

King William County Public Schools
18548 King William Road
King William, Virginia 23086
(804) 769-3434
<http://www.kwcps.k12.va.us>

Dr. David O. WhiteSuperintendent of Schools

King William County School Board

Kathy H. Morrison, Chair Sweet Hall and Courthouse District
Steven M. Tupponce, Vice-ChairAylett District
Bryan K. MajorAt Large
Tara C. Roane.....Mangohick District
Lindsay M. Robinson Manquin District

King William County Board of Supervisors

William L. Hodges, Chairperson West Point District
Robert W. Ehrhart, Vice-Chairperson Mangohick District
Stephen K. Greenwood Aylett District
David E. Hansen Manquin District
Travis J. Moskalski Sweet Hall and Courthouse District

Central Office Administrative Staff

Stacy Johnson Assistant Superintendent
Rosalin Ball Director of Special Programs
Nick Cammarano Director of Technology and CTE
Sherri Harris Director of Food Services
Charlene EasterDirector of Human Resources
Amy Siepka Director of Curriculum and Instruction
Anthony Stone Director of Operations

Table of Contents

Commented [PA1]: Update Final with Page #s

Preface	3
Responsibilities	4
Code of Virginia	11
Statement of Review and Commitment to Code of Student Conduct	13
Acceptable Computer System Use Policy	13
Range of Dispositions	15
Arson	16
Bullying/Harassment	17
Weapon/Dangerous objects and firearms	18
Disruptive Behavior	20
Fighting/Assault/Threats	22
Integrity	24
Sexual Harassment/Inappropriate Sexual Behavior	25
Substance Abuse	26
Technology and the Internet	28
Tobacco Products	30
Transportation	31
Trespassing	33
Vandalism	34
Repeated Failure to Comply with Code of Student Conduct	35
Search and Seizure	36
Discipline of Students with Disabilities	38
Student Due Process	43
Official Public Notices	45
Media Opt Out	50
Computer System Use- Terms and Conditions	51

PREFACE

As parents and/or guardians as well as citizens of King William County, you are encouraged to review the Code of Student Conduct with your child(ren) and give your support to the King William County Public Schools in its efforts to promote high-quality instruction in an atmosphere conducive to learning. The behavioral expectations outlined in this booklet are the official standard for our school division.

To establish a standard for student behavior, each school principal may refer to the office of the superintendent for expulsion any student who:

- Possesses a firearm, weapon, or dangerous article
- Assaults a staff member
- Distributes, possesses, and/or is under the influence of dangerous or illegal drugs or alcohol
- Endangers the safety of the school community and/or any of its members (including, but not limited to, sexual assault, arson, bomb threats, bullying)
- Becomes a habitual offender of any component of the Code of Student Conduct
- Commits an assault and battery that results in bodily injury or participates in stalking of any person while on school property or at a school-sponsored activity
- Communicates a threat against school personnel while on school property or at school-sponsored activity

Behavior that detracts from one student's ability to profit from instruction or that infringes on the rights of others warrants disciplinary action. The intent of disciplinary action should be to bring about a positive change in the student's behavior. Just as academic instruction should be individualized, discipline should function with guidelines that are broad enough to allow for student differences, extenuating circumstances, and teacher resources.

In compliance with the federal government's Improving America's Schools Act of 1994 and relevant to the state Code, the King William County School Board may expel from school attendance, for a period of not less than one year (365 days), any student that the school board has determined to be in possession of a firearm or drugs on school property or at a school-sponsored activity. For the purposes of mandatory expulsion, school property is defined as any owned or leased real property or vehicle or any vehicle operated by or on behalf of the school board. The School Board may, however, determine, based on the facts of a particular case that special circumstances exist and another disciplinary action or term of expulsion is appropriate.

All KWCPS students are subject to the Code of Conduct, and any and all School Board policies, while enrolled in King William County Public Schools.

RESPONSIBILITIES

King William County School Board

This Code of Student Conduct has been established for the King William County Public Schools. The School Board, acting through the Superintendent, holds all school employees responsible for supervising student behavior while students are legally under the supervision of the schools. The School Board holds all students responsible for appropriate conduct as defined in the King William County Code of Student Conduct. Policies and references within the Code of Student Conduct can be found in the King William County Public Schools Policy Manual available at each school and are consistent with Virginia School Laws.

School records related to disciplinary action taken against a student for violating school board rules or policies on school property or at school sponsored events shall be included in the student's scholastic record. Whenever a pupil transfers from this school division to another, the scholastic record (or copy), including disciplinary records, shall be transferred to the school division to which the pupil transfers, upon request from the school division. Permission of the parent, guardian, or other persons having control or charge of the student shall not be required for transfer of the scholastic record and disciplinary record. A copy of the King William County Public Schools written policy and procedure on the management of the education records and their location is available upon request. It is important for parents and students to know that, in the case of certain serious offenses, the school principal is required by state and/or federal law, and School Board policy, to recommend to the Superintendent that the student or students involved be expelled from the King William County Public Schools. Additionally, some disciplinary infractions, as indicated throughout this document, may be required to be reported to law enforcement.

Upon recommendation of the Superintendent, the School Board of King William County may require a student to attend an alternative education program. Such students may include, but are not limited to, students who have been: (a) charged with an offense relating to state law, or with a violation of school board policies on weapons, alcohol, drugs, or intentional injury, (b) found guilty or not innocent of a crime which resulted in, or could have resulted in, injury to others, or of a crime for which the disposition ordered by the court is required to be disclosed to the Superintendent, (c) expelled, (d) chronically disruptive to the regular school program, or (e) chronically showing noncompliance to the absentee policy of the school division. The School Board may require a student to attend an alternative program regardless of where a crime occurred.

Educational Team

The school principal is responsible for facilitating the development of a local school handbook consistent with the Code of Student Conduct. Administrators, teachers, and support personnel all work together to ensure the rights of each student in the school system. However, students may be suspended or expelled from school with sufficient cause.

The educational team is responsible for:

1. Facilitating regular school attendance.
2. Providing an orderly school environment, a favorable psychological environment for learning, and an atmosphere of mutual respect.
3. Reporting to local law-enforcement agency acts that may constitute a criminal offense.
4. Maintaining open and proactive communication with parents/guardians, including notification to parents/guardians of any student involved in an incident, regardless if disciplinary action is taken.
5. Formulating and implementing school rules and regulations in compliance with the Code of Student Conduct throughout the school setting.
6. Disseminating the local school handbook and the Code of Student Conduct at the beginning of each school year to all students and providing both documents to each new student upon registration throughout the school year.
7. Developing a discipline plan of action, requiring a student to participate in prevention and intervention activities as appropriate, based on the needs of the student and the overall school environment.

Parents/Guardians

It is the duty of parents/guardians to:

1. Teach the student to assume responsibility for learning and for conduct that does not infringe upon the rights of others.
2. Provide upon registration a sworn statement of affirmation indicating whether the student has been expelled from school attendance at a private school or public school division for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.
3. Ensure that their child is appropriately dressed for school as determined by the dress code, which is developed cooperatively at local schools by students, parent(s)/guardian(s) and school staff. Pupils who come to school without proper attention to personal cleanliness or appropriateness of dress may be sent home to be properly dressed for school.
4. Provide such books, materials, instruments, uniforms, and equipment as are required for effective participation in the school program.
5. Provide emergency information to the school to ensure that the school will have immediate contact with parent(s)/guardian(s) in case of an emergency.

6. Provide the student's birth certificate, social security number, physical examination, street address, and record of the completed series of immunizations, as required by the Code of Virginia, upon initial entry to school.
7. Facilitate regular school attendance.
8. Comply with applicable state laws regarding parental responsibility and involvement requirements.
9. Notify the school division of prescribed anabolic steroid use.
10. Review this Code of Student Conduct, then sign and return the Statement of Review and Commitment found on page 13 of this Code of Student Conduct.
11. Reference the Code of Virginia for specific code explanations.

Students

Students are responsible for:

1. Appropriate conduct in compliance with the Code of Student Conduct, athletic regulations, other King William County School Board regulations, local school regulations, and applicable state and federal laws.
2. Accepting responsibility for learning, developing adequate study habits, and completing class assignments and/or requirements.
3. Regular school attendance.
4. Contributing to a climate of acceptance and mutual respect within each school.
5. Maintaining an atmosphere in which learning and extracurricular activities can take place for the growth and pleasure of everyone involved.
6. Care and wise use of school supplies.
7. Understanding that the possession and/or use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.
8. Knowing that the possession of firearms, weapons, explosives, and dangerous objects is unlawful and prohibited in school buildings, on school grounds, on school property, and on school buses.
9. Reimbursement to the King William County School Board for any actual breakage or destruction of property owned by or under the control of the School Board.
10. Participating in prevention and intervention activities as a consequence of violating the standards of student conduct as determined by school administrators.
11. Notifying the school division of prescribed anabolic steroid use.

No suspended student shall be admitted to the regular school program until such student and his/her parent/guardian have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without a parent conference, is appropriate for the student. Both students' parents are responsible for their child's conduct if they have joint legal and physical custody. If a parent fails to comply with this requirement, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

General Notes on Policies

Admission from Another School District or Private School

KWCPS may postpone or refuse admission to a student who has been expelled or suspended for more than 30 days from another school district or whose private school has withdrawn admission. School officials carefully review records in order to recommend the best placement for the student.

Alcohol, Tobacco, Drugs

A healthy learning environment is free of alcohol, tobacco, drugs, inhalants, and look-alike or synthetic drugs. This includes prescription and nonprescription medications that a student is not authorized to have in school (see *Category 8, Substance Abuse*). The School Board prohibits the possession, use, distribution, or sale of these substances in any form on school property. Consequences vary according to the student's age, the nature, and number of offenses, and Virginia law.

Assault, Fighting

Students who become angry or upset with anyone are encouraged to resolve conflicts peacefully. Teachers, counselors, and other school personnel can help students find civil, nonviolent ways to handle disagreements. A student who threatens to harm or physically attacks another student or staff member—or is part of a group that does this—is subject to consequences.

Attendance

Students who attend school regularly and arrive on time are more likely to perform well academically. KWCPS expects students to be in school and follow their assigned schedules unless their absence is excused due to illness, a death in the family, a medical or dental appointment, or religious obligations. Parents must give the school a written explanation for any student absence or late arrival. Parents are asked to call or e-mail the school attendance line if their child will be late or miss school. If school officials do not receive notice, parents will get a call and an email through the School Messenger system notifying them that their child has not arrived at school as expected. Absence or tardiness is unexcused if the parent does not inform the school in advance or supply a note when the student returns to school. Students are required to make up missed work.

Bus Conduct

KWCPS bus transportation is an extension of the school day, and the same student behavior standards that apply in the classroom apply on the bus and at the bus stop. Riders are expected to respect the driver's authority, remain in their seats, keep their hands to themselves and their voices low, keep the aisles clear, and generally behave in a way that contributes to a safe, pleasant trip to and from school. A driver may report a student's misconduct to the principal for discipline, and in serious situations, bus privileges may be taken away. See *Category 11, Transportation* for details.

Cell Phones, Laptops, Tablets, Other Portable Devices

KWCPS is committed to assisting students and staff members in creating a 21st century learning environment. To support this progress, students in King William High School are offered the use of a school-owned Chromebook and access to Schoology, a learning management system. Students at the other buildings will have access to age-appropriate technology.

Cheating, Plagiarism

Honorable school citizens take credit only for work that is their own. Deliberately copying or using the work of others is considered cheating, plagiarism, or forgery.

Disruption

A student who willfully disturbs a class or disobeys the teacher makes it difficult for the rest of the class to stay on task and continue learning, and may put others at risk. This is also true at events such as athletic competitions and field trips. Disruptive behavior includes defying staff authority, using offensive language or gestures, making threats, and fighting. Laser devices, fireworks, matches, and lighters are also not permitted at school and other school-sponsored activities.

Dress Code

KWCPS respects students' right to express themselves in the way they dress. It is important, however, that clothing should not detract from the learning environment or create a disruption to the learning process. *The administration reserves the right to determine the appropriateness of all student dress whether listed in this handbook or not.*

Clothing and accessories should not:

- Display vulgar, discriminatory, or obscene language or images.
- Promote illegal or violent conduct.
- Contain threats or gang symbols.
- Promote the unlawful use of weapons, alcohol, tobacco, drugs, or drug paraphernalia.
- Expose cleavage, private parts, the midriff, or undergarments, and in the case of pants the waistband should not fall below the hips.
- Contain studs.
- Be see-through.
- Include caps or other head coverings unless required for religious or medical reasons.

Gambling

Gambling—betting, wagering, playing games of chance—is not allowed in the school environment.

Gang-related Activities

All KWCPS students deserve to attend school without concern for their welfare or exposure to undesirable peer pressure. Staff members are alert to students whose appearance or behavior indicates they may be involved in a gang that supports intimidation or illegal activities. Signs include certain clothing, tattoos, accessories, trademarks, and suspicious group activities.

Medications at School

To ensure that students take prescription and nonprescription (over-the-counter) medications safely, the school nurse must administer the medications. The parent must bring the medication to the school nurse for storage and provide documentation for administering it. Students are not to be in possession and/or use any kind of medication (prescription or over the counter) without following school procedures for storing medication with the school nurse.

Police Involvement

Under the Code of Virginia, principals must immediately report certain violations to the police. These include assault and battery that results in bodily injury, sexual assault, wounding or stalking a person, conduct that involves alcohol or drugs, threats against school personnel, and conduct involving weapons, bombs, or other explosive devices. Under these circumstances, the principal may contact the School Resource Officer (SRO) who may take the lead in the investigation by questioning the student and taking necessary action. If there is immediate risk of danger, the SRO will act to alleviate the risk and may question the student without advance notice to parents. The principal will contact parents as soon as possible.

Property Violations

KWCPS expects students to respect school property. Damaging or threatening to damage, stealing, and vandalizing—as well as being on school property when not authorized—are subject to discipline.

Restitution

A student who damages, destroys, or steals another's property, including property owned by KWCPS, is responsible for compensating the owner for the loss by restoring the property to its original condition or paying for it to be repaired or replaced.

Search, Seizure

KWCPS depends on students to help keep schools safe and drug-free. School officials may conduct random inspections of lockers, desks, and other areas on school property. If they have reason to believe a student has a weapon, alcohol, drugs, stolen property, or similar evidence, they may search his or her backpack, purse, pockets, outer garments, electronic device, or vehicle parked on school property. Items that do not belong at school, or are being misused, may be taken away from the student and returned to the parents.

Student Activities

School is more meaningful and enjoyable when a student becomes involved in activities such as clubs, teams, performing groups, yearbook, drama, student government, and safety patrols. Participation in these activities is a privilege, and students who participate are expected to maintain good grades and behavior.

Student Advisory Councils

Participation in a high school Student Advisory Council gives students an opportunity to advise the School Board about issues that impact them.

Student Government

By participating in student government at their schools, students experience the rights and responsibilities of self-government and have an active role in managing school affairs. Student governments are required to operate according to established guidelines and direction from school staff. An activity that does not meet guidelines may be cancelled or restricted.

Student Records

KWCPS maintains student records in accordance with federal and state laws, under carefully prescribed conditions. Parents have the right to review their children's official records, and eligible students aged 18 years or older may review their own records. Directory information—such as yearbooks, honor rolls, commencement programs, and sports statistics—may be released without parental consent.

Students Aged 18 and Older

With some exceptions, students aged 18 and older are considered adults under Virginia law. They are still subject to school rules and regulations. Parents will continue to be contacted regarding academic performance, emergency matters, and disciplinary action.

Technology Use

KWCPS' Internet network and computers allow students access to vast resources and a creative outlet to pursue writing, art, music, science, math, and many other subjects. With that opportunity comes responsibility. Students are expected to use the technology ethically, respect the privacy and work of others, leave the workstation in good condition for the next user, and generally follow established rules for safety and security. The same expectations apply to the use of student owned devices such as laptops, tablets, and smartphones. See *Acceptable Use Policy for Student Network Access* in Appendix section.

Virginia High School League Eligibility

A student earns the privilege to participate in interscholastic athletics by meeting certain standards set by the Virginia High School League, the school division, and the school. Participation is dependent on positive conduct and citizenship. Meeting the intent and spirit of League standards will prevent the athlete, the team, the school, and the community from being penalized. It is the responsibility of the student and parent to know the rules.

Visitors

Schools welcome parents and other visitors who want to know more about our programs, meet staff members, and tour the facilities. All visitors must register at the school office upon arrival and may be required to wear an identification badge. Meetings and classroom visits should be arranged in advance. People who enter school buildings without reporting to the office or who disturb or interfere with school activities will be prohibited from remaining on school property and may be reported as trespassers.

Weapons

Students are not permitted to possess any gun, knife, explosive device, ammunition, object that is capable of discharging a projectile, or other weapon on school property. This includes starter and paintball guns, blades, brass knuckles, mace, and similar devices, as well as objects that look like weapons. Consequences are strict and aligned with the Federal Gun-Free Schools Act.

Code of Virginia

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. 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; (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, and to discuss improvement of the child's behavior, school attendance, and educational progress.

E. 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 participation in a parenting, counseling or a mentoring program, as 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.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

STATEMENT OF REVIEW AND COMMITMENT TO THE CODE OF STUDENT CONDUCT

Dear Parent: Each student has the right to learn in a safe environment. Weapons, drugs and violent behavior are clear dangers to a safe learning environment and to the welfare of the students, staff, and school community. While the elimination of these hazards is the responsibility of all segments of the community, three individuals must accept crucial roles in this task: the student, the parent, and the principal. The student must agree not to present any unacceptable objects or behaviors while at school and to help maintain a safe environment. The parent must agree to teach the dangers and consequences of inappropriate behaviors and acts. The parent must also support the school's policy to eliminate dangerous objects and inappropriate behaviors from the school environment. The principal will communicate and teach the school division's discipline policies and the Code of Student Conduct, while using the school's student leaders to gain insight and ideas in developing a plan that ensures a safe school environment. The principal will report all violations of the law to appropriate law enforcement officials and other appropriate individuals to assure a productive, secure, and peaceful environment in which all can learn.

Thank you for your support and commitment by working together to make King William County Public Schools one of the safest school systems in Virginia.

Dr. David O. White, Superintendent of Schools

I have reviewed the Code of Student Conduct including the Code of Virginia § 22.1-279.3 (See p. 11-12) with my child and recognize my responsibility to assist the school in enforcing the standards of student conduct. I understand that the Range of Corrective Disciplinary Actions are merely a list and not presented in a prioritized order based on severity or frequency of offenses. I have also reviewed the Accident Claim Form Information/Request for Supplemental Insurance Notice.

Student's Name _____ Student Signature _____

School _____ Parent/Legal Guardian Signature/Date _____

ACCEPTABLE COMPUTER SYSTEM USE POLICY AGREEMENT

Each student and his or her parent/guardian must sign this Agreement before being granted use of the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, please read pp. 47-49 regarding the Acceptable Computer System Use Policy. If you have any questions about this policy or regulation, contact your student's principal.

Commented [PA2]: Double check before sending off

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy. I understand that the School Division may access and monitor my use of the computer system, including my use of the Internet, e-mail and downloaded 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.

Student's Signature _____ Date _____

I have read this Agreement and pp. 47-49, Acceptable Computer System Use Policy. I understand that access to the computer system is intended for educational purposes, and the King William 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 student. I grant permission for my student to use the computer system and for the School Division to issue an account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____ (Please Print)

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

Guidance Regarding Electronic Reading Devices

- Students may have in their possession in school and use electronic reading devices in place of books.
- Students are responsible for keeping up with their devices.
- Teachers will determine when the time is appropriate for such devices to be used, as they do with other reading material.
- Parents and students assume financial responsibility for any devices that are damaged, lost or stolen. School officials may not make other students liable for replacement or repair costs incurred because devices are loaned to others and are damaged, lost or stolen. It is recommended that you instruct your child not to loan the device to other students and to keep it secure.
- Students are responsible for the displays on their device and will be held accountable for inappropriate displays or text. Games are not to be displayed or used at any time during school hours. Inappropriate text or displays will be dealt with in the same manner as inappropriate hard copy or devices.

Violation of any of the elements of the Acceptable Use Policy or this understanding may result in confiscation of the item, which may be held until a parent recovers it from an administrator and/or loss of the student privilege to have the device in school. Violation of any of the provisions of the Code of Student Conduct or the Acceptable Use Policy may result in disciplinary action as per the Code of Student Conduct.

Student Name: _____ Grade _____

Parent Name (please print:) _____

My signature indicates that I have received and have read the guidelines described above.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

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

Range of Dispositions

All students who attend KWCPS are subject to all regulations and policies outlined by the School Board. When considering discipline outcomes for violations of the Code of Conduct, the following categories MAY be applied by administration. KWCPS reserves the right to adapt disciplinary actions based on the severity and/or context of student violations of the Code of Conduct. *This includes students at Pre-K-5 (Primary and Elementary grade levels) and appropriate age-level discipline.* KWCPS also reserves the right to adapt disciplinary actions based on court notification. The categories are listed below:

Category I: Non-out-of-school-suspension with a range of interventions and lesser discipline outcomes (conference, PBIS, counseling support, detention, In-school suspension, etc). Refer to page 41 of the Code of Conduct for further information.

Category II: Out of school suspension 1-4 days

Category III: Out of school suspension 5-10 days

Category IV: Out of school suspension 10 days with a recommendation to Discipline Review Hearing Officer (DRHO) for long term suspension (up to 45 days, or up to 364 days for violations of weapons and/or drug policies, or other violations of an aggravating circumstance) OR expulsion.

Included within each subsection of the Code of Student Conduct are discipline codes that are used by administrative officials to report disciplinary infractions to the State using the division's database management system, PowerSchool. The coding of disciplinary infractions is at the discretion of administrative staff. Some infractions must be reported to law enforcement.

From the 2018 session of the Virginia General Assembly, SB170 prohibits students in preschool through grade three from being suspended for more than three school days or expelled from attendance at school, unless: (i) the offense involves physical harm or credible threat of physical harm to others; or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.

From the 2018 session of the Virginia General Assembly, HB1600 reduces the maximum length of a long-term suspension from 364 calendar days to 45 school days. The bill permits a long-term suspension to extend beyond a 45-school-day period but prohibits a suspension from exceeding 364 calendar days: (i) for certain offenses involving weapons, drugs, or serious bodily injury; or (ii) if the school board or division superintendent finds that aggravating circumstances exist, as defined by the Department of Education.

Students are subject to corrective action for social media misconduct that occurs under the following circumstances: communicating using social media, text messages, or other electronic means, whether during or outside of school hours, if the communications cause a disruption to the school environment.

While all KWCPS students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

1 Arson – Actual/Attempted

AS1	Arson: Actual
AS2	Arson: Attempted
AS3	Lighted Firecrackers, or Cherry Bombs, Stink-Bombs (That Contribute to a Damaging Fire)

Using, intending to use, or threatening to use an explosive device or any device represented as an explosive device is prohibited.

Using or intending to use any material which may result in a fire on school property unless specifically authorized by school officials is prohibited.

While all KWPCS students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

Category III - 5-10 Day Suspension from School

1. Possession of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to: Firecrackers, lighter fluid, and other flammable substances

Category IV – 11-364 Day Suspension from School (Certain violations may warrant a recommendation for expulsion.)

1. Arson: Deliberately setting a fire on school property which endangers life, limb, or property.

2 Bullying/Harassment

BU1	Bullying
BU2	Cyber Bullying
HR1	Harassment (Non-Sexual) – physical, verbal, or psychological (Sexual Harassment refer to Section 8)

Bullying: Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyber bullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict. (Code of Virginia § 22.1-276.01).

Cyber Bullying: Using information and communication technologies such as e-mail, cell phone text messages, instant messaging, defamatory personal websites, defamatory online personal polling sites, and social media to support deliberate, hostile behavior intended to harm others. This behavior includes, but is not limited to impersonation, stalking, threats, coercion, taunting, and harassment.

Harassment: Any repeated, unwanted, unwelcomed, and uninvited words and/or behavior over time that demeans, threatens, or offends a person or persons.

Bullying of a student or employee may result in Category I consequences, Category II (1-4 days OSS) or Category III (5-10 days OSS), a long-term suspension Category IV (11-45 or 364 days), or expulsion depending upon severity and relevant factors.

Parents and students are encouraged to report incidents of bullying or harassment to school personnel immediately.

While all KWCPs students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

3 Weapon/Dangerous Objects and Firearms

W1P	Possession of Ammunition
W2P	Possessing or Bringing to School or a School-Sponsored Event any Substance Used as a Weapon (Mace, Tear Gas, or Pepper Spray)
W3P	Bringing a Toy/Look-alike Gun to School or School Event
W8P	Razor Blades, Box Cutter, knife (less than 3 inches)
W9P	Bringing Fireworks, Firecrackers or Stink Bombs to School or School Event
WP1	Possession of Firearm
WP2	Possession of Shotgun or Rifle
WP4	Possession of Weapon that Expels a Projectile
WP5	Possession of a Knife (Blade 3 inches or longer)
WP6	Possession of Explosive Device
WP7	Use of a Bomb or Explosive Device
WP8	Possession of a Zip Gun/Starter Gun/Flare Gun
WP9	Other Weapons
WP0	Possession of Pneumatic Weapon (BB Gun, Paintball Gun, or Pellet Gun)
WS1	Possession of Stun Gun
WT1	Possession of Taser

Students shall not bring, carry, use, or possess any weapon, or destructive device while in or on school property, while in a school-owned or operated vehicle, while attending a school sponsored activity or event, or in a student driven vehicle that is located on school property.

While all KWCPs students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

Category I - Non suspension disposition

1. Possession of mace/pepper spray on school property

Category II - 1-4 Day Suspension from School

1. Bringing, carrying, or possessing ammunition, or toy/look-alike weapon, while in or on school property, including student driven vehicles located on school property, and/or while attending a school sponsored activity or event.

Category III - 5-10 Day Suspension from School

Bringing, carrying, possessing, or using a knife while in or on school property, including student driven vehicles located on school property, and/or while attending a school sponsored activity or event, except when the student has such a knife for specified use in a class in which he/she is enrolled and the knife is a required instructional tool as designated by the instructor.

Category IV – 11-364 Day Suspension from School (Certain violations may warrant a recommendation for expulsion.)

1. Bringing, carrying, or possessing a weapon, pneumatic weapons, any substance that can be used as a weapon, razor blades, box cutters, stun guns, tasers, explosive or flammable materials (unless specifically authorized by school administration), while in or on school property, including student driven vehicles located on school property, and/or while attending a school sponsored activity or event.
2. Bringing, carrying, possessing, and/or using a firearm or weapon while in or on school property, including while in school owned or operated vehicles, in a student driven vehicle located on school property, and/or while attending a school sponsored activity or event.
3. Using and/or attempting to use any weapon, including look-alike weapons, to intrude upon the safety and security of students, employees of King William County Public Schools, and visitors.
4. Use of mace/pepper while on school property.

4 Disruptive Behavior

D1C	Disrespect (walking away, etc.)
D2C	Defiance (refuses to follow directives)
D3C	Disruptive Demonstrations
D4C	Possession of Obscene or Disruptive Literature
D5C	Classroom or Campus Disruption
D6C	Using Obscene or Inappropriate Language or Gestures
D8C	Minor Insubordination
GA1	Gang Activity
G1B	Gambling
RG1	Inciting a Riot
C2M	Cellular Telephones
C3M	Electronic Devices
S3V	Other School Code of Conduct Violation not Included

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by School Board policies and regulations and shall not behave in a disorderly manner or in any other manner that interrupts or disturbs the orderly operation of the classroom or any school activity.

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific division and school building dress regulations, of which students will be given prior notice.

Students shall not verbally or graphically curse or abuse anyone, use vulgar, profane, or indecent language; or bear or display any obscenity or indecency.

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

Gang-related activity will not be tolerated.

While all KWCPs students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

Category I - Non-Suspension disposition

1. Any behavior or action that detracts from the learning process, or creates a distraction from the learning environment.
2. Possession of pornographic or sexually explicit material, including images and material contained or stored on any electronic or mechanical device.
3. Verbal altercation, taunting.

4. Possession of a laser pointer, shock pen or other electronic device that may be used to damage a person.
5. The use of any type of unauthorized electronic or mechanical device is prohibited during regular school hours and on school buses unless expressly permitted by a supervising King William County Public School staff member.
6. Speaking or writing profanity while on school property, including while in school owned or school operated vehicles, or while attending a school sponsored activity or event.
7. Use of vulgar acts, gestures, or profane language not directed toward another person.
8. Horseplay that results in no or minimal injury.
9. Defiance or argumentative behavior directed at any school employee to include insubordination or disregard of a verbal instruction or direction.
10. Student outside their assigned authorized area during the school day. This includes skipping class and/or entering an unauthorized area without permission.

Category II – 1-4 Day Suspension from School

1. Repeated occurrences of Category I behaviors.
2. Use of vulgar acts, gestures, or profane language directed toward another person.

Category III – 5-10 Day Suspension from School

1. Participating in gang-related activity while on school property, in a school bus or school- division vehicle, or at a school-sponsored event.
2. Repeatedly engaging in disruptive behavior and/or disorderly conduct.
3. Distribution of pornographic or sexually explicit material, including images and material contained or stored on any electronic or mechanical device.
4. Inciting other students to create or personally creating a disturbance which disrupts the operation of the school. Includes engaging in verbal abuse such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate disruption of the school program or incite violence.

Category IV – 11-45 or 364 Day Suspension from School *(Certain violations may warrant a recommendation for expulsion.)*

1. Repeatedly engaging in disruptive behavior and/or disorderly conduct.

5 Fighting/Assault/Threats

BA1	Battery/Assault against Staff with Weapon
BA2	Battery/Assault against Staff with No Weapon
BA3	Battery/Assault against Student with Weapon
BA4	Battery/Assault against Student with No Weapon
BA5	Malicious Wounding Without a Weapon
BA6	Assault/Battery
BO1	Bomb Threat
BO2	Chemical/Biological Threat
BO3	Terrorist Threat
BO4	Setting Off False Fire Alarm
ET1	Extortion
ET2	Attempted Extortion
H1Z	Hazing
TI1	Threat/intimidations against staff
TI2	Threat/intimidations against student
FA2	Fighting With No or Minor Injury
FIT	Minor Physical Altercation

Students shall not make any verbal, written, electronically communicated, or physical threat of bodily injury or use of force directed toward another person for any other reason.

Students shall not fight or display or contribute to aggressive behavior that is disruptive or dangerous.

While all KWCPs students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

Category I - Non suspension disposition

1. Horseplay or inappropriate contact with other students.

Category II – 1-4 Day Suspension from School

1. Any physical contact and/or altercation that may result in no injury or minor injury.
2. Extortion.

Category III – 5-10 Day Suspension from School

1. Fighting that involves punches and/or strikes to a person.
2. Fighting that causes a disruption to the school day.

3. Forcing someone into action or deterring someone from action by inducing fear, usually by threat, including hazing, teasing, and/or physical contact.
4. Intimidating or threatening another with bodily harm, violence, damage to property or to the safety of the school environment.
5. Tampering with electronic surveillance equipment.
6. Inciting other students to create, or personally creating, a disturbance which disrupts the operation of the school.
7. Engaging in verbal abuse such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate disruption of the school program or incite violence.

Category IV – 11-45 or 364 Day Suspension from School (Certain violations may warrant a recommendation for expulsion.)

1. Fighting or any physical altercation that may result in a moderate or severe injury which requires medical attention.
2. Making a false fire alarm, activating a fire alarm, or unauthorized use of emergency/security telephones or equipment.
3. Persistent behavior that communicates directly or indirectly the threat of bodily harm, violence, damage to property, or to the safety of the school environment (may include breaking and entering or other unauthorized presence on school property or school grounds).
4. Threat of harm or violence: Making direct or indirect threat (verbal, written, or behavior) to another student or adult that implies or creates fear of bodily harm or violence that endangers life, limb, or property.
5. Threat or false threat to bomb, burn, damage, or destroy in any manner a school building or school property.
6. Threat of harm or violence with an explosive device: Making direct or indirect threat (verbal, written, or behavior) to another student or adult that implies or creates fear of bodily harm or violence that endangers life, limb, or property.
7. Assaulting a teacher, administrator, employee of King William County Public Schools, School Resource Officer, or school visitor.

6 Integrity

S2V	Misrepresentation
TF1	Theft of School Property
TF2	Theft of Staff Property
TF3	Theft of Student Property
TF4	Possession of Stolen Property
TF6	Attempted Theft or Theft of Motor Vehicle
IT1	Cheating
IT2	Plagiarism
IT3	Falsification
BK1	Burglary: Actual
BK2	Burglary: Attempted
RB1	Actual Robbery
RB2	Attempted Robbery

Cheating, plagiarism, forgery (including computer forgery), lying, stealing, or any other acts of dishonesty are not tolerated.

While all KWCPs students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

Category I - Non suspension disposition

1. Cheating or plagiarizing on assigned school work or cheating, plagiarizing or willingly providing or receiving assistance on tests. Cheating or plagiarizing will result in a zero on the assignment.
2. Falsifying of signatures on notes, excuses, or other school documents (includes producing false notes, excuses, or other school documents by computer); lying and other acts of dishonesty.

Category II – 1-4 Day Suspension from School

1. Repeated violations of integrity policy.

Category III – 5-10 Day Suspension from School

1. Any theft of money or property, personal or public, and/or theft involving breaking and entering, including lockers, valued less than \$200.

Category IV – 11-45 or 364 Day Suspension from School (Certain violations may warrant a recommendation for expulsion.)

1. Any theft of money or property, personal or public, and/or theft involving breaking and entering, including lockers, valued at \$200 or more.

7 Sexual Harassment/Inappropriate Sexual Behavior

SX0	Sexual Harassment
SX1	Offensive Sexual Touching against Staff
SX2	Offensive Sexual Touching against Student
SX3	Sexual Offenses against Staff/Forcible Assault/Rape
SX4	Sexual Offenses against Student/Forcible Assault/Rape
SX5	Sexual Offenses against Staff/Attempted Forcible Assault/Rape
SX6	Sexual Offenses against Student/Attempted Forcible Assault/Rape
SX7	Sexual Offenses without Force
SX8	Aggravated Sexual Battery
SB1	Sexual Battery against Staff
SB2	Sexual Battery against Student
ST1	Stalking

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

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct of a sexual nature, including conduct that creates an intimidating, hostile or offensive learning or working environment or denies or limits a student's ability to participate in or benefit from a school's education program.

Sexual harassment includes sexual violence. Victims of sexual harassment, as well as harassers, can be of any gender.

Sexual harassment can occur in any school program or activity and can take place in school facilities, on a school bus, or at other off-campus locations, such as school-sponsored field trip or a training program at another location.

Sexual harassment can be verbal, nonverbal, or physical.

Students are prohibited from engaging in the sexual harassment of other students or employees. Any student with knowledge of the occurrence of sexual harassment should notify the principal or other administrator.

Sexual harassment of a student or employee may result in short-term suspension under Category II (1-4 days) or Category III (5-10 days), a long-term suspension Category IV (11-45 or 364 days), or expulsion depending upon severity and relevant factors.

While all KWCPs students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

8 Substance Abuse

AC1	Alcohol Use
AC2	Alcohol Possession
AC3	Alcohol Sale or Distribution
DG1	Schedule I & II Drug Use
DG2	Schedule I & II Drug Possession
DG3	Schedule I & II Drug Sale/Distribution
DG5	Synthetic Marijuana Use or Possession
DG7	Marijuana Use
DG8	Marijuana Possession
DG9	Marijuana Sale/Distribution
D4G	Over-the-Counter Medication Use
D5G	Over-the-Counter Medication Possession
D6G	Over-the-Counter Medication Sale/Distribution
D10	Other Drug Use/Overdose
D11	Other Drug Possession/ Paraphernalia/Possession
D12	Other Drug Sale/Distribution
D15	Use of Inhalants
D17	Substances Represented as Drugs (Look-alikes)
D19	Anabolic Steroid Sale/Distribution
D20	Anabolic Steroid Use/Possession
DR3	Drug Violations of Prescription Drugs, Theft, or Attempted Theft of Prescription Drugs

Students, while on school property or while engaged in or attending any school-sponsored or school-approved activity or event, will be suspended and/or expelled from school for the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of

- alcohol
- anabolic steroids
- any narcotic drug
- any hallucinogenic drug
- amphetamine
- barbiturates
- marijuana
- any other controlled substance
- imitation controlled substances
- possession or use of drug paraphernalia

This is in accordance with all applicable laws and School Board Policy and as defined in the Drug Control Act, Chapter 34 Title 54.1 of the Code of Virginia, and as defined in schedules I through V of 21 U.S.C. 812.

No student may have in his or her possession any medication or prescription drugs, except those students with diagnoses requiring the administration of medication during the school day and who follow school rules for

self-administration of medicine. This includes students diagnosed with, but not limited to, asthma, anaphylaxis, or both.

While all KWCPs students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

Category I - Non suspension disposition

1. When on school property, traveling to or from school, or at a school-sponsored activity; possession, use, and/or being under the influence of over-the-counter medications such as
 - aspirin
 - ibuprofen
 - cough and cold medications
 - acetaminophen
 - herbal supplements

Category III – 11-45 or 364 Day Suspension from School

1. First Offense: When on school property, traveling to or from school, or at a school-sponsored activity; possession, use, and/or being under the influence of illegal drugs or substances (either real or imitation, including anabolic steroids) or any other controlled substance. This also includes possession or use of drug paraphernalia which aids or promotes the use of drugs.
2. First Offense: When on school property, traveling to or from school, or at a school-sponsored activity; possession, use, and/or being under the influence of alcohol or imitation alcohol.

Category IV – Expulsion from School

1. Selling, supplying, or distributing to another person, or manufacturing alcoholic beverages, controlled, or illegal drugs (including anabolic steroids) or dangerous substances while on school property, while in a school division vehicle, or while at a school-sponsored activity.
2. Second violation of Section 8, Category III

9 Technology and the Internet

T1C	Unauthorized Use of Technology or Information
T2C	Causing/Attempting to Cause Damage to Computer Hardware, Software, or Files
T3C	Violations of Acceptable Usage Policy
T4C	Violations of Internet Policy

Access to the King William County Public School’s computer system shall be for the purposes of education or research and be consistent with the educational objectives of the Division or for legitimate school business. The use of the Division’s computer system is a privilege, not a right.

The unauthorized use of any type of electronic or mechanical devices that distracts from or impedes the educational process is prohibited.

Handheld electronic or mechanical devices may be used on the school buses to and from school as permitted by the bus driver. These devices must be equipped with earphones and/or kept in silence mode.

Students using electronic or mechanical devices in violation of KWCPs technology policies will have their device(s) confiscated by school staff or administration. Refusal to surrender the device will result in further disciplinary action.

Students who misuse KWCPs computers/wifi/internet or violate the KWCPs Acceptable Use Policy and technology policies will lose access to county owned and controlled technology resources.

Social media usage by students, whether on or off school property, during or after school hours, that causes a school disruption may be subject to disciplinary action on the part of the school administration. This disciplinary action may range from Category I through Category IV, depending on the severity and relevant factors.

While all KWCPs students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

Category I - Non suspension disposition

1. Unauthorized or illegal use of computers or computer networks, including any violation of the King William County Public Schools Internet Acceptable Use Policy.
2. Unauthorized use of technology during school hours.

Category II – 1-4 Day Suspension from School and Suspension of Technology Privileges up to One Semester

1. Repeated unauthorized or illegal use of computers or computer networks, including any violation of the King William County Public Schools Internet Acceptable Use Policy.

2. Unauthorized use of technology during school hours to film, record, and/or share inappropriate images and/or video.

Category III – 5-10 Day Suspension from School and Suspension of Technology Privileges up to Two Semesters

1. Computer invasion of privacy (unauthorized or illegal use of a computer or computer network to examine personal information relating to any other person).
2. Temporary or permanent removal of computer data, computer programs, or computer software from a computer or computer network.
3. Causing a computer to malfunction or altering or erasing any computer data, computer programs or computer software.
4. Physical destruction of division owned equipment.
5. Making or causing to be made an unauthorized or illegal copy, in any form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer Network.
6. Repeated unauthorized use of technology during school hours.

10 Tobacco Products

TC1	Tobacco Use
TC2	Tobacco Possession
TC3	Tobacco Sales/Distribution
TB2	Electronic Cigarettes Possession/Use/Sale/Distribution
T4B	Bringing Tobacco Paraphernalia to School or School Event

The possession and/or use of tobacco products, vapor products, and tobacco/vapor paraphernalia by students on a school bus, on school property, or at a school-sponsored activity is strictly prohibited.

Tobacco products include any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, and wrappings.

Vapor products include any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device that can be used to produce vapor from nicotine, or other substance, in a solution or other form.

While all KWPCS students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

Category II – 1-4 Day Suspension from School

First offense for possession and/or use of tobacco products or electronic vapor products.

Category III – 5-10 Day Suspension from School

Second offense for possession and/or use of tobacco products or electronic vapor products.

11 Transportation

Riding a school bus is a privilege.

Violations of standards set forth in the *Code of Student Conduct* for students riding on a school bus or in any other type of school vehicle will be cause for a referral to a school administrator and shall result in appropriate disciplinary penalties.

School buses are considered School Board property and students who fail to meet the expectations of the *Code of Student Conduct* may have their riding privileges revoked for a specified time or permanently.

Students who become a serious discipline problem on the school bus or vehicle or who consistently demonstrate inappropriate behavior shall have their riding privileges suspended by the principal or designee. In such cases, the parents of the suspended student shall be responsible for transporting their child to and from school.

The drivers of school vehicles have the authority and responsibility to maintain order and safe conditions while transporting students.

The School Board or a school-level administrator may invoke disciplinary measures for any misconduct which, by common understanding, would be considered detrimental to the safety of any passenger or driver of a school vehicle.

Throwing objects out of school buses may result in up to a 10 day out of school suspension. Such infractions may be referred to the Sheriff's Department.

In addition, the following rules must be followed by all passengers on a school bus or in any school vehicle:

1. Show respect for fellow students and the driver.
2. Respect the property rights of all passengers and driver of the vehicle.
3. Follow directions the first time they are given.
4. Keep all objects and themselves inside the bus.
5. Refrain from throwing objects.
6. Stay in their seats while the bus is in motion.
7. Refrain from cursing, swearing, talking loudly, or teasing.
8. Refrain from pushing, shoving, or fighting.
9. Refrain from littering or damaging the bus.
10. Refrain from eating or drinking.
11. Handheld electronic or mechanical devices may be used on the school buses to and from school as permitted by the bus driver. These devices must be equipped with earphones and/or kept in silence mode.
12. Bring on the bus no large objects such as athletic equipment, large musical instruments, or "projects" for class. Small musical instruments and athletic equipment that can be held on the lap are permissible.
13. Meet all expectations stated in the *Code of Student Conduct*.

Student misconduct while on a KWCPs bus or other KWCPs owned/operated vehicles will result in short-term suspension, Category II(1-4 days) or Category III (5-10 days), a long-term suspension Category IV (11-45 or 364 days), or expulsion depending upon severity and relevant factors.

While all KWCPs students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

Student Drivers:

Students operating motor vehicles on school property shall do so in a safe and proper manner. Parking is a privilege, not a right. Therefore, as a condition for obtaining a parking permit, students and parents agree that the administration may search vehicles at any time. If a student's vehicle contains any item that is in violation of the Code of Virginia (i.e. illegal substances, weapons, etc.), law enforcement notification is required. Failure to comply with administrative request for a vehicle search will result in forfeiture of parking privileges and further disciplinary actions.

The student parking permit must be displayed on the rearview mirror or in a visible area of the windshield of the vehicle driven. Parking will be permitted in the designated parking lot only. Students will have an assigned spot which corresponds to their parking permit. Students are to park in their assigned spot only.

When students arrive on school grounds, they must immediately park, lock the vehicle and enter the school building. Students may NOT loiter in the parking lot, nor are they permitted to leave school property after arriving. Students' vehicles are NOT to enter the bus lane for any reason. Students will not be allowed to return to their vehicles during the school day without authorization from an administrator. At the end of the school day, students MUST depart school grounds immediately. The students' privilege of parking a vehicle on school grounds may be suspended and/or revoked at any time as a disciplinary consequence. Administration reserves the right to tow a vehicle at owner's expense.

At all times when on school board property, student drivers are to adhere to safe driving practices. Any dangerous or unsafe driving behaviors will result in short or long- term suspension of driving privileges, including revocation of a parking permit.

12 Trespassing

TR1 Trespassing

Students shall comply with additional School Board policies and school policies published in the Code of Student Conduct, the King William County Athletic Regulations, or other restrictions issued to students (e.g., issuance of an individual “No Trespass” writ).

1. Any student who has been suspended from attendance may be considered a trespasser if he/she appears on any King William County Public School property during the suspension period. Violation of this section will be considered an additional infraction and will require a separate disposition.
2. Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate authorization and supervision may be considered trespassers.
3. Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so may be considered trespassing.
4. Students are not to make unauthorized visits to any other King William County School during the instructional day. They may be charged with trespassing.
5. Disciplinary action may be initiated for acts committed away from school property and outside of school hours that are detrimental to the interests of the school or adversely affect school discipline.
6. No student or other person may attend or visit a King William school as a guest during the regular school day without authorization from the school administration.

13 Vandalism

VN1	Vandalism of School Property
VN2	Vandalism of Private Property
VN3	Graffiti

Students are prohibited from willfully or maliciously damaging, defacing, or destroying any school building or other property owned, or under the control of, the School Board.

Students are prohibited from willfully or maliciously damaging, defacing, or destroying property belonging to, or under the control of, any other person at school, on a school bus or at school-sponsored events.

This applies to, but is not limited to,

- county buildings, both exterior and interior
- books
- computer equipment
- computer software
- school buses
- school/private automobiles
- school grounds

Maliciously or willfully damaging, defacing, or destroying property belonging to the school division or other persons may result in short-term suspension, Category II (1-4 days) or Category III (5-10 days), a long-term suspension Category IV (11-45 or 364 days), or expulsion depending upon severity and relevant factors.

While all KWCPs students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

14 Repeated Failure to Comply with the Code of Student Conduct

Students who repeatedly fail to comply with the Code of Conduct will be subject to more severe consequences.

Category II - 1-4 Day Suspension from School

1. Two or more Category I infractions

Category III – 5-10 Day Suspension from School

1. Two or more Category II infractions.

Category IV – 11-45 or 364 Day Suspension from School

1. Two or more Category III infractions.
2. The combination of a Category II and Category III infraction.
3. Persistent failure to comply with the *Code of Student Conduct* and/or persistent disobedience or violation of school rules.

While all KWCPS students are subject to the *Code of Conduct*, age-appropriate disciplinary interventions and outcomes (as determined by school administration) will be used for students at grade levels Pre-K through 5.

Search and Seizure

In accordance with Code 22.1-279.7 and the Virginia School Search Resource Guide, when reasonable suspicion exists, school officials may search property belonging to students. Reasonable suspicion requires circumstances that would lead a reasonable person to conclude that the person or persons to be searched are the most likely individuals to be in violation of a law or school rule. Property belonging to students includes items that can be connected to a student, carried by a student, or stored by a student in areas made available to the student by the school. If an administrator's request for consent to search is not granted by a student, the student will be suspended, and the search may be conducted anyway if the standard of reasonable suspicion is met. In addition, it is important to know that schools are not required to notify parents/guardians to conduct a student search. A parent's/guardian's right to be notified in advance of any search taking place in school or under the school's jurisdiction is usually limited and discretionary. Every reasonable effort will be made to notify parents/guardians that such a search has taken place.

Searches based upon reasonable suspicion may include:

- examining a student's person, clothing, and possessions such as handbags;
- backpacks/book bags, notebooks, books, and other items that can be connected to the student;
- looking through, handling, or feeling the student's personal possessions;
- opening any closed containers owned by the student;
- opening any secured property to which the school has retained possession and access, such as lockers, desks, or storage cabinets;
- opening automobiles on school property;
- reviewing educational technology/computer use records of students;
- requiring students to be scanned with metal detectors or to submit to drug screens and;
- accessing and reviewing student computer files, personal computer files, cell phones, and tablet files.

Lockers, Desks and Personal Effects:

Student desks and lockers are the property of the school, and may be used for the storage of permitted student belongings only. School officials retain locker combinations and reserve the right to search desks and lockers as well as to open lockers at any time for repairs. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. School officials may conduct a random, systemic, non-selective search of student classrooms, desks, lockers, or automobiles on school property. Students are responsible for the content of their assigned locker at all times. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials will be notified. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

A student's person and/or personal effects (e.g. purse, book bag, electronic devices, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation. Metal detectors and other types of surveillance equipment will be used in the schools and at school activities for both random searches and when reasonable suspicion is present. Detection dogs will be used on school property to detect the presence of drugs and other contraband.

A personal search may include requiring a student to be scanned with a metal detector.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned lockers at all times. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. Ref: School Board Policy JFG

Automobile Searches:

Students become eligible to park on school premises as a result of parental completion of the King William High School Parking Permit Application. Therefore, it is important that parents/guardians and their son/daughter read the application carefully and recognize that the rules and regulations listed therein must be followed at all times. Eligible students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Computer Searches:

School computers, software and Internet access are school property. Students are authorized to use school computers and other similar educational technology only in a manner consistent with the educational mission of the school and in accordance with Policy IIBEA Acceptable Computer System Use. School officials may search school computers, software, and Internet access records at any time for any reason and without student consent.

Canine Searches:

In order to ensure a safe and orderly school environment by deterring conduct that violates the law or School Board policy, specifically illegal drug use, KWCPSS may from time to time in coordination with the King William County Sheriff's Office, conduct random, systemic, non-selective canine sweeps of classrooms, desks, lockers, and automobiles. Canines shall not be used to search students. The use of trained dogs to conduct a sweep of lockers, classrooms, hallways, or parking lots shall not be considered a search requiring reasonable suspicion. However, a reliable canine which alerts on a specific locker, item in a classroom, or automobile, provides the articulable basis for a reasonable suspicion search.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The King William County Public Schools recognize the right of each student with disabilities to an appropriate education. Students with disabilities, who violate the Code of Student Conduct, or engage in conduct for which they may be disciplined, will be disciplined in accordance with this policy. Additionally, the regular disciplinary procedures must be followed. However, the corrective disciplinary actions (dispositions) may vary. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability as a result of discipline. The school teaches the student that there are consequences for actions that deprive others of their rights.

Discipline is a valuable educational tool in training students to become good citizens. School personnel may order, to the extent removal would be applied to children without disabilities, the removal of a child with a disability from the child's current placement for not more than 10 consecutive school days for any violation of school rules. However, the placement of a student with disabilities may not be disrupted or terminated by a long-term suspension for behaviors that are a manifestation of the child's disability.

I. Short-term Suspension is a suspension of 10 consecutive days or less at a time, which is not considered to alter or change educational placement.

School authorities may remove a student with a disability from his or her current educational setting for up to 10 school days cumulative in a school year to the extent that such removal would be applied to students without disabilities and for additional short-term suspensions provided no pattern exists.

II. Long-term suspension in King William County is defined as more than ten (10) days.

Long term suspension, indefinite suspension, or expulsions are considered to be a change of educational placement. These disciplinary actions invoke the procedural protection of the Individuals with Disabilities Education Act. King William County must provide services required to enable the child to progress in the general curriculum and to continue to receive services and modifications that will enable the child to meet the goals of the IEP. For the purpose of removing students with disabilities from their current educational placements, a change in placement occurs when:

- A. The removal is for more than 10 consecutive school days at a time; or
- B. There is a series of removals each of which is for 10 days or less and they accumulate to more than 10 days in a school year and constitute a pattern because of:
 - 1. the length of each removal,
 - 2. the proximity of the removals,
 - 3. the total time the student is removed, and
 - 4. the child's behavior is substantially similar to the child's behavior in previous incidents.

If the disciplinary action will result in a change of placement for a student with a disability then that student's parents must be sent notice that same day of the recommendation for discipline and be provided with a copy of the procedural safeguards. The procedures outlined in Section IV must also be followed.

III. Functional Behavior Assessments and Behavior Intervention Plans

When suspension, in excess of ten (10) days cumulative, or expulsion is being considered, the school administrator will work with the Director of Special Programs to schedule a Manifestation Determination

Review meeting and reconvene the Individualized Education Program (IEP) team, including parents. The Manifestation Determination will consider if the behavior is a manifestation of the disability. If it is determined that a manifestation exists, the IEP team must:

- A. Conduct a Functional Behavioral Assessment (FBA) and implement a Behavioral Intervention Plan (BIP), if no FBA was conducted previously; or,
- B. If the student already has a FBA and BIP in place, review and modify the BIP, as necessary to address the behavior.

If manifestation is found, the school division and the parent may agree to a change in placement when reviewing or modifying the BIP. Without this agreement, the student must return to the placement from which the student was removed.

IV. Educational Services While Disciplined

For the first 10 days of removal in a school year, the School Board is not required to provide educational services to the student with a disability if services are not provided to students without disabilities who have been similarly removed. After the first 10 days of removal in a school year, the School Board shall provide educational services to the student during the period of removal. The services must enable the student to:

- A. continue to progress in the general curriculum, although in another setting, and
- B. progress toward meeting the goals set out in the student's IEP.

The determination of educational services is made by the IEP team for discipline which constitutes a change in placement. For discipline which is not a change in placement, the determination is made by school personnel in consultation with the student's special education teacher.

V. Manifestation Determination

When a disciplinary action is proposed that will result in a change of placement, a manifestation determination review shall be conducted within 10 school days after the date on which the decision to take disciplinary action is made. This review shall be conducted by the Manifestation Team which consists of a local educational agency representative, the parent and relevant members of the IEP team (as determined by the parent and the school division).

The Manifestation Team may determine that the behavior of the student was not a manifestation of the child's disability only if the Team:

- A. considers all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information supplied by the parents; and
- B. determines that:
 - 1. the conduct in question was not caused by, or had a direct and substantial relationship to, the student's disability; and
 - 2. the conduct in question was not the direct result of the school division's failure to implement the IEP.

If a manifestation is found, the student cannot be disciplined beyond any permissible short term removal that may be available. A parent may request an expedited due process hearing if the parent disagrees with the determination that the behavior was not a manifestation of the student's disability or if the parent disagrees with any decision regarding the placement of the student while disciplined. The student will remain in the

interim alternative education setting pending the decision of the hearing officer or the expiration of a forty-five school day removal.

VI. Disciplinary Action for Behavior that is Determined Not to be a Manifestation

If the behavior is not a manifestation of the student's disability, the disciplinary procedures will be applied in the same manner as applied to non-disabled students. Following a removal which constitutes a change in placement, the student must continue to receive the educational services necessary to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. In addition, the special education and disciplinary records of the student must be made available to the person who makes the final decision regarding the discipline.

VII. Disciplinary Action and/ or Alternative Placement for Behavior That Is Determined to be a Manifestation

A student with a disability whose behavior is determined to be a manifestation of his or her disability may not be disciplined except to the extent a removal is otherwise authorized. The student may also be removed to a more restrictive placement by following change in placement procedures. The IEP team must conduct or review a FBA and/or BIP as provided in Section III.

VIII. Interim Alternative Educational Settings for Weapons and Drugs and Infliction of Serious Bodily Injury

Students with disabilities 1) who carry or possess a weapon to or at school, on school premises, or to or at school functions, or under the jurisdiction of a state or local educational agency; 2) who knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency; or 3) who inflict serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency may be disciplined pursuant to Policies JFCD, JFCF or JGDB and may be placed in an interim alternative educational setting for up to forty-five (45) school days.

This option is available without regard to whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent a student without disabilities would be disciplined. Any interim alternative educational setting shall be selected, by the IEP team, so as to enable the student to continue to progress in the general curriculum, although in another setting and to progress toward meeting the goals and objectives set out in the student's IEP. The student must also receive, as appropriate, a FBA, behavioral intervention services and modifications designed to address the behavior so it does not recur.

IX. Change of Placement by Hearing Officer

In addition to the other options for removal, a hearing officer may order a change in the placement for a student with a disability to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current placement of such student is substantially likely to result in injury to the student or others. Additional forty-five (45) school day removals may be authorized by the hearing officer as necessary.

X. Placement During Appeals

Students with disabilities are entitled to the due process rights available to a non-disabled student. In addition, students with disabilities are entitled to the due process procedures available under the Individuals with Disabilities Education Act, as amended and any state procedures. During the course of any appeals, the

student's placement shall be in accordance with the provisions of federal law unless the parent and the school division agree otherwise.

XI. Students Not Identified as Disabled

Students for whom the parents assert there is a disability but who have not yet been identified as disabled may be subjected to the same measures applied to students without disabilities if the school division did not have knowledge of the disability before the behavior that precipitated the disciplinary action occurred. A school division will be found to have knowledge of the student's disability if before the behavior that precipitated the disciplinary action occurred:

- a. The parent expressed a concern in writing to supervisory or administrative personnel of the school division, or to a teacher of the student that the student was in need of special education and related services; or
- b. The parent requested an evaluation of the student for special education eligibility through formal evaluation procedures; or
- c. The student's teacher or other school personnel had expressed specific concerns about a pattern of behavior demonstrated by the student directly to the Assistant Superintendent of Special Services or to other supervisory personnel of the school division.

A school division would not be found to have knowledge of a student's disability if:

- a. the parents refused to allow an evaluation of the student or refused special education services; or
- b. the student was evaluated and found not eligible for special education services.

If a request for an evaluation is made during the period such student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the student is found eligible as a child with a disability, taking into consideration information from the evaluation conducted by the school division and information provided by the parents, then the student must be provided special education and related services, although in another setting, in compliance with the procedures for suspended and expelled students with disabilities. Pending the results of the evaluation, the student shall remain in the educational placement determined by the school authorities.

XII. Disciplining Certain Section 504 Students Who Violate Alcohol and Drug Policies

Students who are identified as disabled solely under Section 504 of the Rehabilitation Act, and who are currently engaging in the illegal use of drugs or alcohol, may be disciplined for violating the division's alcohol and drug policies to the same extent as non-disabled students. The student is not entitled to a due process hearing under special education procedures in this circumstance but does retain the protections afforded to regular education students.

XIII. Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

A student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent that a student without disabilities would be disciplined.

In addition, the applicable procedures of Policies JGDA, JGDB and JGD/JGE-R will be followed.

The term serious bodily injury has the same meaning given the term “serious bodily injury” under paragraph (3) of subsection (h) of section 1365 of title 18 of the United States Code.(See glossary of Terms p.38).

XIV. Weapons in School

A. Students with disabilities may be disciplined to the same extent as a non-disabled student provided the manifestation review committee determines that the violation was not a manifestation of the student’s disability. The provisions of Policy JGDA will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a weapons violation.

1. In addition to the authority granted in subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definitions: “a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.”

XV. Drugs in School

A. Students with disabilities may be disciplined to the same extent as a non-disabled student provided the manifestation review committee determines that the violation was not a manifestation of the student’s disability. The provisions of Policy JGDA will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a drug violation.

1. In addition to the authority granted in subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student 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 state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, “illegal drugs” and “controlled substances” are defined as follows:

- a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in §202 (c) of the Controlled Substances Act at 21 U.S.C. §812 (c).
- b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

STUDENT DUE PROCESS

Disciplinary Procedures and Interventions

1. Procedures in Determining Facts and Imposing Sanctions
2. The principal/designee shall determine the appropriate disciplinary actions to be taken in each case of prohibited conduct, and may request the assistance of other appropriate staff members. In disciplinary cases, all students have the right to due process and to fair procedures in determining facts and imposing sanctions.
 - a. A student, including a witness, may be asked to write his or her version of what happened so each can record the information in his or her own words. The student will be informed that the written statement is voluntary. Administrators will make a reasonable effort to contact parents in the event a signed statement is obtained from a student.
 - b. Except in exigent (critical) circumstances, school administrators shall make reasonable efforts to notify a student's parent prior to reporting a student's violation to the SRO, unless otherwise required by law. When principals are required by law to immediately report certain misconduct to police, school administrators shall comply with such statutory requirements and shall thereafter make reasonable efforts to immediately notify the student's parent. School administrators shall document reports to the SRO and parent notification efforts.
 - c. For each separate offense of the Code of Student Conduct students may be suspended from school and/or the bus for up to and including ten (10) consecutive school days by the principal/designee. Additionally, the principal/designee may recommend to the superintendent/designee that the student be expelled or suspended for a period greater than ten (10) school days.
 - d. Prior to imposing any suspension, the principal/designee must inform the student of the charges. If the student denies the charges, explanation of the facts as known to school personnel must be given to the student with an opportunity for rebuttal. If deemed necessary by administrations, the principal/designee may conduct a further investigation.
 - e. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts with an opportunity for rebuttal shall be provided as soon as practicable thereafter.
 - f. Upon a suspension from school (out of school suspension, OSS) of any student, the principal/designee shall state the basis of the suspension in writing to the superintendent/designee and to the student's parent or guardian within three (3) working days. Upon a lesser disciplinary outcome (including, but not limited to, in-school suspension ISS, after-school detention, temporary removal from class, etc.), the administrator will make a reasonable effort to contact the parent and/or legal guardian.
 - g. Appeal Process: Upon written request for an appeal of an out-of-school suspension, of the parent, guardian or adult student, the principal shall review the action taken and confirm, disapprove, and/or modify such actions based on an examination of the record of the student's behavior and such other evidence as may be appropriate as determined by the principal. Such written request must be filed with the school principal within three (3) school days of the notice of suspension being given to the student or the right to a review by the principal shall be waived. If, after an appeal is filed to the principal and the suspension is upheld and/or extended by the principal, the parent, guardian, or adult student, may make a written request to appeal to the superintendent/designee within three (3) school days of the principal's decision. While a student is suspended from school (with or without a pending

- appeal), that student is prohibited from being on school grounds during and after regular school hours, as well as school sponsored events.
- h. Written notice to the parent/guardian shall be included in the initial letter of student suspension and in any subsequent letter of student suspension arising out of the appeal of such matter, that indicates the length of the suspension, the specific Code of Conduct violate, a short written description of the student's actions, and of the student's right to return to regular school attendance upon the expiration of the suspension.
 - i. Other possible disciplinary consequences are listed below (note: this is not an exhaustive list)
 - i. Admonition and counseling of the student in private concerning his or her
 - ii. Responsibilities.
 - iii. Detention. Except in extreme cases, a student must be given advance notice of this action. The parent shall be notified when a student is assigned in-school or after-school detention.
 - iv. Suspension from some or all student privileges (including parking, senior privileges, all other student privileges, and student activities, including teams, clubs, and all other school sponsored activities) for a fixed period of time.
 - v. Probation. Being placed on probation is notification that a student's behavior has been unacceptable and must be improved. A student may be placed on probation by the principal/designee following a conference with the student's parent in which the terms and conditions of the probation are explained. The principal shall also notify the parent in writing when probation is imposed, including the reasons for the probation and its date of termination. Probationary conditions shall be of duration of no more than one calendar year, unless the student violates one or more of these conditions.
 - vi. In-school suspension during the school day. In the event a student is assigned to ISS, missing classwork will be provided through the ISS coordinator and classroom teachers. Students will still have access to appropriate instructional aides, accommodations, and resources.
 - vii. Restitution for lost, stolen, or damaged property.
3. KWCPS promotes the use of positive behavioral approaches and school officials work diligently to help each student understand school rules and the impact of his or her behavior on others. As such, KWCPS will consider, as appropriate, a range of non-suspension disciplinary interventions.
- i. The following are examples of authorized interventions:
 1. Re-teaching expected behavior with required practice
 2. Student-teacher conference and reflection on behavior.
 3. Conference with parent
 4. Behavior contract
 5. Conflict resolution with school counselor
 6. Referral to school psychologist or school social worker
 7. Referral to an KWCPS Alcohol and Other Drug intervention program
 8. Referral to community resources.
 9. Modification of student schedule.
 10. Community services assigned by the principal, the superintendent, or the School
 11. Board and is subject to the approval of the parent

RASP PLACEMENT

Upon determination of the facts of a disciplinary matter, the principal or his/her designee may recommend a student be placed under long-term out of school suspension through the RASP program. The school will notify the parent, in writing, of the discipline review hearing process with the Superintendent or his/her designee. The student will not be allowed to return to King William County Public Schools until the discipline review hearing is held.

Official Public Notices

KWCPS Policy Manual, Citizen Access

Copies of the King William County Public Schools Policy Manual are available in the School Board Office, each school's Library Media Center and at the King William Branch of the Pamunkey Regional Library. These items will also be available online.

Notice of Parent Rights

Parents/guardians are required to sign a form in this Code of Student Conduct book acknowledging that they have received and read this book. Doing so does not in any way state or imply that the individual signing this form relinquishes his/her rights. Parents/guardians are hereby informed that they expressly reserve their rights protected by the constitution or laws of the United States or the Commonwealth and that they have the right to express disagreement with a school's or school division's policies or decisions.

Parent Involvement Policy

The King William County School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The King William County School Board endorses the parental involvement goals of Title I (20 U.S.C. § 6318) and Title III (20 U.S.C. § 7012(e)) and encourages the regular participation by parents of all children including those eligible for Title I and Limited English Proficiency (LEP) programs in all aspects of those programs.

Non-Discrimination Policy

The King William County School Board is committed to a policy of non-discrimination with regard to race, color, gender, age, religion, disability, national origin, or family status. This policy applies to staff, students, educational programs and services, and individuals and entities with which the Board does business. Furthermore, Federal law requires that no student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits; or be limited in the exercise of any right, privilege, or advantage; or denied equal access to educational and extracurricular programs and activities. This applies to all educational institutions receiving Federal Title IX funds. Questions concerning this matter should be directed to Tinya Ryland, KWCPS Title IX Coordinator, at 804/769-3434, or in writing at King William County Public Schools, 18548 King William Road, King William, VA 23086.

Homeless Students, Access to Educational Services

The King William County School Board is committed to educating children and youth who are homeless. Children and youth who are homeless shall not be stigmatized or segregated on the basis of their status as

homeless, and will have access to the full range of student programs and services provided to non-homeless students. In determining the best interest of a homeless student, the King William County Public Schools shall:

- to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- provide a written explanation, including a statement regarding the right to appeal as described under the McKinney-Vento Act, to the homeless student's parent or guardian, if the division sends the student to a school other than the school of origin or a school requested by the parent or guardian;
- in the case of an unaccompanied youth, ensure that the district's homeless liaison assists in placement or enrollment decisions regarding the student, considers the views of such unaccompanied youth, and provides notice of the right to appeal as described under the McKinney-Vento Act;
- coordinate provision of transportation services to ensure access to the designated King William County Public School.

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

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights are explained below.

Student Participation in Surveys on Sensitive Topics

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning the following topics without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

- political affiliations or beliefs of the student or the student's parent;
 - mental or psychological problems of the student or the student's family;
 - sex behavior or attitudes;
 - illegal, anti-social, self-incriminating, or demeaning behavior;
 - critical appraisals of other individuals with whom respondents have close family relationships;
 - legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - religious practices, affiliations, or beliefs of the student or student's parent;
 - or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Students/parents have the right to receive notice of and to opt out of participation in any survey of protected information, regardless of the survey's funding source.

Non-emergency, Invasive Physical Examinations

Students/parents have the right to receive notice of and to opt out of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

Activities Involving Marketing, Sales or Distribution to Students

Students/parents have the right to receive notice of and to opt out of activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Right to Inspect Before Administration or Use

Students/parents have the right to inspect, upon request and before administration or use -

- Protected information surveys of students;
- Instruments used to collect personal information from students for any marketing, sales, or other distribution purposes;
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The King William County Public Schools has developed and adopted policies, in consultation with parents, regarding the rights described above. King William County Schools will also notify parents of students who are scheduled to participate in any activities described above and will provide an opportunity for the parent to opt his or her child out of participation.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-5901

Ref: KWCPs Policy KFB-R

Family Educational Rights and 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. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by King William County Public Schools to comply with the requirements of FERPA.
- The name and address of the Office that administers FERPA are:
 - Family Practice Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-5901 (Ref: KWCPs Policy JO-R)

Military Recruiters and Institutions of Higher Education – Release of High School Student Contact Information

Federal law requires that schools release the names, addresses and telephone numbers of high school students to military recruiters and institutions of higher education unless parents specifically request that this information not be released.

Directory Information

During the school year King William County Public Schools provide student directory information to appropriate organizations and news media. Certain publications, such as athletic programs, cast lists for

dramatic presentations, and graduation lists, may also include this directory information. The following student information items are classified as Directory Information:

Name
Address
Telephone listing
Electronic mail address
Photograph Date and place of birth
Major field of study
Grade Level
Enrollment Status
Dates of attendance
Participation in officially recognized activities and sports
Weight and height of member of athletic team
Degrees, honors, and awards received
The most recent educational institution attended
Directory information may not include the student's social security number.

Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user or a student ID number or other unique personal identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity such as a PIN or password or other factor known or possessed only by the authorized user Ref: School Board Policy JO

Parents who do not wish any or all of this information to be released without their prior written consent should notify their child's school in writing within two weeks of receiving this notice. The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

Parents and eligible students may not use the right to opt out of directory information disclosures to 1) prevent disclosure of the student's name, identifier, or institutional email address in a class in which the student is enrolled; or 2) prevent an educational agency or institution from requiring the student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information. Ref: School Board Policy JO

Asbestos

All KWCPS buildings have been inspected for asbestos contamination by licensed asbestos contractors and found to be free of friable asbestos fibers. Inspection reports are on file and may be viewed at the School Board Office.

Protection Against Sex Offenders

The Virginia General Assembly has directed each Virginia school division to notify parents of its policy regarding sex offenders. The King William County Public Schools does not employ convicted sex offenders. No adult who has been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may enter or be present, during school hours, upon any public school property unless he is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his vote; he is a student enrolled at the school; or he has obtained a court order allowing him to enter and be present upon such property, and is in compliance with terms and conditions of the order. More information about sexual offenses is available on the Internet at <http://sexoffender.vsp.state.va.us/cool-ICE/>. (Ref. Va.Code 22.1-79.3.C)

Information regarding denial of permission for your child's picture to appear in any publication or media.

ATTENTION PARENTS

News Media Information

King William County students excel in many areas. The King William County School Board is making an effort to inform the public about our students' successes and about programs that educators are developing within our school system. As part of this endeavor, we will be publishing pictures of students in various forms. Some examples follow:

- Superintendent's Report (2 times/year)
- Weekly stories submitted to local papers
- School Board Newsletter (distributed to all school employees)
- Website (no student names will be used on the website)

We realize there may be circumstances under which a parent does not wish a picture of his/her child to be published. If you do not want your child's image used in publications or other media, you must annually notify your child's principal in writing.

Unless we receive this written notification form by Friday, September 13, 2019 we may publish your child's picture in some form in a publication associated with the school system. If you have any questions, please contact the Director of Technology, Mr. Nick Cammarano at (804) 769-3434.

Accident Claim Form Information/Request for Supplemental Insurance Notice

Accident claim forms may be secured when students are injured during school activities. If the student requires medical care, the supplemental insurance may be applied in addition to their own insurance. Part 1 (Accident Report) of the form is to be completed by school personnel and must have an administrator's signature. Part 2 (Claimant section) is to be completed by the parent/guardian or adult claimant. The form, any applicable correspondence, and any itemized bills must be sent to the insurance company within 90 days of the date of accident.

It is the student's or parent/guardian's responsibility to immediately make the coach, trainer, school nurse, or administrator of the school aware of the accident the student suffered. The school is not responsible if the 90 day filing deadline has expired and/or notification of the injury was not provided on the written form to appropriate staff – i.e., school nurse, coach, or trainer.

Computer System Use-Terms and Conditions:

1. 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.

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

3. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:

- accessing social networking websites for personal use
- using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law;
- sending, receiving, viewing, or downloading illegal material via the computer system;
- unauthorized downloading of software;
- downloading copyrighted material for unauthorized use;
- using the computer system for private financial or commercial gain;
- wastefully using resources, such as file space;
- gaining unauthorized access to resources or entities;
- posting material authorized or created by another without his or her consent;
- using the computer system for commercial or private advertising;
- using the computer for political purposes;
- submitting, posting, publishing or displaying any obscene, profane, threatening, illegal, or otherwise inappropriate material;
- using the computer system while access privileges are suspended or revoked;
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means;
- taking inappropriate pictures using any school/personal digital camera equipment; students will use digital camera equipment for educational purposes only; students will use the digital camera in a responsible manner, respecting individuals' rights to privacy and;
- abusive behavior including, but not limited to, taunting, threatening, stalking, intimidating, and/or coercing by one or more individuals against another student(s) or staff, perpetrated with computers, cellular phones, Internet websites, and/or any other electronic devices.

4. Network Etiquette. 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 digital media.
- Use appropriate language. The use of obscene, lewd, profane, threatening, or disrespectful language is prohibited.
- Users shall not post personal contact information about themselves or others.
- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the computer system to disrupt others.

· Users shall not read, modify or delete data owned by others.

5. 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.

6. 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. Attempts of a user to log on to the Internet or KWCPS networks as a systems operator in an effort to gain access to protected areas of the system or for any other reason is prohibited.

7. Vandalism. Intentional destruction or damage of any KWCPS technology is prohibited.

8. Charges. The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. Electronic Communication. 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 educational tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Email users and users of other electronic devices must not upload, download, post, distribute, publish, or otherwise transmit (collectively, "Disclose") any message, data, information, image, text, or other material (collectively, "Content") that is unlawful, libelous, defamatory, slanderous, obscene, pornographic, indecent, lewd, harassing, threatening, harmful, invasive of privacy or publicity rights, abusive, inflammatory, or otherwise harmful or offensive to recipients or third parties.

10. Enforcement. Software will be installed on the division's computers having Internet access to filter or block access to child pornography and obscenity. The online activities of users may also be monitored manually.

11. 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.

12. Privacy/Copyright The illegal installation of copyrighted software for use on KWCPS computers is prohibited.

13. Students may use computers and mobile devices not owned by the school division with the prior permission from school administrators and then only for instructional purposes under the supervision of a

teacher.

14. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent or assume the identity of other users on the network.

15. Students should not knowingly introduce or knowingly allow the introduction of any computer virus to any KWCPSS computer.

16. Putting non-school related material (files) on a school file server as well as school division owned cloud storage is prohibited.

17. External storage devices can only be used for file storage. Launching software from an external device not approved by the school system is prohibited.

18. Upon request by an administrator or teacher, students shall make messages or files, either sent or received, available for inspection.

19. Students are prohibited from creating or using unauthorized network communications including, but not limited to: voice, data, IP, peer to peer, or proxy networks. (Ref: KWCPSS policy IIBEA and Regulation IIBEA-R.)

B. Mechanical/Electronic Devices

The unauthorized use of any type of electronic or mechanical device that distracts from or impedes the educational process is prohibited. Any mechanical or electronic devices not being used for teacher approved instructional activities must be turned off and stored from 8:00 until dismissal. Handheld electronic musical/game devices may be used on school buses to and from school. These devices must be equipped with earphones and/or kept on silence mode. DVD/Video devices may not be used on buses. Cellular phones may not be used on buses to and from school and during official school operation. King William County Schools will not be responsible for any lost or stolen devices. These items will be confiscated by the school administration and maintained for the duration of the disciplinary process and returned only to the parent. Refusal to surrender device(s) will result in further disciplinary action. (Code of Virginia § 22.1-279.6.B.)

KWCPSS Website - Internet Privacy Policy

Information collected via the King William County Public Schools website is on a voluntary basis and may include such information as opinions relating to school policies or procedures. No personally identifiable information will be collected using the website. (Ref: KWCPSS Policy KBE; Va. Code § 2.2-3803)