A HANDBOOK FOR STUDENTS AND PARENTS

ROANOKE CITY
PUBLIC SCHOOLS
Strong Students. Strong Schools. Strong City.

STUDENT CODE
OF CONDUCT
STANDARDS AND EXPECTATIONS OF STUDENT
BEHAVIOR K-12
Revised July 2015
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A Message from Our Superintendent

Welcome to the 2015-16 school year. RESPECT must be the keyword for everyone in Roanoke City Public Schools – respect for self and others, respect for property, respect for differing opinions – RESPECT! I encourage you to make wise choices and think about the consequences of your choices.

We believe that all students must have the opportunity to learn and develop in a peaceful, positive learning environment. We also believe that adults in the schools and community have the responsibility to help guide our students in developing good citizenship and a keen sense of ethics. Parents, guardians, teachers, principals and school staff must model the behaviors expected of our young people and be vigilant in their efforts to assist students with positive character development.

Discipline is truly a collaborative effort. Discipline begins in the home and is reinforced at school. Parents are invited to join with the schools in promoting positive citizenship by encouraging their students to understand and follow school rules.

Parents have the right to expect a quality education for their students in a safe and orderly learning environment. In a partnership with parents, teachers, students and other members of the community we have developed rules for behavior that are provided in the Student Code of Conduct.

This handbook defines the conduct code for student behavior and provides school administrators with guidelines for administering consequences for infractions. It is also intended to be a guide for parents and students. In Roanoke City Public Schools, we are committed to fostering a safe, nurturing, and healthy environment where each student will be challenged academically and will learn and grow.

It is the intent of the School Board and administration that all persons connected with our schools demonstrate respect for the rights of students and staff. Our schools require students to accept their responsibilities toward others and the school system.

Please contact us if you have questions, concerns, or comments.

Sincerely,

Dr. Rita Bishop
Superintendent
Roanoke City Public Schools
Roanoke City Public Schools
Parent Acknowledgment of Parental Responsibility
2015-2016

This form is for all parents/guardians of all students enrolled in Roanoke City Public Schools to ensure that they have received and reviewed the following important documents.

Student Name: ______________________________ Birthdate: _________

School: __________________________ 1st Period Teacher: _______ Grade: ___

I hereby acknowledge the following:

1). I have received and reviewed the Roanoke City Public Schools Student Code of Conduct and understand that printed therein is Section 22.1-279.3 of the Code of Virginia, “Parent Responsibility and Involvement Requirements”, the Code of Virginia Section 22.1-254, “Compulsory School Attendance Law”, the Code of Virginia Section 22.1-79.3, “Policies Regarding Certain Activities”, the Code of Virginia Section 22.1-279.4, “Laws Regarding the Prosecution of Juveniles as Adults”. I have reviewed the contents, including the Parent/Guardian Responsibilities on page 11.

2). That signing below only signifies receipt and review of the Student Code of Conduct and, furthermore, that by signing this statement of receipt, I am not waiving, but expressly reserving, my rights protected by the constitutions of the United States and the Commonwealth of Virginia, and my right to express disagreement with the school’s or school division’s policies or decisions.

Parent/Guardian: ______________________________ Date: __________

Parent/Guardian: ______________________________ Date: __________

Student: ______________________________________ Date: __________

Please sign, date and return to your child’s school no later than September 1, 2015. Failure to return the signed acknowledgment form may require a meeting with the school principal to discuss the legal responsibilities of the parent/legal/guardian.
ROANOKE CITY PUBLIC SCHOOLS
DIVISION-WIDE BULLYING PREVENTION PLEDGE

Bullying is 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.

Verbal, physical, sexual threats, or negative comments about a person’s race, color, national origin, sex, disability, religion, sexual orientation, or that of a person’s associates, shall not be tolerated.

Students are the most important group of people in our schools, and as such, must take an active role in ensuring the safety of other students and the health of the school community.

By signing the pledge below, our students understand that they are making a commitment to do their part to eliminate bullying behaviors from their schools.

I will not bully other students.

I will help students who are bullied.

When I know somebody is being bullied, I will tell a teacher or other adult.

I will make it a point to include students who may be left out.

I will treat all students with respect.

________________________________________  _________________________  ______________
Student Name              Teacher Name            School

________________________________________
Parent/Guardian signature              2015-2016

School Year
Roanoke City Public Schools
Bullying Incident Report Form

Directions: This form may be filled out by a student, parent, or staff member and turned in to the principal, assistant principal, or school counselor. Students may also turn the form in to a teacher who will deliver it to the appropriate administrator. You may submit a bullying report form to the Department of Student Services if you feel that the issue has not been resolved at the school level.

Please provide as much detail as you can when completing the form. We will contact you within 24 hours after we receive the form.

1. Name of reporter/person filing the report: ________________________________________
   (Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Are you the target of the bullying: ____ Yes ____ No

3. Are you: ____ Student ____ Staff member ____ Parent ____ Administrator ____ Other__
   Your contact information/telephone number:_______________________________________

4. If student, what school do you attend? ____________________________ Grade: _______

5. If staff member, name of your school or work site: ________________________________

6. Information about the incident:
   • Name of target/victim (of aggression): _____________________________________
   • Name of aggressor (Person who started the aggression): _______________________
   • Date(s) of incident(s):___________________________________________________
   • Time when incident(s) occurred___________________________________________
   • Location of incident(s) (Be as specific as possible): ___________________________

7. Witnesses (List people who saw the incident or have information about it):
   Name: ___________________________________________ Student ____ Staff ____ Other
   Name: ___________________________________________ Student ____ Staff ____ Other
   Name: ___________________________________________ Student ____ Staff ____ Other

   Describe the details of the incident (people involved, what occurred, and what each person did and said, including specific words used). Use additional space on back if necessary.

   Signature of person filing this report: ___________________________ Date: _________
   (Note: Reports may be filed anonymously.)

Form given to: _______________________ Position: ________________ Date: ________

Signature: __________________________________ Date received: __________________
Intentionally Left Blank
It is the belief of Roanoke City Public Schools (RCPS) that all students have the right to an environment that is safe, drug-free, and conducive to learning. To that end, the 2015-2016 Student Code of Conduct: Standards and Expectations for Student Behavior K-12 was developed to assist parents and students in understanding the responsibilities, expectations and consequences related to student conduct.

The development, implementation, and enforcement of the Student Code of Conduct is intended to ensure a safe, non-disruptive environment for effective teaching and learning and (1) to provide standards and guidelines for student behavior; (2) assist the student in becoming a responsible, productive, and self-disciplined citizen; and (3) maintain a safe and orderly environment in the classroom and all other areas of the school and school sponsored events.

Consistent with Virginia Code 22.1-253.13.7.D.3, the standards contained herein are designed to ensure that learning occurs in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

The Roanoke City Public School System expects all students to put forth their best efforts in all school related activities. To accomplish this, students must recognize their individual responsibilities, and they must behave in accordance with Roanoke City Public Schools’ Student Code of Conduct.

Students are subject to corrective disciplinary action for misconduct that occurs when the acts lead to (1) an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1, of the Code of Virginia (unlawful purchase; possession or use of a weapon; homicide; felonious assault and bodily wounding; criminal sexual assault; manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana; arson and related crimes; and burglary and related offenses), criminal street gang activity or recruitment for such activity, or an act of violence by a mob, or (2) a charge that would be a felony if committed by an adult or (3) disruption of the learning environment.

The School Board does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in any of its programs and activities. The Disciplinary Committee Hearing Officer is responsible for the coordination of compliance with the provisions stated herein.
## Student Rights and Responsibilities

<table>
<thead>
<tr>
<th>Student Rights</th>
<th>Student Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students have a right to a free public education without regard to race, color, religion, national origin, sex, or disability.</td>
<td>Accept responsibility for their conduct. We expect students to be good citizens in the school and community.</td>
</tr>
<tr>
<td>All students have a right to learn in a safe environment with others who respect their well-being free from disruption, harassment, fear, threat and harm.</td>
<td>Abide by the Student Code of Conduct and conduct themselves as responsible members of the school community by obeying the laws of our Commonwealth and the policies of the school system.</td>
</tr>
<tr>
<td>All students have the right to expect a positive school climate with a foundation of courtesy, respect, and fairness.</td>
<td>Participate in extracurricular programs while promoting a sense of pride, academic excellence, sportsmanship, integrity and ethics at the highest levels in accordance with School Board policy.</td>
</tr>
<tr>
<td>All students have the right to due process and an opportunity to respond to allegations of misconduct prior to being disciplined unless there is a threat to safety.</td>
<td>Safeguard the property of the school and respect rights and privileges of others in the school community.</td>
</tr>
</tbody>
</table>
Roles and Responsibilities

Responsibilities of School Administrators

The principal is recognized as the instructional leader of the school and is responsible for effective school management that promotes positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources. The principal shall ensure that the division’s Student Code of Conduct is enforced and seek to maintain a safe and secure school environment. The school administration must ensure that a written procedure, in accordance with guidelines established by the local Board for responding to violent, disruptive or illegal activities by students on school property or during a school-sponsored activity.

When a student is suspended, a letter of suspension must be given to the parent/guardian at the time of suspension as notice of the infraction and administrative actions taken. This letter is to be given directly to the parent/guardian if the student is being picked up on the day of the offense. Otherwise, the suspension letter may be mailed or sent home with the student if age appropriate.

If a criminal violation is committed, the School Resource Officer, DARE Officer or 911 is to be called immediately.


Responsibilities of Parents/Guardians

- Virginia law requires parents/guardians to assist the school in enforcing the Student Code of Conduct as well as compulsory school attendance.

- Parents are expected to maintain regular communication with school personnel and are expected to bring to the attention of school authorities any concerns or problems that may affect their student or others.

- Virginia law requires a parent/guardian to provide a public school, upon registration of a student, information concerning criminal convictions or delinquency adjudications for various offenses. Among these offenses are homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, or distribution of Schedule I or II controlled substances or marijuana, arson, burglary and robbery, prohibited street gang activity, and recruitment for street gang activity.

- Parents/guardians are expected to sign a statement acknowledging the receipt of the Student Code of Conduct and return it to the school.

Code of Virginia: 22.1-279.3; 22.1-3.2.A and B

Responsibilities of Faculty and Staff

- Take appropriate action when violations of Student Code of Conduct occur.
- Report violations of the law immediately to the principal.
- Maintain responsibility for classroom management.
Set clear guidelines and expectations.
- Hold students accountable for standards set forth by the school and school system.
- Refer students to the office when the situation cannot be handled by the teacher.
- Contact parents when students have violated policies on the day of the incident if possible.

**Responsibilities of Law Enforcement Agencies**

Law enforcement agencies are required to notify the division superintendent, a principal, or a designee when a student in their school commits certain offenses that would be a felony if committed by an adult or a violation of the Drug Control Act, or an adult misdemeanor as listed in Virginia Code 22.1-279.3:1.A. and whether the student is released in the custody of his parent or, if 18 years of age or more, is released on bond. Any school superintendent receiving notification that a juvenile has committed an act that would be a crime if committed by an adult must report the information to the principal where the student is enrolled.


**DISCIPLINE PROCEDURES**

The standards of student conduct apply to all students under the jurisdiction of the Roanoke City School Board. Disciplinary action will be determined based on the facts of each incident in the reasonable discretion of the School Board and other School Board officials. Students are subject to corrective disciplinary action for misconduct that occurs on school property or a school sponsored activity. In addition, disciplinary action may result from incidents occurring off school property, when the act leads to an adjudication of delinquency or a conviction for certain criminal offenses.

Each school has a referral system for student discipline. The school principal and/or designee are responsible for addressing the student’s behavior after the teacher/staff referral. The Disciplinary Review Hearing Officer, the Superintendent or his/her designee, and the School Board provide central office administrative support for school administrators.

Teachers handle the major portion of student discipline through their system of classroom management. However, teachers will refer a student for discipline when the situation is beyond their management.

**Disciplinary Removals**

**Teacher Removal of Students from Class**

Teachers have the initial authority to remove students from class for disruptive behavior. Disruptive behavior is defined as conduct that interrupts or obstructs the learning environment.

In order for a teacher to remove a student from class for disruptive behavior the following conditions must be met:

- removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student’s behavior,
- interventions by the teacher and/or administrators have been attempted and failed to end the student’s disruptive behavior, and
• notice of the student’s disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student’s parents as described below.

The principal shall ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies.

Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

Teacher deficiencies in classroom management shall be addressed in teacher evaluations pursuant to Policy GCN Evaluation of Professional Staff.

This policy does not limit or restrict the ability of School Board employees to apply other policies, regulations or laws for maintaining order in the classroom. See JFCA in the School Board Policy Manual for the entire policy and associated procedures.

**Code of Virginia: Section 22.1-276.2.**

**Suspensions and Expulsions**

Students may be suspended or expelled from attendance at school for sufficient cause; however, in no cases may sufficient cause for suspensions include only instances of truancy. A student may be suspended or expelled for acts off school property when the acts lead to a court judgment of delinquency, a conviction for very serious crimes, or a charge that would be a felony if committed by an adult.

The school principal shall notify the parents of any student who violates a School Board policy when such violation could result in the student’s suspension. When a student is suspended, a letter of suspension must be given to the parent/guardian at the time of suspension as notice of the infraction and administrative actions taken. This letter is to be given directly to the parent/guardian if the student is being picked up on the day of the offense. Otherwise, the suspension letter may be mailed or sent home with the student if age appropriate.


**Short-term Suspensions:** Any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days. Prior to a short-term suspension, the school principal or assistant principal shall inform the student of the specific violation and provide the student with the opportunity to respond to these charges. The parent may appeal the suspension by the assistant principal to the principal. The parent may make a written appeal of the suspension by the principal to the Superintendent, or his/her designee, whose decision will be final. Any student who has been suspended shall not be on any school property or at any school activity for the duration of the suspension period. In no case may a student be suspended based solely on instances of truancy.

The school principal shall notify the parents of any student who violates a School Board policy, orally or in writing, when such violation could result in the student’s suspension. The notice shall state:

1. The length of the suspension.
2. Information concerning the availability of community-based educational programs, alternative programs, or other educational options.
3. The student’s availability to return to regular school attendance upon the expiration of the suspension.
Virginia Code: 22.1-277.04

**Long-term Suspensions:** Any disciplinary action whereby a student is not permitted to attend school for more than 10 school days but less than 365 calendar days. In the event a student exhibits a pattern of behavior that constitutes him/her as a habitual offender, the principal will initiate a recommendation for a long-term suspension to the Disciplinary Review Hearing Officer. The results of the disciplinary hearing will be reviewed with the Superintendent for approval. Any student who has been long-term suspended shall not be on any school property or at any school activity for the duration of the suspension period without prior approval of the Superintendent or his/her designee. In no case may a student be suspended based solely on instances of truancy.

The school principal shall notify the parents of any student who violates a School Board policy, in writing, when such violation could result in the student’s suspension. The notice shall state:

1. The length of the suspension.
2. Information concerning the availability of community-based educational programs, alternative programs, or other educational options.
3. The student’s availability to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board.

Code of Virginia: 22.1-277.05

**Expulsions:** Any disciplinary action imposed by the School Board or a subcommittee of the School Board whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of expulsion. Expulsion violations are misconducts that would typically result in mandatory 10-day suspension with recommendation for expulsion unless there is an affirmative finding of mitigating circumstances. Violations in this category include, but are not limited to, those pertaining to weapons, drugs, robbery, arson, homicides, and others. The School Resource Officer/DARE officer will be involved. Age, developmentally appropriate behavior, and ability will be considered for elementary students, but elementary students may also be recommended for expulsion. Students expelled may apply or reapply for readmission in accordance with School Board policy. The schedule for considering applications for readmission is required to be established so that, if the readmission is granted, the student would be allowed to return to school within one calendar year from the expulsion.

Students may be expelled for assault/battery against staff member (firearm or weapon); assault/battery against staff member (firearm or weapon); malicious wounding (no weapon); unlawfully possessing with the intent to distribute, sell, or solicit any schedule I or II drug, marijuana, or anabolic steroid; kidnapping/abduction; robbery; sexual offense or aggravated sexual battery; firearm on school property; or use of bomb or explosive device.

The school principal shall notify the parents in writing when such violation could result in the student’s expulsion. The notice shall state:

1. the length of the suspension;
2. information concerning the availability of community-based educational, training, and intervention programs;
3. whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by
the school division, during or upon the expiration of the expulsion; and
4. a notice advising that the student may petition the School Board for readmission to be effective one
calendar year from the date of expulsion and terms and conditions, if any, for readmission.

Virginia Code: 22.1-277.06; 22.1-276.01

**Range of Corrective Disciplinary Action**

School administrators may use a range of disciplinary actions in response to misconduct. The options and
alternatives range from admonition to mandatory expulsion, and may include, but are not limited to, the
following:

1. Admonition and counseling
2. Parent/student conference
3. Modification of student classroom assignment
4. Student behavior contract
5. Referral to student assistance programming services
6. After-school or in-school detention
7. Suspension of student privileges for a specific period
8. Removal from class
9. Initiation of eligibility determination process
10. Referral to in-school intervention, mediation, or community service program
11. Short-term suspension
12. Long-term suspension
13. Recommendation for expulsion

RCPS uses a progressive discipline process when it is necessary to impose corrective action. The degree
of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a
particular student and will take into account the student’s discipline history, the age and/or grade-level of the
student and other relevant factors.
Progressive Discipline and the Level System

The Code of Student Conduct has four levels of misconduct that range from minor misconduct (level I) to very severe misconduct (level IV). The Level System is designed to provide consistency and equity when rendering consequences throughout Roanoke City Public Schools. The levels assigned in this handbook are for the first offense only and may change based on the age, grade, and development of the child and also the severity and frequency of the misconduct.

For each of the 4 levels, a range of corrective actions is listed to assist school personnel in selecting an appropriate combination of consequences and is not intended as a step-by-step process to be followed for each case. The school administrator may use his/her own discretion based on the facts of the case to assign an appropriate corrective action.

**Level I** offenses are minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student’s own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal or the principal’s designee.

**Level II** offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety, or well-being of others. Consideration for necessary behavior support services should be given, if they are not already provided.

**Level III** offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature; serious disruptions of the school environment; threats to health, safety, or property; and other acts of serious misconduct. These offenses must be reported to the building administrator. Offenses that threaten the health, safety, or well-being of others may result in immediate removal of the student from the school and/or school-sponsored activities for up to two school days pending investigation of the allegations. Student and parent/guardian participation in a conference with the administrator is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if they are not already provided. Conduct in this category may result in referral to the Discipline Review Committee for a hearing with a recommendation for long-term suspension or expulsion.

**Level IV** offenses represent the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require immediate involvement of law enforcement officials. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate removal of the student from the school and/or school sponsored activities for up to two school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if they are not already provided. Violations in this category typically lead to a 10-day out-of-school suspension and referral to the Discipline Review Committee. However, administrators may consider mitigating circumstances to assign another appropriate consequence.
## Offenses by Level Chart

<table>
<thead>
<tr>
<th>LEVEL I</th>
<th>LEVEL II</th>
<th>LEVEL III</th>
<th>LEVEL IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating/Plagiarism</td>
<td>Vandalism (under $100)</td>
<td>Assault/Battery</td>
<td>Alcohol/Drugs (Distribution or possession)</td>
</tr>
<tr>
<td>Classroom Disruption</td>
<td>Disrespect</td>
<td>Breaking and Entering</td>
<td>Arson</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>Fighting</td>
<td>Vandalism ($100 to $999)</td>
<td>Threats to Employees</td>
</tr>
<tr>
<td>Minor Disrespect</td>
<td>Forgery</td>
<td>Disrespect</td>
<td>Assault/Battery of Employees</td>
</tr>
<tr>
<td>Dress Code</td>
<td>Gambling</td>
<td>Extortion</td>
<td>Bomb Threats/Explosives</td>
</tr>
<tr>
<td>Failure to Report to Detention</td>
<td>Repeated or Prolonged Insubordination</td>
<td>Fighting (substantial disruption, minor injury)</td>
<td>False Fire Alarm (Secondary only)</td>
</tr>
<tr>
<td>False/Misleading Information</td>
<td>Intimidation/Threats to hit, kick, strike that appears transient</td>
<td>Firecrackers/ Fireworks False Fire Alarm (Elementary)</td>
<td>Assault w/ Firearms</td>
</tr>
<tr>
<td>Minor insubordination</td>
<td>Misconduct on School Bus</td>
<td>Gross/Open Defiance Insubordination</td>
<td>Inciting/Leading/ Participating in Major Disruption</td>
</tr>
<tr>
<td>Minor Misconduct on School Bus</td>
<td>Repeated Misconduct</td>
<td>Gang Activity/Hazing</td>
<td>Larceny/Theft ($300 or over)</td>
</tr>
<tr>
<td>Cursing/Abusive Language (indirect or minor towards another student)</td>
<td>Stealing (under $50)</td>
<td>Possession of Contraband</td>
<td>Weapons /Firearm possession</td>
</tr>
<tr>
<td>Inappropriate Literature (mild nudity)</td>
<td>Unauthorized Assembly</td>
<td>Repeated Misconduct</td>
<td>Repeated Misconduct</td>
</tr>
<tr>
<td>Tardiness</td>
<td>Bullying/Cyber-bullying minor</td>
<td>Smoking Tobacco/ Tobacco Products</td>
<td>Robbery</td>
</tr>
<tr>
<td>Skipping Class</td>
<td>Minor Misconduct</td>
<td>Stealing ($50 to $299)</td>
<td>Sexual Battery/Assault</td>
</tr>
<tr>
<td>Any other minor infraction not otherwise specified</td>
<td>Gang Related</td>
<td>Trespassing/ with break-in</td>
<td>Sexual Harassment</td>
</tr>
<tr>
<td>Communication Devices</td>
<td>False Report</td>
<td>Motor Vehicle Theft</td>
<td>Assault/Battery with injury sexual or otherwise</td>
</tr>
<tr>
<td>Unauthorized use of Technology</td>
<td>Trespassing</td>
<td>Sexual offenses</td>
<td>Malicious Wounding</td>
</tr>
<tr>
<td>Horse playing/Minor Altercation</td>
<td>Leaving school property</td>
<td>Bullying/ Cyber-Bullying</td>
<td>Vandalism ($1000 or over)</td>
</tr>
<tr>
<td>Other minor misconduct</td>
<td>Excessive/Unexcused Absences or Tardies</td>
<td>Alcohol/Drugs (Possession)</td>
<td>Homicide, Forcible rape</td>
</tr>
<tr>
<td>Abusive language towards teacher</td>
<td>Plastic toy gun</td>
<td>Possession of knife &lt;3”</td>
<td>Terrorism</td>
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</tr>
</thead>
<tbody>
<tr>
<td>Verbal reprimand</td>
<td>Parent Contact</td>
<td>Parent Conference</td>
<td>Parent Conference</td>
</tr>
<tr>
<td>Counseling and Direction</td>
<td>Any combination of actions in <strong>LEVEL I</strong></td>
<td>Any combination of actions in <strong>LEVEL I and II</strong></td>
<td>Any combination of actions in <strong>LEVELS I-III</strong></td>
</tr>
<tr>
<td>Mediation</td>
<td>ISS (up to 5 days)</td>
<td>ISS (up to 10 days)</td>
<td>OSS (10 days) with Discipline Review Hearing</td>
</tr>
<tr>
<td>Withdrawal of Privileges</td>
<td>OSS (up to 5 days)</td>
<td>OSS (up to 10 days)</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Return of Property</td>
<td>Suspend programs or activities (temporarily)</td>
<td>Mandatory Substance Abuse Counseling</td>
<td></td>
</tr>
<tr>
<td>Payment of minor damages</td>
<td>Suspension from bus transportation (up to 5 days)</td>
<td>Mental Health Referral/Assessment</td>
<td></td>
</tr>
<tr>
<td>Before/After/Lunch Detention</td>
<td>Referral to SST/IEP Team/504 Committee</td>
<td>Referral to Disciplinary Review Committee</td>
<td></td>
</tr>
<tr>
<td>Saturday Detention</td>
<td>FBA/BIP</td>
<td>Alternative Placement</td>
<td></td>
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<tr>
<td>Behavior Contract/Plan</td>
<td>RTI</td>
<td>Referral to School Resource Officer/Law Enforcement</td>
<td></td>
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<tr>
<td>Time Out (Elementary)</td>
<td>Referral to DSS</td>
<td></td>
<td></td>
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<tr>
<td>Suspension from bus transportation for bus-related offenses (up to 3 days)</td>
<td>Warn student /parent of <strong>LEVEL III</strong> disciplinary action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISS (except for attendance violations)</td>
<td></td>
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<td></td>
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<tr>
<td>Warn Student/Parent of Level II Disciplinary Action</td>
<td></td>
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<tr>
<td>Special work assignment</td>
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</tbody>
</table>
**Appeal Process**

Disciplinary actions taken by a school administrator other than the principal (usually the assistant or hall principal), may be appealed in person to the principal. The right to appeal does not pertain to minor disciplinary consequences such as after-school detention or in-school suspension.

Appeals of out-of-school suspension must be communicated to the principal within 24 hours of the suspension notice. Depending upon the seriousness of the infraction, the student may avoid immediate out-of-school suspension and be placed in an alternative setting during the appeal process. Your child may be removed immediately from school if he or she is considered to be a danger to other students or to school property (§22.1-277.04).

Parents/guardians who wish to appeal an out-of-school suspension action that is taken by the principal, must appeal in writing within 24 hours to the Superintendent, or assigned designee, whose decision shall be final. Out-of-school suspensions of more than ten (10) days and recommendations for expulsion by the principal must be brought before a Disciplinary Review Committee (DRC) for further consideration.

**Discipline of Students with Disabilities**

When a discipline action that results in a change of placement is being considered for a student with a disability, a Manifestation Determination Review (MDR) should be conducted as soon as reasonably possible, but, in no case, more than 10 school days after the date on which the decision to take disciplinary action is made. If no manifestation is determined during the MDR, the student may be disciplined in the same manner as a student without a disability. However, the student continues to be eligible for special education services as determined by the Individualized Education Program (IEP) committee. If a manifestation exists, the IEP committee must meet and determine the most appropriate placement. This review will be conducted by the IEP team and other qualified personnel. At this time, the IEP Committee will review or conduct a Functional Behavior Assessment (FBA) and either develop or modify an existing Behavior Intervention Plan (BIP).

The IEP team may determine that the behavior of the child was not a manifestation of the child’s disability if the IEP team considers the following:

1. All relevant information in the child’s file, including the IEP, teacher observations and any relevant information supplied by the parents.
2. The MDR team determines:
   a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child’s disability; or
   b. If the conduct in question was the direct result of the local education agency’s failure to implement the IEP.

If it is determined that the behavior was not a manifestation of the child’s disability, the disciplinary procedures contained in this Student Code of Conduct will be applied to the student with a disability in the same manner as applied to non-disabled students. Following a removal that constitutes a change in placement, the student will continue to receive the educational services necessary to progress in the general curriculum and appropriately advance toward achieving his or her IEP goals.

A student with a disability whose behavior is determined to be a manifestation of his or her disability may be removed to a more restrictive placement by determination of the IEP committee.
STANDARDS OF STUDENT CONDUCT

Alcohol, Tobacco, Drugs and Related Products

Each student has the right to learn in an environment free of drugs and alcohol.

ALCOHOL, CONTROLLED SUBSTANCES, TOBACCO PRODUCTS AND OTHER DRUGS NOT PRESCRIBED FOR THE STUDENT ARE NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME. The disciplinary sanction for drug and alcohol offenses may include a recommendation for expulsion.

A student shall not possess, use, purchase, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses or other school system vehicles, or during school activities whether such activities take place on or off school property. This includes, but is not limited to, smokeless tobacco, electronic cigarettes, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not in accordance with school policy.

Restricted substances include but are not limited to the following: alcoholic beverages, synthetic marijuana or other synthetic drugs, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act. Other substances include any glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes to be a restricted substance.

Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the Superintendent or his/her designee.

Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to:

- Undergo evaluation for drug or alcohol abuse
- Participate in drug counseling and/or alcohol treatment program at the expense of the parent or guardian.

Code of Virginia: 22.1-277.08; 18.2-248, 18.2-248.1, 18.2-248.5; 18.2-250, 18.2-250.1; 18.2-255, 18.2-255.2; 18.2-264; 18.2-265.1, 18.2-265.4; 18.2-371.2; 18.2-388; 46.2-347; 4.1-304; 4.1-305, 4.1-306; 4.1-308; 4.1-309.

Assault/Battery

Students and school personnel are entitled to a school environment free from threat and the physical aggression of others

A student shall not commit assault/battery upon another person on school property, on the school bus, or during school sponsored events.

An assault is a threat of bodily injury and a battery is any bodily hurt, however slight, done to another in an angry, rude, or vengeful manner.
The following violations shall result in disciplinary action and may require mandatory sanctions:

1. Threatening or physically assaulting another student or another person (other than a staff member) who has reason to be at school, whether or not causing injury, shall result in disciplinary measures up to and including a ten-day suspension and a recommendation for expulsion.

2. Physically assaulting a school staff member shall result in suspension from school for up to ten days, and the principal may recommend expulsion. In the event of injury to the staff member, expulsion may be recommended.

Code of Virginia: 18.2-57.

Attendance/Truancy

*Regular attendance is important to the academic progress of students and the development of a healthy school environment. Parental support of school attendance is both expected and required.*

Students are expected to attend all assigned classes every day. Days absent from school as a result of out-of-school suspension are considered unexcused absences. Parents must contact the school regarding justifiable reasons for non-attendance for each absence. In the event a student arrives at school but does not attend his/her first class, this action is considered truancy. Instances of truancy may result in court action against the parent for failure to comply with compulsory school attendance laws.

Once a student arrives on school property, he/she may not leave prior to the end of the regularly scheduled school day without administrative and parental permission. Patterns of partial day unexcused absences may result in court action. When a student is absent, the parent/guardian will be contacted via an automated calling system. It is extremely important that your child’s school is notified of an address change. (Refer to Compulsory Attendance Policy JEA/JED)


Bomb Threat

*A student shall not make any threats or false threats to bomb other students, school personnel or property.*

Any person (a) who makes and communicates to another by any means any threat to bomb, burn, destroy or in any manner damage any place of assembly, building or other structure, or any means of transportation; or (b) who communicates to another, by any means, information, knowing the same to be false, as to the existence of any peril of bombing, burning, destruction or damage, shall be guilty of a Class 5 felony. If such person is under fifteen years of age, he or she shall be guilty of a Class 1 misdemeanor. The law permits juveniles age 14 years and older under certain circumstances to be prosecuted as adults.

Code of Virginia: 18.2-83
Bullying/Cyber-Bullying

Students shall not bully another student or group of students, either individually or as a part of a group.

A. Bullying: Students will not bully another student or group of students, either individually or as a part of a group. Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyber bullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict. Verbal conduct consisting of comments on a person’s race, color, national origin, sex, disability, religion, sexual orientation, or that of a person’s associates, shall not be tolerated. A copy of the Division-Wide Bullying Prevention Pledge is located on page 6 of this handbook. Individuals involved in criminal acts associated with bullying may be prosecuted under the Code of Virginia.

B. Cyber Bullying: Students are prohibited from using information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, hostile behavior intended to harm others. Individuals involved in cyber bullying may be prosecuted under the Code of Virginia.

C. The following conduct is illustrative of bullying:
1. Physical intimidation, taunting, name calling, and insults
2. Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person.
3. Falsifying statements about other persons
4. Use of technology such as e-mail, text messages, or web sites to defame or harm others.

Code of Virginia: 22.1-279.6

Bus-Related Offenses

Students shall not behave in a disruptive manner or otherwise violate any of the school policies while waiting for a school bus, while on a school bus, or after being discharged from a school bus.

A. Conduct on the School Bus

School bus transportation is provided for many Roanoke City students. This service exists for elementary, middle, and high school students to and from school, instructional field trips, athletic trips, special after-school activities, as well as transportation from base schools to locations where specialized educational programs are available.

Riding a school bus is a privilege. Students who do not behave on the school bus may have the privilege of riding revoked for a specified time or permanently. They may also receive other corrective actions. The driver of the bus has the authority and the responsibility for maintaining order and providing a safe environment. When the driver requires assistance to resolve a potentially harmful situation on the bus, personnel at the school served by the driver will render assistance. If a student is brought back to the school site for disruptive behavior, it is the responsibility of the school administration to contact the parent/guardian and arrange transportation home. It is the responsibility of the bus driver to provide a discipline referral form to the administrator at the time of the incident.
Cheating/Dishonesty

*Students are expected to perform honestly through the production of their work. They should demonstrate respect for the belongings of others.*

The following acts are prohibited:

A. **Cheating:** Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. This includes technology and the use of the internet.

B. **Plagiarism:** Plagiarism includes using or copying the language, structure, idea, and/or thought of another and representing it as one’s own original work. This includes technology and the use of the internet.

C. **Falsification and/or Misrepresentation:** Falsification includes forgery or counterfeiting by verbal, written, or electronic transmission. This act also includes school forms, hall passes, permits, notes from parents and doctors, and materials obtained from the Internet.

D. **Knowingly Making False Reports:** Students shall not willfully or maliciously make false accusations/reports against school personnel or other students. The determination of consequences will be considered on a case-by-case basis. False reports of child abuse or neglect and false reports to law enforcement officers may constitute criminal violations.

Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.

Disruptive Behavior

*Students shall not engage in conduct that is intended to be disruptive of any school activity, function, or process of the school, or is dangerous to the health or safety of students or others.*

Conduct is deemed to be disorderly when it disrupts the operation of any school or any activity conducted or sponsored by any school, if the disruption prevents or interferes with the orderly conduct of the operation or activity or has a direct tendency to cause acts of violence by the person or persons, to whom the disruption is directed. Some examples of disruptive behavior are as follows:

A. **Communication Devices; Laser Pointers:** The following violations shall result in disciplinary action at the discretion of the principal:

1. Possession of any portable communication devices, including any beeper, cell phone, or other similar device, including any device capable of receiving or transmitting text messages, on school property and during the school day by an elementary or middle school student.
2. A high school student may possess such portable communication device on school property during the school day; however, the device must be out of sight, turned off, and used only with authorization from the principal.
3. In addition to other disciplinary action associated with the possession or use of a portable communication device in violation of this provision, any such portable communication device shall be subject to confiscation by school officials and returned only to the student’s parent.

B. Disorderly Conduct in Public Places: If a student causes public inconvenience, annoyance or alarm, or recklessly creates a risk, or he or she engages in conduct (while in or on any street, highway, public building, public conveyance or public place) that has a direct tendency to cause acts of violence by the person or persons at whom, individually, such conduct is directed may be guilty under this Student Code of Conduct of being disorderly in a public place.

C. Inappropriate Literature or Illustrations: Inappropriate literature or illustrations (print or electronic) that are pornographic, obscene or disrupt the educational process are prohibited. Included are inappropriate student expression, distribution of non-authorized literature, and illegal assembly when any of these activities causes a disruption.

D. Incitement or Instigation: Actions, comments, or written messages intended to cause others to fight or which may result in a fight are considered incitement or instigation and such actions are prohibited.

E. Insubordination and Disrespect: Failure to appropriately respond to written or verbal directions given by school personnel is considered insubordination and disrespect. Also included is disobedience or defiance of reasonable requests made by school personnel. Disrespect to students, a staff member, or other adult will not be tolerated.

F. Riot: Any unlawful use of force or violence, by three or more persons acting together, which seriously jeopardizes the public safety, peace or order.

G. Unlawful Assembly: It is unlawful whenever three or more persons assembled share the common intent to advance the purpose by the commission of an act or acts of force or violence likely to jeopardize public safety, peace or order.

H. Other Misconduct: In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

Code of Virginia: 22.1-276.01; 18.2-415
**Dress Code**

*Students are expected to dress appropriately for a K-12 educational environment.*

Any clothing that interferes with or disrupts the educational environment is unacceptable.

Dress or clothing that disrupts the learning process, presents health or safety concerns, is prohibited on school property.

Examples of prohibited clothing include, but are not limited to:

1. attire with any language or images that are vulgar, discriminatory, or obscene.
2. attire that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
3. attire that contains threats such as gang symbols.
4. clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative.
5. sagging or low-cut pants.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Appropriate footwear is required at all times.

**Note:** Head coverings for bona fide religious practices are allowed.

**Extortion**

*Students deserve to attend school free from fear and threat.*

Obtaining or attempting to obtain money or something of value from another by compelling the other person to deliver it by the threat or eventual physical injury or other harm to that person or person’s property is prohibited. Blackmail is a form of extortion where the threat is not physical but relates to exposing some secret or true or alleged fact, which would do harm to someone’s circumstances or damage his or her reputation.

**Code of Virginia:** 18.2-59

**Fighting/Physical Aggression**

*Students and school personnel are entitled to a school environment free from threat and the physical aggression of others.*

The following acts are prohibited:

A. **Fighting:** Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited. Fighting with no/minor injury - Mutual participation in an incident involving physical violence, where there is no or minor injury.
B. **Physical Aggression:** A student shall not act in a physically aggressive manner towards another student, a School Board employee, School Resource Officer, or DARE Officer. Such aggressive physical behavior is considered an assault and is prohibited.

C. **Dangerous Conduct:** Dangerous conduct that endangers either oneself or others is prohibited.

*Note:* Self-defense is defined as the use of any level of force against another to the degree a person reasonably believes the force is immediately necessary to protect him or herself.

**Code of Virginia:** 18.2-57; 18.2-57.4; 18.2-67.3; 18.2-67.4; 18.2-67.5; 18.2-405; 18.2-83.

**Gambling**

*Students shall not bet money or other things of value, or knowingly play or participate in any game involving a bet on school property or during any school-related activity.*

Illegal gambling is the making, placing, or receipt, of any wager of money or other thing of value, made in exchange for a chance to win prize, stake or other consideration of things of value. A gambling device includes any device, machine, paraphernalia, equipment, or other thing, including books, records, and other papers, which are actually used in illegal gambling. This provision also includes Internet gambling, assisting, promoting or operating a game of chance; tampering with the outcome of a sporting event or contest to gain a gambling advantage.

**Code of Virginia:** 18.2-325

**Gang-Related Activity**

*Students and school personnel deserve a school environment free from gang activity.*

A. **Gang Association:** Gang association is strictly prohibited on all campuses. A “criminal street gang” is defined in the Code of Virginia as any ongoing organization, association, or group of three or more persons, whether formal or informal, with an identifiable name sign, or symbol, which has as one of its primary objectives or activities the commission of one or more criminal activities, and whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.

B. **Gang-Related Activity:** Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).

*Gang activity that takes place on school property, on school buses, or within 1000 ft. of school property is punishable by law.*

**Code of Virginia:** 18.2-46.1; 18.2-46.2; 18.2-46.3
Harassment

Students and school personnel deserve a school environment free of harassment.

It is the policy of the Roanoke City School Board to maintain a learning and working environment that is free from sexual, age, religious, disability, national origin, color or racial harassment. Any form of sexual, religious, or racial harassment will not be tolerated.

A. Sexual Harassment: Sexual Harassment (including gender, transgender, and sexual orientation) is any unwelcome sexual advance, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

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

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

Examples of conduct which may constitute sexual harassment if it meets the immediately preceding definition include:

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

B. Harassment Based on Gender, Race, National Origin, Disability or Religion: Harassment based on gender, race, national origin, disability or religion consists of physical, verbal, or written conduct relating to an individual’s gender, race, national origin, disability or religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive environment; or
2. has the purpose or effect of interfering with an individual’s work or academic performance; or
3. otherwise adversely affects an individual’s academic opportunities to participate in or benefit from a school activity.
Examples of conduct which may constitute harassment based on gender, race, national origin, disability or religion if it meets the immediately preceding definition include:

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

**Reporting Harassment Procedures:**

Any student who believes he/she has been the victim of sexual, age, religious, disability, national origin, color or racial harassment by another person, or any person with knowledge or belief of conduct which may constitute sexual, age, religious, disability, national origin, color or racial harassment, should report the alleged acts immediately to the principal, assistant principal, guidance counselor, teacher or the Superintendent’s office. The Roanoke City School Board encourages the reporting party or complainant to put the complaint in writing using the form, Report of Harassment (JFHA-F/GBA-F). However, oral complaints shall be considered as well. Refer to the Roanoke City Schools Policy JFHA/GBA for additional information.

**Hazing**

Students shall not engage in hazing.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the activity. Hazing imposes a Class I misdemeanor for violations and may result in confinement in jail for up to 12 months and/or fines up to $2,500.

**Code of Virginia: 22.1-279.6.B**

**Internet Use**

Students are prohibited from unauthorized use of technology.

Unauthorized use of technology and information accessed through technology without permission is prohibited. Students are prohibited from using computer equipment and communications services for sending, receiving, viewing, and downloading illegal material or pornographic, obscene, or violent graphics via the internet. Violations of the acceptable use policies may result in removal of internet privileges.

**Code of Virginia: 22.1–70.2**
**Profane or Obscene Language**

Students are prohibited from using profane or obscene language.

Swearing and obscene/offensive gestures, materials, and communications are expressly prohibited. This violation includes actions or displays of an obscene nature and the wearing of clothing or adornments, including inappropriate jewelry, which convey either violent or sexually suggestive messages or offensive statements towards students, school personnel, and/or visitors, i.e., vulgar language. Any serious or persistent use of language to prevent an orderly and peaceful learning experience for any individual constitutes verbal abuse as well as disruption.


**Property Violations**

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

A. **Arson:** Students are prohibited from burning or destroying of any school or school property. The destruction may be in whole or in part—only a slight burning is still a direct violation of the Code.

B. **Destruction of Property:** The School Board is authorized to seek reimbursement from a student or the student’s parents for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board.

B. **Theft/Robbery:** Larceny is the wrongful taking of the property of another without the owner’s consent and with the intention to permanently deprive the owner of possession of the property. A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

C. **Vandalism:** Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the Roanoke City School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus, or at school-sponsored events. A student (or the student’s parent/guardian) shall be required to reimburse the School Board for any actual loss of, breakage, or destruction of, or failure to return property owned by or under the control of the School Board caused or committed by such student.


**Sexual Battery and Other Sexual Offenses**

Students and school personnel deserve a school environment free of sexual battery and other sexual offenses.

A. **Sexual Battery Against Staff:** Sexual battery against a staff member involves an offensive or intentional threat, intimidation, ruse or physical helplessness of the victim. Sexual battery is a Class 1 misdemeanor.
B. Sexual Battery Against Student: Sexual battery against a student involves an offensive or intentional threat, intimidation, ruse or physical helplessness of the victim. Sexual battery is a Class 1 misdemeanor.

C. Sexual Offenses Without Force: Lewd behavior and/or indecent exposure that includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent.

Code of Virginia: 18.2-57; 18.2-57.4; 18.2-67.3; 18.2-67.4; 18.2-67.5; 18.2-405; 18.2-83.

Stalking

Students shall not engage in stalking.

Stalking is defined as conduct occurring on more than one occasion and directed at another person that places that other person in reasonable fear of death, criminal sexual assault, or bodily injury. It is unlawful for any person to threaten by following, watching, placing another in fear of receiving bodily harm, sexual assault, confinement, or restraint and following or watching the intended victim. Student shall not engage in a pattern of behavior that places another person in fear of serious harm. Stalking is required to be reported to law enforcement.

Code of Virginia: 18.2-60.3

Theft

See Property Violations

Threats/Intimidation

Students shall not threaten to kill or do bodily injury to a person or persons, regardless of whether the person who is the object of the threat actually receives the threat, and the threat would place the person who is the object of the threat in reasonable apprehension of death or bodily harm.

This prohibition includes oral threats to kill or do bodily injury to any employee of any elementary, middle or secondary school, while on a school bus, on school property or at a school-sponsored activity.

Any person who communicates a threat, in writing, including an electronically transmitted communication producing a visual or electronic message, to kill or do bodily harm, (i) on the grounds or premises of any elementary, middle or secondary school property, (ii) at any elementary, middle or secondary school-sponsored event or (iii) on a school bus to any person or persons, regardless of whether the person who is the object of the threat actually receives the threat, and the threat would place the person who is the object of the threat in reasonable apprehension of death or bodily harm, is guilty of a Class 6 felony. Any person who orally makes a threat to any employee of any elementary, middle or secondary school, while on a school bus, on school property or at a school-sponsored activity, to kill or to do bodily injury to such person, is guilty of a Class 1 misdemeanor. Note: The use of electronic means for purposes of bullying, harassment, and intimidation is prohibited.

Code of Virginia: 18.2-60; 18.2-60.B; 22.1-279.6
**Trespassing**

*Students are prohibited from trespassing.*

Trespassing is defined by the Virginia Department of Education for the purposes of reporting as follows:

To enter or remain on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or School Board facility after being directed to leave by the chief administrator or designee of the facility, campus, or function.

The following acts may constitute trespassing and subject a student to discipline under this Student Code of Conduct:

A. Any student who has been suspended from attendance may be considered a trespasser if he/she appears on any Roanoke City Public Schools property during the suspension period. Violation of this section will be considered an additional infraction and will require separate disposition.

B. Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate supervision may be considered trespassers.

C. Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so may be considered trespassing.

D. No student or other person may attend or visit a Roanoke City Public school as a guest during the regular school day without authorization from the school’s administration.

**Code of Virginia:** 18.2-128.

**Vandalism**

See Property Offenses

**Weapons, Firearms, Explosives and Other Dangerous Articles**

*Students have the right to learn in a safe environment with others who respect their well-being. The following categories are considered extremely serious violations that threaten a safe and secure learning environment.*

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the principal or superintendent is prohibited and grounds for disciplinary action. **The disciplinary sanction for bringing a firearm to school or to a school-sponsored activity is recommendation for expulsion for at least one year or 365 days.**
Such weapons include, but are not limited to:

A. any pistol, shotgun, stun gun, taser gun, revolver, or other firearm listed in section 22.1-277.07(E) of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle,
B. unloaded firearms in closed containers,
C. any air rifle or BB gun,
D. toy guns, cap guns, and look-alike guns,
E. any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
F. slingshots,
G. spring sticks,
H. brass or metal knuckles, and blackjacks,
I. any flailing instruments consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nunchaka, nunchuck, shuriken, nunchaku, or fighting chain,
J. any disc of whatever configuration, having at least two points or a pointed blade, and which is designed to be thrown known as a throwing star or oriental dart,
K. explosives, and destructive devices as defined in Section 22.1-277.07(E), of the Code of Virginia, or other dangerous articles,
L. Pepper spray, mace, tear gas or similar chemical substances.

Code of Virginia: 18.2-308.1; 277.07.1.D; 22.1-277.07

Other Conduct Violation

In addition to the standards stated herein, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

SELF-DEFENSE

Cases for which self-defense is claimed must meet the following criteria: (1) the student must not have provoked or behaved in a manner to cause the incident; (2) the student must have had reasonable fear of danger of harm; (3) the student used no more force than needed for protection from the threatened harm.

When claims of self-defense have been established, the administrator shall: (1) allow the student to present his version of what occurred and (2) review circumstances and relevant information from others pertaining to the incident, including relationships and previous patterns of interaction among the students involved.

Findings from the review of circumstances and other relevant information will be considered in determining appropriate corrective disciplinary action.

Claims of self-defense do not constitute a valid defense against possession or use of a weapon on school property or at any school-sponsored activity.
SEARCH AND SEIZURE

School authorities reserve the right to search lockers, desks, or facilities, as well as individuals and their belongings, when there are reasonable grounds for believing that items that may violate the law or school policy and regulation or that may be harmful to the community will be found. School authorities may use metal detectors for both random and reasonable suspicion searches. In an effort to ensure that each school maintains a safe learning environment, police dogs will be brought onto school property to search school premises including, but not limited to, lockers, desks, book bags, instrument cases, hand bags, and vehicles parked on school property.

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. Periodic general inspections of lockers may be conducted by school authorities without prior notice, without student consent, and without a search warrant.

Students are permitted to park on school premises as a matter of privilege, not as a 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 authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

VIDEO/AUDIO RECORDING

Many schools and school buses are equipped with video/audio recording devices. The objective is to provide an additional tool to assist school staff with maintaining physical security and safety. School personal may use any footage from recordings as evidence of student misconduct. Video and audio recordings of students involved in incidents are considered educational record for the individual or groups of individuals involved and are, therefore, protected under the Federal Educational Rights and Privacy Act (FERPA).

REPORTING OF CERTAIN OFFENSES TO LAW ENFORCEMENT

School administrators must report certain unlawful acts to law enforcement. These behaviors result in suspension, exclusion from activities, and/or expulsion unless there is an affirmative finding of mitigating circumstances. The Superintendent or designee may conduct a preliminary review to determine if disciplinary action other than expulsion may be appropriate.

The following offenses must be reported to law enforcement:

1. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
2. The assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person. or stalking of any person on a school bus, on school property, or at a school-sponsored activity;
3. Any conduct involving alcohol, synthetic drugs, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
4. Any threats against school personnel while on a school bus, on school property or at a school-sponsored event;
5. The illegal carrying of a firearm onto school property;
6. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Code of Virginia Section 18.2-85 or explosive or incendiary devices, as defined in Virginia Code Section 18.2.433.1, or chemical bombs, as described in Virginia Code Section 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
7. Any threats or false threats to bomb, as described in Virginia Code Section 18.2-83, made against school personnel or involving school property or school buses; and
8. Any illegal possession of weapons, alcohol or drugs.

NOTE: All aforementioned incidents must be reported immediately to law enforcement authorities and to the Superintendent’s office.

The principal or designee must also notify the parent of any student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult, regardless of if the offense occurs on a school bus, school property, or at a school sponsored activity.

**SEX OFFENDER NOTIFICATION**

The Roanoke City Public Schools recognizes the danger sex offenders pose to student safety; therefore, to protect students while they travel to and from school, attend school, or attend school-related activities, each school principal in the school division receives electronic notification of the registration or re-registration of any sex offenders in the same or contiguous zip codes as the school. For additional information, refer to School Board policies KN and KNA (Va. Code § 22.1-79.3.C). The Sex Offender and Crimes Against Minors Registry may be accessed at [www.sex-offender.vsp.virginia.gov](http://www.sex-offender.vsp.virginia.gov).
TRANSPORTATION

Valley Metro Partnership

A collaborative venture between the City of Roanoke and Roanoke City Public Schools, affords all secondary students (grades 6-12) who have a RCPS issued photo ID to ride Valley Metro buses at a reduced cost. Valley Metro proudly offers safe, accessible transportation to valley citizens of all ages. Students engaged in inappropriate behavior while riding any Valley Metro bus will be subject to disciplinary sanctions which may include but are not limited to out-of-school suspension. Valley Metro also reserves the right to ban any rider who exhibits disruptive behavior that interferes with the driver’s safe operation of the bus. Parents must sign a release to assign identification for Roanoke City Public Schools students to participate in the Valley Metro Reduced Fee Ride Program.

Motor Vehicle Drivers

Motorized vehicles of any type are not permitted as means of transportation to and from school when driven by students enrolled in elementary or middle schools of Roanoke City. High school students who meet the requirements and accept the responsibilities of driving private automobiles to school are permitted to do so. Student high school driving privileges depend upon the student’s willingness to follow the parking and auto usage regulations as prescribed by each high school. This includes, but is not limited to, having a school parking permit clearly displayed as per the school student handbook. Failure to adhere to these regulations could result in forfeiture of the privilege of parking a motor vehicle on school property or, in the case of a parking violation, having one’s vehicle booted or towed from the premises at the operator’s expense. All cars parked on public school property are subject to search.

Bicycle Riders

Bicycles may be ridden to elementary, middle and high schools. The safety of the rider and the securing of the bicycle are the responsibility of the rider. Bicycle riders are encouraged to follow local ordinances regarding bicycle safety. Improper use of bicycles, such as riding in bus-loading areas, constitutes grounds for the loss of bicycle parking privileges at school. Bicycle riders are prohibited from violating the property rights of homeowners, apartment dwellers, and businesses on their way to and from school.

Walkers

Students in elementary, middle and high schools who live within the designated non-transportation zones are required to arrive promptly at school. Parents are encouraged to identify and assist in the choice of a safe route. Student walkers are prohibited from violating the property rights of homeowners, apartment dwellers, and businesses on their way to and from school. Walkers include students going to and from home or to and from bus stops. As per Virginia law, school officials are authorized to provide supervision and proper discipline of students, including their conduct going to and returning from school.
Appendix A: Definitions

**Alternative education program:** Includes night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

**Alternative Placement:** In the event a student requires administrative interventions for certain violations of the Student Code of Conduct, assignment may be made through a Disciplinary Review Committee to an alternative site or program. This placement allows the continuation of the academic program while counseling and/or other interventions may be explored.

**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.

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

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

**Court Referral:** In case of a drug offense, assault, weapon possession, truancy, or other violations of the Code of Virginia, the student may be referred to court. The School Resource Officer will initiate appropriate legal action.

**Cyber Bullying:** Information and communication technologies such as e-mail, cell phone and pager text messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, developed to support deliberate, hostile behavior intended to harm others.

**Detention:** This method of discipline may be employed by any teacher or administrator to keep a student before or after school hours or on Saturdays for the purpose of correcting inappropriate behavior. Parents must be notified, and detention generally should not exceed one hour.

**Disciplinary Review Committee (Hearing Officer):** The Disciplinary Review Committee is an administrative proceeding at which interviews and hearings are conducted for serious violations. The student’s parents shall advise the Executive for Student Services at least three (3) administrative working days in advance of the hearing if the student is to be represented by legal counsel.

It shall be the principal’s duty to present pertinent information, including evidence, to the Disciplinary Review Committee. Upon request of any party to the hearing, the Committee will decide the necessity of an oral examination of any witnesses. The Committee will afford the student a fair and impartial hearing. The Disciplinary Review Committee is an administrative proceeding and the rules of evidence applicable to judicial proceedings will not apply.

**Disruptive behavior:** A violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.

**Due Process:** The student shall be given the opportunity to give his or her account of an incident prior to being suspended or given consequences for the alleged misconduct.

**Enrollment Hearing:** A hearing must be initiated with the Disciplinary Review Committee Hearing Officer for any student who has been discharged from a detention facility, any student who has been expelled or has committed an expellable offense, who is on long-term suspension from any school, public or private, or who has committed any offense, wherever committed, that would be a felony if committed by an adult. Such students may be disciplined and/or required to participate in prevention/intervention activities. Exclusion from attendance, enrollment, and placement will be determined based upon the Code of Virginia and all information presented during the hearing.

**Exclusion:** A Virginia school board’s denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than 30 calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

**Expulsion:** Any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

**Instructional Support Team Intervention:** When a student experiences repeated problems in school, the school personnel may refer this student to the Support Team. The student is counseled and, if necessary, evaluated for program modifications.

**Law Enforcement Agencies:** In cases of serious violations of the Code of Virginia, the Roanoke City Police, Child Protective Services, and Juvenile Probation Departments may be included in the disposition. The School Resource Officer serves as a liaison for these activities.

**Long-term suspension:** Any disciplinary action whereby a student is not permitted to attend school for more than 10 school days but less than 365 calendar days.
Peer Mediation/Conflict Resolution: This intervention is a process led by either student and/or staff mediators in which disputants in a conflict are encouraged to meet and resolve their disputes.

Positive Behavioral Specialist: A professional who assists staff and students pertaining to behavioral issues.

Re-admission: After 365 days, the parents of an expelled student may request a review by the school board in order to seek approval for re-enrollment by contacting the office of the Disciplinary Review Hearing Officer. The review will be based on written information only unless otherwise requested by the school board. In the event approval for re-admission is granted, the Superintendent or his designee will determine appropriate school placement and the date of re-entry.

Response to Intervention (RTI): This intervention process is designed to identify and address a student’s difficulties through the use of research-based instructional intervention to improve achievement.

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

School Conference with Parent: Parents are encouraged to set up an appointment with their child’s teachers, counselor, or administrators to discuss their son’s or daughter’s progress or problems. If a student is suspended, a parent may be asked to come to school to initiate re-instatement of the student.

School Resource Officer: A Roanoke City Police Officer(s) is assigned to each high school and middle school to assist with the maintenance of safe school environments and to support the administration and staff whenever his/her area of expertise is required. The presence of the School Resource Officer presents a positive image of law enforcement.

Serious Incident: A serious incident is any occurrence that threatens the safety and security of students, employees, visitors or property, or that disrupts the instructional program or school activity. Serious incidents create emergencies and must be reported immediately to the Superintendent’s office.

Short-term suspension: Any disciplinary action whereby a student is not permitted to attend school for a period not to exceed 10 school days.

Shortened School Day: The school administrator may recommend shortening a student’s day if such action is deemed beneficial to the school and/or student.

Student Assistance Program: Student assistance counselors provide counseling for students on a range of topics including but not limited to drug, alcohol, and tobacco issues.

Student Support Specialist: A professional who assists parents and students pertaining to attendance and truancy issues related to school.

Suspensions of Students with Individual Education Plan (IEP): Before a principal can recommend a suspension of more than ten (10) days or the expulsion of a student receiving special education services, a manifestation hearing must be held. Please see Manifestation Determination for Special Education Students.

Unauthorized Persons: No person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities, may enter or remain in any school vehicle or building or upon any school grounds, roadway, or sidewalk. Persons who fail to leave may be considered trespassers and are subject to legal action.
Appendix B: Annotated Code of Virginia and Cross-Referenced School Board Policy

<table>
<thead>
<tr>
<th>VIRGINIA CODE</th>
<th>RCPS SCHOOL BOARD POLICY</th>
</tr>
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<td>22.1-254. Compulsory attendance; excuses and waivers; alternative</td>
<td>JED Student Absences/Excuses/Dismissals</td>
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<tr>
<td>22.1-76.2 Removal of students from classes</td>
<td>JEG Exclusions and Exemptions from School Attendance</td>
</tr>
<tr>
<td>22.1-76.3 Ineligibility of students to compete in athletic competitions</td>
<td>JFC Student Code of Conduct</td>
</tr>
<tr>
<td>22.1-277 Suspensions and expulsions of pupils generally</td>
<td>JFC-R Student Code of Conduct - Procedures</td>
</tr>
<tr>
<td>22.1-7.01 through 22.1-277.03</td>
<td>JFCA Teacher Removal of Students from Class</td>
</tr>
<tr>
<td>22.1-7.04 Short-term suspension; procedures; readmission</td>
<td>JFCB Sportsmanship, Ethics and Integrity</td>
</tr>
<tr>
<td>22.1-7.05 Long-term suspensions; procedures; readmission</td>
<td>JFCC Student Conduct on School Buses and at Bus Stops</td>
</tr>
<tr>
<td>22.1-7.06 Expulsions; procedures; readmission</td>
<td>JFCD Weapons in School</td>
</tr>
<tr>
<td>22.1-7.07 Expulsion of students under certain circumstances; exceptions</td>
<td>JFCE Gang Activity or Association</td>
</tr>
<tr>
<td>22.1-07:1 Policies prohibiting possession of firearms</td>
<td>JFCF Drugs in School</td>
</tr>
<tr>
<td>22.1-7.08 Expulsion of students for certain drug offenses</td>
<td>JFCG Use of Drug Dogs</td>
</tr>
<tr>
<td>22.1-77.1 Description unavailable</td>
<td>JFCH Tobacco-Free School for Staff and Students (Also GBEC)</td>
</tr>
<tr>
<td>22.1-77.2 Authority to exclude students under certain circumstances;</td>
<td>JFCI Substance Abuse - Student Assistance Program</td>
</tr>
<tr>
<td>petition for readmission; alternative education.</td>
<td>JFCJ Written Notification of Violation of School Policies</td>
</tr>
<tr>
<td>22.1-177.2:1 Disciplinary authority of school boards under certain</td>
<td>by Students in Alternative Education Programs</td>
</tr>
<tr>
<td>circumstances; alternative education.</td>
<td>JFCL Notification Regarding Prosecution of Juveniles as Adults</td>
</tr>
<tr>
<td>22.1-278 through 22.1-278.3</td>
<td>JFG Search and Seizure</td>
</tr>
<tr>
<td>22.1-279 Description unavailable</td>
<td>JFHA/GBA Prohibition Against Harassment and Retaliation</td>
</tr>
<tr>
<td>22.1279.1 Corporal punishment prohibited</td>
<td>JFHA-F Report of Harassment</td>
</tr>
<tr>
<td>22.1279.2 Description unavailable</td>
<td>JGA Corporal Punishment</td>
</tr>
<tr>
<td>22.1279.3 Parental responsibility and involvement requirements</td>
<td>JGD/JGE Student Suspension/Expulsion</td>
</tr>
<tr>
<td>22.1-279.4 Information regarding prosecution for certain crimes</td>
<td>JGD/JGE-R Procedures for Student Suspension/Expulsion</td>
</tr>
<tr>
<td>22.1279.5 Description unavailable</td>
<td>JGDA Disciplining Students With Disabilities</td>
</tr>
<tr>
<td>22.1279.6 Board of Education guidelines and model policies for codes of</td>
<td>JGDB Discipline of Students With Disabilities-Serious Bodily Injury</td>
</tr>
<tr>
<td>student conduct</td>
<td></td>
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<tr>
<td>22.1279.7 Guidelines for student searches</td>
<td></td>
</tr>
</tbody>
</table>
Appendix C: Discipline, Crime and Violence (DCV)
Identifying Persistently Dangerous Schools

Each state receiving funds under the federal *No Child Left Behind Act of 2001* is required to establish and implement a statewide policy requiring that a student attending a persistently dangerous school be allowed to attend a safe school. The Virginia Board of Education’s “Unsafe School Choice Option” policy was adopted on April 29, 2003. The chart below lists the three categories of harm and the threshold points or automatic caution assigned to a school if one of the DCV incidents described in the table occurs in the school.

<table>
<thead>
<tr>
<th>Degree of Harm</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category I</strong></td>
<td>Automatic Caution</td>
<td></td>
</tr>
<tr>
<td>Homicide- Staff - Firearm</td>
<td>HO1</td>
<td></td>
</tr>
<tr>
<td>Homicide – Student – Firearm</td>
<td>HO2</td>
<td></td>
</tr>
<tr>
<td>Homicide – Staff – Other Weapon</td>
<td>HO3</td>
<td></td>
</tr>
<tr>
<td>Homicide – Student – Other Weapon</td>
<td>HO4</td>
<td></td>
</tr>
<tr>
<td>Forcible Sexual Assault Against Student</td>
<td>SX4</td>
<td></td>
</tr>
<tr>
<td>Forcible Sexual Assault Against Staff</td>
<td>SX3</td>
<td></td>
</tr>
<tr>
<td>Attempted Forcible Sexual Assault Against Student</td>
<td>SX6</td>
<td></td>
</tr>
<tr>
<td>Attempted Forcible Sexual Assault Against Staff</td>
<td>SX5</td>
<td></td>
</tr>
<tr>
<td>Use of a Bomb</td>
<td>WP7</td>
<td></td>
</tr>
<tr>
<td><strong>Category II</strong></td>
<td>Two Points</td>
<td></td>
</tr>
<tr>
<td>Assault Against Staff with Firearm or Weapon</td>
<td>BA1</td>
<td></td>
</tr>
<tr>
<td>Assault Against Student with Firearm or Weapon</td>
<td>BA3</td>
<td></td>
</tr>
<tr>
<td>Actual or Attempted Robbery</td>
<td>RO1</td>
<td></td>
</tr>
<tr>
<td>Kidnapping/Abduction</td>
<td>KI1</td>
<td></td>
</tr>
<tr>
<td>Malicious Wounding Without a Weapon</td>
<td>BA5</td>
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<tr>
<td>Aggravated Sexual Battery on a Student</td>
<td>SX8</td>
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<tr>
<td><strong>Category III</strong></td>
<td>One Point</td>
<td></td>
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<tr>
<td>Illegal Possession of Handgun</td>
<td>WP1</td>
<td></td>
</tr>
<tr>
<td>Illegal Possession of Rifle or Shotgun</td>
<td>WP2</td>
<td></td>
</tr>
<tr>
<td>Illegal Possession of Any Other Projectile/Weapon</td>
<td>WP4</td>
<td></td>
</tr>
<tr>
<td>Illegal Possession of a Bomb`</td>
<td>WP6</td>
<td></td>
</tr>
<tr>
<td>Illegal Possession of Other Firearms</td>
<td>WP8</td>
<td></td>
</tr>
<tr>
<td>Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell</td>
<td>DR4</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D: Discipline, Crime, and Violence Incidents
Reported on the Virginia School Report Card

The Virginia School Report Card provides information on student achievement, accreditation, safety and attendance for the state as a whole, for school divisions, and for individual schools. The Report Card, accessed on the Virginia Department of Education website (www.pen.k12.va.us), enables parents and the general public to follow Virginia’s progress in achieving the goals of the No Child Left Behind Act of 2001. School safety information on the School Report Card is based on offenses that are reported for the nine categories of “weapons offenses”, “offenses against student”, “offenses against staff”, “other offenses against persons”, “alcohol, tobacco, and other drug offenses”, “property offenses”, “disorderly or disruptive behavior offenses”, “technology offenses”, and “all other offenses”. It is important to note that multiple offenses are grouped in the reporting categories that are reported on the school report cards.

**Reporting Category**

<table>
<thead>
<tr>
<th>Weapons Offenses</th>
<th>Offenses Against Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offenses Against Student</td>
<td>Other Offenses Against Persons</td>
</tr>
<tr>
<td>Alcohol, Tobacco, and Other Drug Offenses</td>
<td>Property Offenses</td>
</tr>
<tr>
<td>Disorderly or Disruptive Behavior Offenses</td>
<td>Technology Offenses</td>
</tr>
<tr>
<td>All Other Offenses</td>
<td></td>
</tr>
</tbody>
</table>
Appendix E: Compulsory School Attendance Law

Code of Virginia
Compulsory School Attendance Law

22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article.

A. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § 22.1-254.1. As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § 22.1-253.13:1 and in § 22.1-254.01. The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing a general educational development (GED) certificate but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or a GED certificate, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

B. A school board shall excuse from attendance at school:
1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, “bona fide religious training or belief” does not include essentially political, sociological or philosophical views or a merely personal moral code; and
2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil’s health, as verified by competent medical evidence, or by reason of such pupil’s reasonable apprehension for personal safety when such concern or apprehension in that pupil’s specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

D. A school board may excuse from attendance at school:
1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or
2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

E. Local school boards may allow the requirements of subsection A to be met under the following conditions:
For a student who is at least 16 years of age, there shall be a meeting of the student, the student’s parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:
   a. Career guidance counseling;
   b. Mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such GED preparatory program or approved alternative education program to such principal or his designee;
   c. Counseling on the economic impact of failing to complete high school; and
   d. Procedures for reenrollment to comply with the requirements of subsection A.
A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article. Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

F. A school board may, in accordance with the procedures set forth in Article 3 (§ 22.1-276.01 et seq.) of Chapter 14 of this title and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (iii) suspended pursuant to § 22.1-277.05; or (iv) expelled from school attendance pursuant to § 22.1-277.06 or § 22.1-277.07 or subsection B of § 22.1-277, require the child to attend an alternative education program as provided in § 22.1-209.1:2 or § 22.1-277.2:1.

G. Whenever a court orders any pupil into an alternative education program, including a program of general educational development, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ 18.2-77 et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term “charged” means that a petition or warrant has been filed or is pending against a pupil.

H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.

I. The provisions of this article shall not apply to:
1. Children suffering from contagious or infectious diseases while suffering from such diseases;
2. Children whose immunizations against communicable diseases have not been completed as provided in § 22.1-271.2;
3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
5. Children excused pursuant to subsections B and D.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child’s attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child’s residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.
Appendix F: Student Absences/Excuses/Dismissals Policy

School Board Policy – JED: Student Absences/Excuses/Dismissals

I. Student Attendance Policy

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance. Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child’s regular and punctual attendance at school as required under provisions of the law. A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student’s absence, where there is no indication that the student’s parent is aware of and supports the absence. A log will be kept of call attempts. Students, upon returning to school, must bring a valid note stating the reason for absence. Unexcused absences shall be handled according to regulations issued by the superintendent.

The superintendent’s regulations will include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations will ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which he missed by reason of such absence, if the absence is verified in an acceptable manner. Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee. Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

II. Compulsory Attendance Procedures

A. Upon Fifth Absence without Parental Awareness and Support
If (1) a student fails to report to school for a total of five (5) scheduled school days for the school year, and (2) there is no indication that the student’s parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the principal or designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation to obtain an explanation for the pupil’s absence and to explain to the parent the consequences of continued nonattendance. The school principal, or designee, or the attendance officer, the pupil, and the pupil’s parent shall jointly develop a plan to resolve the pupil’s nonattendance. Such plan shall include documentation of the reasons for the pupil’s nonattendance.

B. Upon Sixth Absence without Parental Awareness and Support
If the pupil is absent an additional day after direct contact with the pupil’s parent and the attendance officer has received no indication that the pupil’s parent is aware of and supports the pupil’s absence, either the school principal or designee or the attendance officer shall schedule a conference within ten (10) school days, which must take place no later than the fifteenth (15) school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil’s nonattendance. Other community service providers may also be included in the conference.

C. Upon Additional Absence Without Parental Awareness and Support
Upon the next absence after the conference without indication to the attendance officer that the pupil’s parent is aware of and supports the pupil’s absence, the principal or designee shall notify the attendance officer or superintendent, or designee, who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to Section 18.2-371 or Section 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil’s absence. If the student’s parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remedying Excessive Unexcused Absences
It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student’s attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student’s attendance problem, the superintendent or the superintendent’s designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent’s failure to comply with the requirements of Section 22.1-258, the attendance officer shall document the school division’s compliance with this Code section.

III. Report for Suspension of Driver’s License
In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student’s driver’s license.
IV. Attendance Reporting
Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

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

Adopted: November 13, 2000 Revised: August 13, 2002; August 10, 2004; August 11, 2009; August 10, 2010

Appendix G: Parental Responsibility

Section 22.1-279.3. of the Code of Virginia sets forth the duty of each parent of a student enrolled in a public school to assist the school in enforcing the standards of student conduct and compulsory school attendance. Procedures are set forth for notifying parents of their responsibilities, documenting the notification, and taking steps against parents for willful and unreasonable refusal to participate in efforts to improve their child’s behavior or school attendance. Each parent of a student must sign a statement acknowledging the receipt of the school board’s standards of student conduct and return it to the school.

Section 22.1-3.2.A. and B. of the Code of Virginia requires a parent or guardian to provide a public school, upon registration of a student, information concerning criminal convictions or delinquency adjudications for any offense listed in subsection G of § 16.1-260. These include homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, or distribution of Schedule I or II controlled substances or marijuana, arson, burglary and robbery, prohibited street gang activity, and recruitment for street gang activity. When the school registration results from foster care placement, the information is to be furnished by the local social services agency or licensed child-placing agency that made the foster care placement. This requirement was added by the 2006 General Assembly.
Appendix H: Reports of Certain to School Authorities

Code of Virginia

Reports of certain acts to school authorities

22.1-279.3:1. Reports of certain acts to school authorities.

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

B. Notwithstanding the provisions of Article 12 (§ 16.1-299 et seq.) of Chapter 11 of Title 16.1, local law-enforcement authorities shall report, and the principal or his designee and the division superintendent shall receive such reports, on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (§ 54.1-3400 et seq.) and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in clauses (i) through (viii) of subsection A, and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. As part of any report concerning an offense that would be an adult misdemeanor involving an incident described in clauses (i) through (viii) of subsection A, local law-enforcement authorities and attorneys for the Commonwealth shall be authorized to disclose information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court, to the superintendent of such student’s school division, upon request by the superintendent, if, in the determination of the law-enforcement authority or attorney for the Commonwealth, such disclosure would not jeopardize the investigation or prosecution of the case. No disclosures shall be made pursuant to this section in violation of the confidentiality provisions of subsection A of § 16.1-300 or the record retention and redisclosure provisions of § 22.1-288.2. Further, any school superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of § 16.1-260 shall report such information to the principal of the school in which the juvenile is enrolled.

C. The principal or his designee shall submit a report of all incidents required to be reported pursuant to this section to the superintendent of the school division. The division superintendent shall annually report all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that shall be provided by the Department and shall make such information available to the public.

In submitting reports of such incidents, principals and division superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection B.

A division superintendent who knowingly fails to comply or secure compliance with the reporting requirements of this subsection shall be subject to the sanctions authorized in § 22.1-65. A principal who knowingly fails to comply or secure compliance with the reporting requirements of this section shall be subject to sanctions prescribed by the local school board, which may include, but need not be limited to, demotion or dismissal.

The principal or his designee shall also notify the parent of any student involved in an incident required pursuant to this section to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student’s involvement and shall not include information concerning other students.

Whenever any student commits any reportable incident as set forth in this section, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or his designee. Prevention and intervention activities shall be identified in the local school division’s drug and violence prevention plans developed pursuant to the federal Improving America’s Schools Act of 1994 (Title IV -- Safe and Drug-Free Schools and Communities Act).

D. Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal shall immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of subsection A that may constitute a criminal offense and may report to the local law-enforcement agency any incident described in clause (i) of subsection A. Nothing in this section shall require delinquency charges to be filed or prevent schools from dealing with school-based offenses through graduated sanctions or educational programming before a delinquency charge is filed with the juvenile court.

Further, except as may be prohibited by federal law, regulation, or jurisprudence, the principal shall also immediately report any act enumerated in clauses (ii) through (v) of subsection A that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal shall report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.
E. A statement providing a procedure and the purpose for the requirements of this section shall be included in school board policies required by § 22.1-253.13/7. The Board of Education shall promulgate regulations to implement this section, including, but not limited to, establishing reporting dates and report formats.

F. For the purposes of this section, “parent” or “parents” means any parent, guardian or other person having control or charge of a child.

G. This section shall not be construed to diminish the authority of the Board of Education or to diminish the Governor’s authority to coordinate and provide policy direction on official communications between the Commonwealth and the United States government.
Appendix I: Equal Education Opportunities/Nondiscrimination Policy

School Board Policy – JB: Equal Educational Opportunities/Nondiscrimination

I. Policy Statement
Equal educational opportunities shall be available for all students, without regard to race, color, national origin, gender, ethnicity, religion, disability or marital or parental status. Further, educational programs shall be designed to meet the varying needs of all students. 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, advantage or denied equal access to educational and extracurricular programs and activities. The School Board shall:

- provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons;
- provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons;
- not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
- not discriminate against qualified disabled persons in the provision of health, welfare or social services.

II. Complaint Procedure
A. File Report
Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the compliance officers designated in this policy. Further, any student who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the compliance officers designated in this policy. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to one of the compliance officers designated in this policy. The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. However, oral reports shall also be accepted. The complaint must be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to the compliance officer. Any complaint that involves the compliance officer shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged perpetrator shall not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

B. Investigation
Upon receipt of a report of alleged prohibited discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, but not later than fourteen (14) calendar days after receipt of the report. The investigation may consist of personal interviews with the complainant, the alleged perpetrator, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation. The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any. All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. School Division Action
Within five (5) business days of receiving the compliance officer’s report, the superintendent shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the superintendent determines that prohibited discrimination occurred, the Roanoke City School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

D. Appeal
If the school division determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may appeal this finding to the School Board within five (5) business days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within thirty (30) calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant.

E. Compliance Officer and Alternate Compliance Officer
The Roanoke City School Board has designated the Executive for Human Resources, 40 Douglass Avenue, Roanoke, VA 24012, (540) 853-2502, as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer the Deputy Superintendent, 40 Douglass Avenue, Roanoke, VA 24012, (540) 853-2382.

The Compliance Officer shall: (1) receive reports or complaints of discrimination; (2) oversee the investigation of any alleged discrimination; (3) assess the training needs of the school division in connection with this policy; (4) arrange necessary training to achieve compliance with
this policy; (5) insure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity, including the authority to protect the alleged victim and others during the investigation.

III. Retaliation
Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. Roanoke City Public Schools shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

IV. Right to Alternative Complaint Procedure Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

V. Prevention and Notice of Policy
Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training. This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within thirty (30) calendar days of the start of school. All students and their parent/guardian shall be notified annually of the names and contact information of the compliance officers.

VI. False Charges Students or school personnel who make false charges of discrimination shall be subject to disciplinary action.

Adopted: November 13, 2000 Revised: August 13, 2002; August 10, 2004 Reviewed: July 13, 2010
Appendix J: Laws Regarding the Prosecution of Juveniles as Adults

Code of Virginia
Laws Regarding the Prosecution of Juveniles as Adults

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

Section 22.1-279.4 of the Code of Virginia states:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the Code.

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

How is the age of the juvenile calculated? Section 16.1-241 of the Code of Virginia provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

Under what circumstances does the law permit the transfer of juveniles for trial as adults? The Code of Virginia permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

Circumstance #1
A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the Code of Virginia). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than $100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than $100,000.
- Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than $100,000.
- Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than $100,000.
- Class 4 felony – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than $100,000.
- Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both.
- Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both.

In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.
The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

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

Circumstance #2

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the Code of Virginia)

In this circumstance, transfer is requested at the discretion of the Commonwealth’s Attorney. If the Commonwealth’s Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 C of the Code of Virginia)

Circumstance #3

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the Code of Virginia)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 B of the Code of Virginia)

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses? If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the Code of Virginia)

Does the transfer impact subsequent alleged criminal offenses? Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (§ 16.1-269.6 of the Code of Virginia)

What happens when an adult is sentenced for a crime he or she committed as a juvenile? When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to $2,500. (§ 16.1-284 of the Code of Virginia)

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

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

Discipline of Students with Disabilities


8VAC20-81-160. Discipline procedures.

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

1. A child with a disability shall be entitled to the same due process rights that all children are entitled to under the Code of Virginia and the local educational agency’s disciplinary policies and procedures.

2. In the event that the child’s behavior impedes the child’s learning or that of others, the IEP team shall consider the use of positive behavioral interventions, strategies, and supports to address the behavior. The IEP team shall consider either:
   a. Developing goals and services specific to the child’s behavioral needs; or
   b. Conducting a functional behavioral assessment and determining the need for a behavioral intervention plan to address the child’s behavioral needs.

3. School personnel may consider any unique circumstances on a case-by-case basis when deciding whether or not to order a change in placement for a child with a disability that violates a code of student conduct.
   a. In reviewing the disciplinary incident, school personnel may review the child’s IEP and any behavioral intervention plan, or consult with the child’s teacher(s) to provide further guidance in considering any unique circumstances related to the incident.
   b. School personnel may convene an IEP team for this purpose.

B. Short-term removals.

1. A short-term removal is for a period of time of up to 10 consecutive school days or 10 cumulative school days in a school year. (34 CFR 300.530(b))
   a. School personnel may short-term remove a child with a disability from the child’s current educational setting to an appropriate interim alternative educational setting, another setting, or suspension, to the extent those alternatives are applied to a child without disabilities.
   b. Additional short-term removals may apply to a child with a disability in a school year for separate incidents of misconduct as long as the removals do not constitute a pattern. If the short-term removals constitute a pattern, the requirements of subsection C of this section apply.
      (1) The local educational agency determines when isolated, short-term removals for unrelated instances of misconduct are considered a pattern.
      (2) These removals only constitute a change in placement if the local educational agency determines there is a pattern.

2. Services during short-term removals.
   a. The local educational agency is not required to provide services during the first 10 school days in a school year that a child with a disability is short-term removed if services are not provided to a child without a disability who has been similarly removed. (34 CFR 300.530(b)(2))
   b. For additional short-term removals, which do not constitute a pattern, the local educational agency shall provide services to the extent determined necessary to enable the student to continue to participate in the general education curriculum and to progress toward meeting the goals of the student’s IEP. School personnel, in consultation with the student’s special education teacher, make the service determinations. (34 CFR 300.530(b)(2))
   c. For additional short-term removals that do not constitute a pattern, the local educational agency shall ensure that children with disabilities are included in the Virginia Department of Education and division wide assessment programs in accordance with the provisions of subdivision 4 of 8VAC20-81-20. (20 USC § 1412(a)(16)(A))

C. Long-term removals.

1. A long-term removal is for more than 10 consecutive school days; or (34 CFR 300.530; 34 CFR 300.536)

2. The child has received a series of short-term removals that constitutes a pattern:
   a. Because the removals cumulate to more than 10 school days in a school year;
   b. Because the child’s behavior is substantially similar to the child’s behavior in previous incidents that results in a series of removals; and
   c. Because of such additional factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

3. The local educational agency determines on a case-by-case basis whether a pattern of removals constitutes a change in placement. This determination is subject to review through due process and judicial proceedings. (34 CFR 300.530(a) and (b) and 34 CFR 300.536)

4. On the date on which the decision is made to long-term remove the student because of a violation of a code of student conduct, the local educational agency shall notify the parent(s) of the decision and provide the parent(s) with the procedural safeguards. (34 CFR 300.530(h))
5. Special circumstances. (34 CFR 300.530(g))
   a. School personnel may remove a child with a disability to an appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, if:
      (1) The child carries a weapon to or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of a local educational agency or the Virginia Department of Education; or
      (2) The child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of a local educational agency or the Virginia Department of Education; or
      (3) The child inflicts serious bodily injury upon another person at school, on school premises, or at a school function under the jurisdiction of a local educational agency or the Virginia Department of Education.
   b. For purposes of this part, “weapon,” “controlled substance,” and “serious bodily injury” have the meaning given the terms under 8VAC20-81-10.

   a. A child with a disability who is long-term removed receives services during the disciplinary removal so as to enable the student to: (34 CFR 300.530(d))
      (1) Continue to receive educational services so as to enable the student to continue to participate in the general educational curriculum, although in another setting;
      (2) Continue to receive those services and modifications including those described in the child’s current IEP that will enable the child to progress toward meeting the IEP goals; and
      (3) Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.
   b. For long-term removals, the local educational agency shall ensure that children with disabilities are included in the Virginia Department of Education and divisionwide assessment programs in accordance with the provisions of subdivision 4 of 8VAC20-81-20. (20 USC § 1412(a)(16)(A))
   c. The IEP team determines the services needed for the child with a disability who has been long-term removed. (34 CFR 300.530(d)(5) and 34 CFR 300.531)

D. Manifestation determination. (34 CFR 300.530(c), (e), (f), and (g))
1. Manifestation determination is required if the local educational agency is contemplating a removal that constitutes a change in placement for a child with a disability who has violated a code of student conduct of the local educational agency that applies to all students.
2. The local educational agency, the parent(s), and relevant members of the child’s IEP team, as determined by the parent and the local educational agency, constitute the IEP team that shall convene immediately, if possible, but not later than 10 school days after the date on which the decision to take the action is made.
3. The IEP team shall review all relevant information in the child’s file, including the child’s IEP, any teacher observations, and any relevant information provided by the parent(s).
4. The IEP team then shall determine the conduct to be a manifestation of the child’s disability:
   (1) If the conduct in question was caused by, or had a direct and substantial relationship to, the child’s disability; or
   (2) If the conduct in question was the direct result of the local educational agency’s failure to implement the child’s IEP.
5. If the IEP team determines that the local educational agency failed to implement the child’s IEP, the local educational agency shall take immediate steps to remedy those deficiencies.
6. If the IEP team determines that the child’s behavior was a manifestation of the child’s disability:
   a. The IEP team shall return the child to the placement from which the child was removed unless the parent and the local educational agency agree to a change in placement as part of the modification of the behavioral intervention plan. The exception to this provision is when the child has been removed for not more than 45 school days to an interim alternative educational setting for matters described in subdivision C 5 a of this section. In that case, school personnel may keep the student in the interim alternative educational setting until the expiration of the 45-day period.
   (1) Conduct a functional behavioral assessment, unless the local educational agency had conducted this assessment before the behavior that resulted in the change in placement occurred, and implement a behavioral intervention plan for the child.
      (a) A functional behavioral assessment may include a review of existing data or new testing data or evaluation as determined by the IEP team.
      (b) If the IEP team determines that the functional behavioral assessment will include obtaining new testing data or evaluation, then the parent is entitled to an independent educational evaluation in accordance with 8VAC20-81-170 B if the parent disagrees with the evaluation or a component of the evaluation obtained by the local educational agency; or
   (2) If a behavioral intervention plan already has been developed, review this plan, and modify it, as necessary, to address the behavior.
7. If the IEP team determines that the child’s behavior was not a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities, except that services shall be provided in accordance with subdivision C 6 a of this section.
E. Appeal. (34 CFR 300.532(a) and (c))
1. If the child’s parent(s) disagrees with the determination that the student’s behavior was not a manifestation of the student’s disability or with any decision regarding placement under these disciplinary procedures, the parent(s) may request an expedited due process hearing.
2. A local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may request an expedited due process hearing.
3. The local educational agency is responsible for arranging the expedited due process in accordance with the Virginia Department of Education’s hearing procedures at 8VAC20-81-210.
   a. The hearing shall occur within 20 school days of the date the request for the hearing is filed.
   b. The special education hearing officer shall make a determination within 10 school days after the hearing.
   c. Unless the parent(s) and the local educational agency agree in writing to waive the resolution meeting, or agree to use the mediation process,
      (1) A resolution meeting shall occur within 7 calendar days of receiving the request for a hearing.
      (2) The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 calendar days of the receipt of the request for a hearing.
   d. The decisions on expedited due process hearings are appealable consistent with 8VAC20-81-210.

F. Authority of the special education hearing officer. (34 CFR 300.532(a) and (b))
1. A local educational agency may request an expedited due process hearing under the Virginia Department of Education’s due process hearing procedures to effect a change in placement of a child with a disability for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, if the local educational agency believes that the child’s behavior is substantially likely to result in injury to self or others.
2. The special education hearing officer under 8VAC20-81-210 may:
   a. Return the child with a disability to the placement from which the child was removed if the special education hearing officer determines that the removal was a violation of subsections C and D of this section, or that the child’s behavior was a manifestation of the child’s disability; or
   b. Order a change in the placement to an appropriate interim alternative educational setting for not more than 45 school days if the special education hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the student or others.
3. A local educational agency may ask the special education hearing officer for an extension of 45 school days for the interim alternative educational setting of a child with a disability when school personnel believe that the child’s return to the regular placement would result in injury to the student or others.

G. Placement during appeals. (34 CFR 300.533)
1. The child shall remain in the interim alternative educational setting pending the decision of the special education hearing officer, or
2. Until the expiration of the time for the disciplinary period set forth in this section, whichever comes first, unless the parent and the local educational agency agree otherwise.

H. Protection for children not yet eligible for special education and related services. (34 CFR 300.534)
1. A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct of the local educational agency may assert any of the protections provided in this chapter if the local educational agency had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.
2. A local educational agency shall be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred:
   a. Until the evaluation is completed, the child remains in the educational placement determined by the school personnel, which can include suspension or expulsion without educational services.
   b. If the child is determined to be a child with a disability, taking into consideration information from the evaluations conducted by the local educational agency and information provided by the parent(s), the local educational agency shall provide special education and related services as required for a child with a disability who is disciplined.
I. Referral to and action by law enforcement and judicial authorities. (34 CFR 300.535)
   1. Nothing in this chapter prohibits a local educational agency from reporting a crime by a child with a disability to appropriate authorities, or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a child with a disability to the extent such action applies to a student without a disability.
   2. In reporting the crime, the local educational agency shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom school personnel report the crime. Transmission of such records shall be in accordance with requirements under the Management of the Student’s Scholastic Record in the Public Schools of Virginia (8VAC20-150).

J. Information on disciplinary actions. (34 CFR 300.229)
   1. The Virginia Department of Education requires that local educational agencies include in the records of a child with a disability a statement of any current or previous disciplinary action that has been taken against the child.
   2. Local educational agencies are responsible for transmitting the statement to the Virginia Department of Education upon request to the same extent that the disciplinary information is included in, and transmitted with, the student records of nondisabled students.
   3. The statement may include:
      a. A description of any behavior engaged in by the child who required disciplinary action;
      b. A description of the disciplinary action; and
      c. Any other information that is relevant to the safety of the child and other individuals involved with the child.
   4. If the child transfers from one school to another, the transmission of any of the child’s records shall include the child’s current IEP and any statement of current or previous disciplinary action that has been taken against the child.
Appendix L: Grievance Procedure for Harassment/Discrimination

School Board of the City of Roanoke
Grievance Procedure for Sexual and Disability Harassment/Discrimination

This Grievance Procedure is established to meet the requirements of Title IX, the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of gender or disability in the provision of services, activities, programs, or benefits by the School Board of the City of Roanoke (Also referred to in this grievance procedure as the “School Board” or “Roanoke City Public Schools”). The School Board’s Personnel Policy governs employment-related complaints of sexual and disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Assistant Superintendent for Operations
Roanoke City Public Schools
40 Douglas Avenue, NW
Roanoke, VA 24012
(540) 853-2382

OR

Executive for Student Support Services
Roanoke City Public Schools
40 Douglas Avenue, NW
Roanoke, VA 24012
(540) 853-1393

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Roanoke City Public Schools and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Superintendent or his/her designee. Within 15 calendar days after receipt of the appeal, the Superintendent or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Superintendent or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by ADA Coordinator or his/her designee, appeals to the Superintendent or his/her designee, and responses from these two offices will be retained by the Roanoke City Public Schools for at least three years.

The full version of policies for sexual and disability harassment/discrimination can be found in the following documents, available on the Roanoke City Public Schools’ website at www.rcps.info:

- School Board Policy GBA/JFHA
- Student Code of Conduct, Reporting Harassment Procedures
- RCPS Employee Handbook

Complaint Forms can be found in the following locations:

- School Board Policy JFHA-F (for students)
- School Board Policy GBA-F (for employees)
Appendix M: Annual Public Notice Career and Technical Education

Roanoke City Public Schools Annual Public Notice
Career and Technical Education

The Roanoke City School Division’s Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle and high school levels. The program areas include the following:

- Agriculture Education
- Business and Information Technology
- Career Connections
- Family and Consumer Sciences
- Health and Medical Sciences
- Marketing
- Technology Education
- Trade and Industrial Education

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with Virginia Western Community College. For more information about Career and Technical Education, call (540)853-2803.

The Roanoke City Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent for Operations  Executive Director for Student Services
Roanoke City Public Schools  Roanoke City Public Schools
40 Douglas Avenue, NW  40 Douglas Avenue, NW
Roanoke, VA 24012  Roanoke, VA 24012
(540) 853-2382  (540)853-1393
Intentionally Left Blank
POlice emergency
911

Safe schools bullying and tip hotline
540-853-1700

roanoke city school board

suzanne p. moore
chairman

lori e. vaught
vice-chairman

mark k. cathey
william b. hopkins, jr.
annette lewis
laura d. rottenborn
dick willis

rita d. bishop
superintendent