deny students the privilege to the ride bus for a period of time for acts of misconduct which interferes with the safe and orderly operation of the buses or interferes with the rights of other students. Principals are expected to act in a timely manner on discipline referrals submitted by drivers or aides, and to communicate to drivers, students, and parents the outcome of any discipline proceeding.

### ***Parent's Responsibilities***

The supervision and safety of children to and from the bus stop is the sole responsibility of the parent or caregiver. Parents/caregivers of pre-kindergarten through third grade (preK-3rd) students are expected to meet their children at the bus stop at the scheduled drop-off time. If the parent/caregiver is not at the bus stop, the child will be returned to the child's assigned school, where the parent will be required to pick up the child. A parent/caregiver may opt out of this requirement by completing form (EEA-E1) which means the child will be dropped at the bus stop without supervision. If a driver is required to return a student three (3) times in a school year as provided for in this paragraph, the student's transportation privileges will be suspended for one (1) week and until such time as the student's parents meet with the school principal to discuss the conditions for the resumption of transportation services. Any additional failure by parents to comply with the supervision requirements of this paragraph may lead to a longer suspension of transportation services for a period of time to be determined by the Superintendent or designee. Parents are to report to drivers or principals concerns relating to student behavior that come to their attention. Parents are to write notes giving permission when their child needs to ride another bus, disembark at another stop, or have another student arrive at their home. (This authorization must be approved by the principal concerned and given to the bus driver in the form of a bus pass.) Parents are to transport their child if a bus suspension is imposed.

### ***Warnings, Assigned Seating, and Bus Suspensions***

Principals and bus drivers may issue warnings or assigned seats to students for less serious violations of the code of conduct. Principals may choose to impose bus suspensions for students who continue with less serious violations of the code of conduct, or who commit a serious violation of the Code of Conduct for a period of up to ten days (10) factoring in the age and maturity of the student involved, and the student's previous record of bus behavior. Students who are suspended from the school bus are the responsibility of the parents to transport to and from school. Students continue to be subject to Virginia's Compulsory Attendance Law and Culpeper County School Board's Policy on Attendance when suspended from riding school buses. Suspension from the bus for a specific number of days refers to days that school is in session. Teacher workdays, weekends, holidays, or other days that schools are closed for students will not count in the days suspended from the bus.

### ***Code of Conduct for Bus Riders***

Any of the following serious violations of the Code of Conduct is a sufficient reason for denying students the privilege to ride buses without a prior warning. These serious acts of misconduct must be referred to the principal for immediate discipline.

- Possession of a weapon to include a gun, knife, (or look-alikes), or any ordinary item intended to be used as a weapon (scissors, pencils, tools, sports equipment).
- Possession of drugs, tobacco, or alcohol or the suspected use of any intoxicant.
- Bullying, aggressive behavior, or threats towards another person - shoving, tripping, hitting, kicking, biting with the intent of inflicting bodily or psychological harm.
- Sexual acts or sexual harassing behaviors involving inappropriate comments or touching of another person.
- Indecent exposure.
- Profanity or insulting comments of racial, ethnic, or sexual nature.
- Disrespect towards the bus driver or bus aide to include screaming or yelling at the individual, refusing to obey, making threats, cursing, or making inappropriate gestures.
- Aggressive play” such as wrestling, pushing, chasing, tripping, hitting, or kicking.
- Thefts or vandalism of another person’s property or of the school bus.
- Throwing objects out of a bus window.

The following are less serious violations of the Code of Conduct to be addressed by bus drivers first and only after a warning to stop is disobeyed, or continues over time.

- Incidental pushing as students are entering and leaving the bus (not with force or the intent to harm).
- Throwing of any objects on the bus (not out the window or with the intent of harm).
- Not being seated while the bus is in motion; moving seats or standing without permission.
- Sitting in unsafe manner - sitting blocking the aisle, backwards or sideways, on the knees or legs, on top of another person or objects.
- Persistent loud or boisterous talk.
- Engaging in arguments, teasing, or minor name-calling.
- Not sitting in an assigned seat.
- Possession of glass containers, balloons, or other potentially distracting or dangerous items.
- Possession of live animals.
- Eating, drinking, or chewing gum without permission.
- Wearing cleated shoes or other type of spikes.
- Possessing musical instruments, school projects, or other large items that cannot be held on the lap.
- Using cell phones, lap top computers, radios, CD players, iPods, or other electronic devices in an improper manner, or by creating a disruption on the bus or distraction to the driver.
- Littering on the bus.

### ***Bus Stop Behavior***

The bus stop is an area where student behavior can lead to serious injury or death. Drivers observing inappropriate behavior or receiving reports of such behavior are to take action. The School Board has the authority to monitor bus stop behavior and enforce the Code of Conduct upon students at the bus stop.

Violations of the Code of Conduct include:

- Getting on or off at an unauthorized bus stop.
- Riding a bus without authorization of school personnel.
- Playing in an unsafe manner while waiting for the bus.
- Upon leaving the bus, crossing the road in an unsafe manner.
- Making the bus wait for your arrival at the bus stop.
- Not staying a safe distance from the road.
- Pushing others or cutting in line as the bus approaches or when boarding the bus.
- Not staying clear of the bus until it has come to a complete stop.
- Not allowing smaller children to board first.
- Bullying behaviors.
- Possession of forbidden items.
- After leaving the bus, not directly going to your home without parental permission.

## DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES

Culpeper County Public Schools recognize the right of each student with disabilities to an appropriate education. Students identified as disabled are expected to follow the rules, however, dispositions may vary. Federal and state law and regulations govern the discipline procedures for students with disabilities. The following is an excerpt from *The Regulations Governing Special Education Programs for Children with Disabilities in Virginia*, effective July 7, 2009.

### 8VAC20-81-160. Discipline Procedures.

A. General. (§ 22.1-277 of the Code of Virginia; 34 CFR 300.530(a); 34 CFR 300.324(a)(2)(i))

1. A child with a disability shall be entitled to the same due process rights that all children are entitled to under the Code of Virginia and the local educational agency's disciplinary policies and procedures.
2. In the event that the child's behavior impedes the child's learning or that of others, the IEP team shall consider the use of positive behavioral interventions, strategies, and supports to address the behavior. The IEP team shall consider either:
  - (a) Developing goals and services specific to the child's behavioral needs; or
  - (b) Conducting a functional behavioral assessment and determining the need for a behavioral intervention plan to address the child's behavioral needs.
3. School personnel may consider any unique circumstances on a case-by-case basis when deciding whether or not to order a change in placement for a child with a disability that violates a code of student conduct.
  - (a) In reviewing the disciplinary incident, school personnel may review the child's IEP and any behavioral I intervention plan, or consult with the child's teacher(s) to provide further guidance in considering any unique circumstances related to the incident.
  - (b) School personnel may convene an IEP team for this purpose.

B. Short-term removals.

1. A short-term removal is for a period of time of up to 10 consecutive school days or 10 cumulative school days in a school year. (34 CFR 300.530(b))
  - (a) School personnel may short-term remove a child with a disability from the child's current educational setting to an appropriate interim alternative educational setting, another setting, or suspension; to the extent those alternatives are applied to a child without disabilities.
  - (b) Additional short-term removals may apply to a child with a disability in a school year for separate incidents of misconduct as long as the removals do not constitute a pattern. If the short-term removals constitute a pattern, the requirements of subsection C of this section apply.
    - (1) The local educational agency determines when isolated, short-term removals for unrelated instances of misconduct are considered a pattern.
    - (2) These removals only constitute a change in placement if the local educational agency determines there is a pattern.
2. Services during short-term removals.
  - (a) The local educational agency is not required to provide services during the first 10 school days in a school year that a child with a disability is short-term removed if services are not provided to a child without a disability who has been similarly removed. (34 CFR 300.530(b)(2))
  - (b) For additional short-term removals, which do not constitute a pattern, the local educational agency shall provide education services to the extent determined necessary to enable the student to continue to participate in the general curriculum and to progress toward meeting the goals of the student's IEP. School personnel, in consultation with the student's special education teacher, make the service determinations. (34 CFR 300.530(b)(2))
  - (c) For additional short-term removals that do not constitute a pattern, the local educational agency shall ensure that children with disabilities are included in the Virginia Department of Education and division wide assessment programs in accordance with the provisions of subdivision 4 of 8VAC20-81-20. (20 USC § 1412(a)(16))

(A))

C. Long-term removals.

1. A long-term removal is for more than 10 consecutive school days; or (34 CFR 300.530; 34 CFR 300.536)
2. The child has received a series of short-term removals that constitutes a pattern:
  - (a) Because the removals cumulate to more than 10 school days in a school year;
  - (b) Because the child's behavior is substantially similar to the child's behavior in previous incidents that results in a series of removals; and
  - (c) Because of such additional factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.
3. The local educational agency determines on a case-by-case basis whether a pattern of removals constitutes a change in placement. This determination is subject to review through due process and judicial proceedings. (34 CFR 300.530(a) and (b) and 34 CFR 300.536)

4. On the date on which the decision is made to long-term remove the student because of a violation of a code of student conduct, the local educational agency shall notify the parent(s) of the decision and provide the parent(s) with the procedural safeguards. (34 CFR 300.530(h))
  5. Special circumstances. (34 CFR 300.530(g))
    - (a) School personnel may remove a child with a disability to an appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if:
      - (1) The child carries a weapon to or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of a local educational agency or the Virginia Department of Education; or
      - (2) The child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of a local educational agency or the Virginia Department of Education; or
      - (3) The child inflicts serious bodily injury upon another person at school, on school premises, or at a school function under the jurisdiction of a local
    - (b) For purposes of this part, "weapon," "controlled substance," and "serious bodily injury" have the meaning given the terms under 8VAC20-81-10.
  6. Services during long-term removals.
    - (a) A child with a disability who is long-term removed receives services during the disciplinary removal so as to enable the student to: (34 CFR 300.530(d))
      - (1) Continue to receive educational services so as to enable the student to continue to participate in the general educational curriculum, although in another setting;
      - (2) Continue to receive those services and modifications including those described in the child's current IEP that will enable the child to progress toward meeting the IEP goals; and
      - (3) Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.
    - (b) For long-term removals, the local educational agency shall ensure that children with disabilities are included in the Virginia Department of Education and division-wide assessment programs in accordance with the provisions of subdivision 4 of 8VAC20-81-20. (20 USC § 1412(a)(16)(A))
    - (c) The IEP team determines the services needed for the child with a disability who has been long-term removed. (34 CFR 300.530(d)(5) and 34 CFR 300.531)
- D. Manifestation determination. (34 CFR 300.530(c), (e), (f), and (g))
1. Manifestation determination is required if the local educational agency is contemplating a removal that constitutes a change in placement for a child with a disability who has violated a code of student conduct of the local educational agency that applies to all students.
  2. The local educational agency, the parent(s), and relevant members of the child's IEP team, as determined by the parent and the local educational agency, constitute the IEP team that shall convene immediately, if possible, but not later than 10 school days after the date on which the decision to take the action is made.
  3. The IEP team shall review all relevant information in the child's file, including the child's IEP, any teacher observations, and any relevant information provided by the parent(s).
  4. The IEP team then shall determine the conduct to be a manifestation of the child's disability:
    - (1) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
    - (2) If the conduct in question was the direct result of the local educational agency's failure to implement the child's IEP.
  5. If the IEP team determines that the local educational agency failed to implement the child's IEP, the local educational agency shall take immediate steps to remedy those deficiencies.
  6. If the IEP team determines that the child's behavior was a manifestation of the child's disability:
    - (a) The IEP team shall return the child to the placement from which the child was removed unless the parent and the local educational agency agree to a change in placement as part of the modification of the behavioral intervention plan. The exception to this provision is when the child has been removed for not more than 45 school days to an interim alternative educational setting for matters described in subdivision C5 a of this section. In that case, school personnel may keep the student in the interim alternative educational setting until the expiration of the 45-day period.

- (1) Conduct a functional behavioral assessment, unless the local educational agency had conducted this assessment before the behavior that resulted in the change in placement occurred, and implement a behavioral intervention plan for the child.
    - (a) A functional behavioral assessment may include a review of existing data or new testing data or evaluation as determined by the IEP team.
    - (b) If the IEP team determines that the functional behavioral assessment will include obtaining new testing data or evaluation, then the parent is entitled to an independent educational evaluation in accordance with 8VAC20-81-170 B if the parent disagrees with the evaluation or a component of the evaluation obtained by the local educational agency; or
  - (2) If a behavioral intervention plan already has been developed, review this plan, and modify it, as necessary, to address the behavior.
7. If the IEP team determines that the child's behavior was not a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities, except that services shall be provided in accordance with subdivision C 6 a of this section.

E. Appeal. (34 CFR 300.532(a) and (c))

1. If the child's parent(s) disagrees with the determination that the student's behavior was not a manifestation of the student's disability or with any decision regarding placement under these disciplinary procedures, the parent(s) may request an expedited due process hearing.
2. A local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may request an expedited due process hearing.
3. The local educational agency is responsible for arranging the expedited due process in accordance with the Virginia Department of Education's hearing procedures at 8VAC20-81-210.
  - (a) The hearing shall occur within 20 school days of the date the request for the hearing is filed.
  - (b) The special education hearing officer shall make a determination within 10 school days after the hearing.
  - (c) Unless the parent(s) and the local educational agency agree in writing to waive the resolution meeting, or agree to use the mediation process,
    - (1) A resolution meeting shall occur within 7 calendar days of receiving the request for a hearing.
    - (2) The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 calendar days of the receipt of the request for a hearing.
  - (d) The decisions on expedited due process hearings are appealable consistent with 8VAC20-81-210.

F. Authority of the special education hearing officer. (34 CFR 300.532(a) and (b))

1. A local educational agency may request an expedited due process hearing under the Virginia Department of Education's due process hearing procedures to effect a change in placement of a child with a disability for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the local educational agency believes that the child's behavior is substantially likely to result in injury to self or others.
2. The special education hearing officer under 8VAC20-81-210 may:
  - (a) Return the child with a disability to the placement from which the child was removed if the special education hearing officer determines that the removal was a violation of subsections C and D of this section, or that the child's behavior was a manifestation of the child's disability; or
  - (b) Order a change in the placement to an appropriate interim alternative educational setting for not more than 45 school days if the special education hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the student or others.
3. A local educational agency may ask the special education hearing officer for an extension of 45 school days for the interim alternative educational setting of a child with a disability when school personnel believe that the child's return to the regular placement would result in injury to the student or others.

G. Placement during appeals. (34 CFR 300.533)

1. The child shall remain in the interim alternative educational setting pending the decision of the special education hearing officer, or
2. Until the expiration of the time for the disciplinary period set forth in this section, whichever comes first, unless the parent and the local educational agency agree otherwise.

H. Protection for children not yet eligible for special education and related services. (34 CFR 300.534)

1. A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct of the local educational agency may assert any of the protections provided in this chapter if the local educational agency had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.
2. A local educational agency shall be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred:
  - (a) The parent(s) of the child expressed concern in writing (or orally if the parent(s) does not know how to write or has a disability that prevents a written statement) to school personnel that the child is in need of special education and related services;
  - (b) The parent(s) of the child requested an evaluation of the child to be determined eligible for special education and related services; or
  - (c) A teacher of the child or school personnel expressed concern about a pattern of behavior demonstrated by the child directly to the director of special education of the local educational agency or to other supervisory personnel of the local educational agency.
3. A local educational agency would not be deemed to have knowledge that a child is a child with a disability if:
  - (a) The parent of the child has not allowed a previous evaluation of the child or has refused services; or
  - (b) The child has been evaluated in accordance with 8VAC20-81-70 and 8VAC20-81-80 and determined ineligible for special education and related services.
4. If the local educational agency does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to the same disciplinary measures applied to a child without a disability who engages in comparable behaviors.
5. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under this section, the evaluation shall be conducted in an expedited manner.
  - (a) Until the evaluation is completed, the child remains in the educational placement determined by the school personnel, which can include suspension or expulsion without educational services.
  - (b) If the child is determined to be a child with a disability, taking into consideration information from the evaluations conducted by the local educational agency and information provided by the parent(s), the local educational agency shall provide special education and related services as required for a child with a disability who is disciplined.

I. Referral to and action by law enforcement and judicial authorities. (34 CFR 300.535)

1. Nothing in this chapter prohibits a local educational agency from reporting a crime by a child with a disability to appropriate authorities, or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a child with a disability to the extent such action applies to a student without a disability.
2. In reporting the crime, the local educational agency shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom school personnel report the crime. Transmission of such records shall be in accordance with requirements under the Management of the Student's Scholastic Record in the Public Schools of Virginia (8VAC20-150).

J. Information on disciplinary actions. (34 CFR 300.229)

1. The Virginia Department of Education requires that local educational agencies include in the records of a child with a disability a statement of any current or previous disciplinary action that has been taken against the child.
2. Local educational agencies are responsible for transmitting the statement to the Virginia Department of Education upon request to the same extent that the disciplinary information is included in, and transmitted with, the student records of nondisabled students.
3. The statement may include:
  - (a) A description of any behavior engaged in by the child who required disciplinary action;
  - (b) A description of the disciplinary action; and
  - (c) Any other information that is relevant to the safety of the child and other individuals involved with the child.
4. If the child transfers from one school to another, the transmission of any of the child's records shall include the child's current IEP and any statement of current or previous disciplinary action that has been taken against the child.

## ACCEPTABLE COMPUTER SYSTEM USE—SCHOOL BOARD POLICY IIBEA-SR1/GAB-SR1

All use of the Culpeper County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, flash drives, servers, computers, tablets, cellular phones, smart phones, the Internet and any other internal or external network.

### Computer System Uses, Ethics and Protocols:

**Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business. All users will have a signed "Acceptable Use Agreement" on file at their base school.

**Privilege.** The use of the Division's computer system is a privilege, not a right.

**Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

Users are prohibited from using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.

Users are prohibited from using computers or the CCPS network to commit, facilitate, encourage, or promote illegal acts, including the unauthorized or fraudulent use of a credit card.

Users are prohibited from sending, receiving, viewing or downloading illegal material via the computer system.

Users are prohibited from unauthorized downloading of software, including software for the intent of bypassing the Internet filter.

Users are prohibited from using the CCPS computer system for private financial or commercial purposes.

Users are prohibited from vandalizing computers or the CCPS network. This is to include physical damage to the user's issued devices, attempts to alter or destroy data of another user or to endanger the integrity of a computer or the CCPS network or the data stored thereon (including the introduction of any virus, filter bypass, trojan horse, or the like), or any deletion of or alteration to system files or data.

Users are prohibited from wastefully using resources, such as file space.

Users are prohibited from gaining unauthorized access to resources or entities.

Users are prohibited from posting material created by another without his or her consent. This includes impersonating a user whether provided credentials or not.

Users are prohibited from submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.

Users are prohibited from revealing their passwords to anyone. Users are prohibited from using passwords or accounts other than those assigned to the user or the user's devices.

Users are prohibited from using computers or the CCPS network to intimidate, harass, bully, or coerce other individuals or groups.

Users are prohibited from knowingly accessing portions of the Internet that are inconsistent with the educational or instructional mission or administrative function of CCPS.

The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not confidential or private; it is the property of the school system. Students' electronic mail may be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create to include chats or video conferencing recordings that are created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file. E-mail access, if provided, shall comply with all CCPS policies and regulations including, but not limited to, privacy, standards of conduct, and the use of CCPS equipment. CCPS may review e-mail sent by CCPS users to verify compliance with CCPS policies and regulations.

Students are prohibited from knowingly accessing inappropriate Internet content.

Students and staff are prohibited from accessing the Internet using private cellular-based subscriptions through their own Internet or Cellular Service Provider while using an approved electronic device provided by Culpeper County Public Schools while on campus.

**Network Etiquette and Ethical Use.** Each user is expected to abide by generally accepted rules of etiquette, including the following:

be polite.

users shall not forge, intercept or interfere with electronic mail messages.

use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.

users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.

users shall respect the computer system's resource limits.

users shall not ~~post~~ post-forward chain letters or download large files.

users shall not use the computer system to disrupt others.

users shall not modify or delete data owned by others.

Users shall update software as directed by CCPS technology

users shall log off and power-down their machines after finishing work.

users shall observe notices and warnings from the Technology Department.

users shall not modify or rearrange keyboards, key caps, monitors, printers, or any other peripheral equipment.

users shall not post or send information that violates the privacy of others, jeopardizes the health and safety of others, disrupts school or office activities, or is inconsistent with the school division's mission.

**Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.

**Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

**Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

**Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, **data**, or long-distance charges.

**Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

#### **Responsibilities.**

The CCPS Director of Instructional Delivery and Network Engineer shall provide and administer CCPS Internet services, Internet protocol (IP) addresses, and connectivity between the CCPS network infrastructure and the Internet service provider and shall manage the CCPS web servers.

The CCPS Director of Instructional Delivery may direct Network Administrators to impose limitations on the retention, volume, and size of messages and data (including email) transmitted and stored on CCPS network resources to ensure the integrity of the network and maximize data flow for all users.

The CCPS Director of Instructional Delivery and Network Engineer may regulate the management and proper use of information system resources in the form of technical bulletins or memos.

Users are responsible for knowing and complying with CCPS rules, regulations and "acceptable use policies".

Central Office will provide information for school staff members and parents to promote a consistent and accurate understanding regarding appropriate use of network resources.

The principal or designee will review the acceptable use policy with students and enforce rules of conduct necessary to foster appropriate student use of network resources.

The principal, designee or supervisor will collect and maintain signed acceptable computer system use agreements from students and staff members.

The principal will establish expectations for student behavior when encountering inappropriate material.

Teachers and/or classroom supervisors will practice classroom management and monitoring techniques to encourage appropriate use of network resources.

The Technology Department will implement and monitor processes to inhibit, to the extent feasible, student access via network resources to content known to:

- Be obscene.
- Be harmful to juveniles.
- Be child pornography.
- Promote, encourage, or provide the skills to commit illegal activities.

Principals, ITRTs (Instructional Technology Resource Teachers) and Technology staff are responsible for the accuracy and appropriateness of materials posted on school or department web pages and for ensuring that the materials are consistent with official information posted by the school division.

If any CCPS employee, student, or network user becomes aware of inappropriate use of network resources, the person is expected to bring it to the attention of a responsible teacher, principal or technology staff member, who will determine if any applicable policy or regulation has been violated and take the appropriate action.



Adopted: November 12, 2001  
Amended: August 5, 2004  
July 17, 2008  
June 22, 2009  
October 14, 2013  
June 23, 2014  
July 14, 2020

## **PUBLISHED RULES AND REGULATIONS**

Students shall comply with additional School Board policies and individual school policies published in each school's student handbook or otherwise brought to the student's attention, including the Culpeper County Public School's Student-Athletic Regulations.





**PARENTAL STATEMENT OF RECEIPT OF NOTICE OF REQUIREMENTS OF VA CODE 22.1-279.3  
AND  
SCHOOL BOARD'S STANDARDS OF STUDENT CONDUCT**

By my signature, I acknowledge that I have received a copy of Section 22.1-279.3 of the *Code of Virginia* entitled Parental Responsibility and Involvement Requirements and a copy of the Culpeper County School Board's Student Code of Conduct.

I understand that by signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or School Division's policies or decisions.

**Opt-Out Information**

I do not give my permission for the following: **(Please check only those boxes for which you are DENYING PERMISSION.)**

- For my child's Directory Information to be released to the media or community organizations (see page 8 of the CCPS Student/Parent Handbook for Directory Information).
- For the publication or posting of a photo, quote, audio, or video of child on CCPS-sponsored web pages, staff-made instructional videos, social media platforms, school yearbook, athletic or theatrical, concert programs, or other school publications for public view.
- For my child to be interviewed by members of the news media or have their achievements published or announced by the media.
- For my child's school work to be displayed or showcased for public view (artwork, poetry, essays, science projects, etc.)

**(High School Students Only)**

- For the release of my address, phone number, or email to military recruiters
- For the release of my address, phone number, or email to institutions of higher learning.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT**

**Each student and his/her parent must sign this agreement before being granted use of the School Division's computer system.**

**Parent -** I have read the Acceptable Computer Use policy on page 49. I understand that access to the computer system is intended for educational purposes and the Culpeper County Public School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my child.

**Student -** I understand and agree to abide by the School Division's Acceptable Use Policy and Regulation. I understand that the School Division may access, monitor and archive my use of the computer system, including my use of the Internet, e-mail and download material without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

**Attention parents: Sign and return this copy to your child's school.**

