

S T U D E N T

Code of Conduct



2020-2021

STUDENT CODE OF CONDUCT

PROGRESSIVE DISCIPLINE

Suffolk Public School believes in a fair and equitable approach to student discipline which is focused on promoting positive behaviors. We are committed to ensuring that our schools are safe, orderly, and supportive environments in which teaching and learning takes place each day. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

Suffolk Public Schools' ***Student Code of Conduct*** outlines expectations for student behavior and conduct in the schools, classrooms, on the buses, and at all school-related activities. This document also reflects our commitment as a division to using intervention strategies, as well as other positive behavioral supports to help students develop socially and emotionally as well as academically.

Suffolk Public Schools uses a progressive discipline approach designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline. The underlying principle of sound progressive discipline is to use the least severe action believed necessary to correct the undesirable behavior; however, that will also allow an increase in the severity of the disciplinary action only if the condition is not corrected or improves. The previous discipline history of the student being disciplined and other relevant factors may be taken into account, and that all due process procedures required by School Board Policy and all relevant federal, state, and local laws be followed.

Students are able to access and complete graded work during and after the suspension.

STUDENT RIGHTS

Each student is guaranteed all the rights and freedoms as are applicable and provided by the Constitution and general laws of the United States. Students may express their opinions so long as they do not interfere with the safe operation of the school and are not conflicting with the rights of others.

STUDENT RESPONSIBILITIES

Students have a role in maintaining an environment of mutual respect and dignity while in school. This role supports a safe learning environment in the following ways:

- Demonstrate pride in self and school by arriving on time, dressing appropriately and being prepared to focus on your studies.
- Be respectful and courteous to fellow students, parents/guardians and school staff.
- Seek the most peaceful means of resolving conflict and obtain the assistance of a school staff member when unable to resolve conflicts.
- Follow school rules and policies, and contribute to a positive school climate by behaving appropriately, even when not specifically asked to do so.
- Recognize how your conduct affects other students and school staff and make every reasonable effort to restore relationships or correct and harm caused to others in the school community.
- Seek access to and complete make-up work when absent from schools for any reason.

PARENT/GUARDIAN AND COMMUNITY RESPONSIBILITIES

Parents/guardians and community members play an important role in establishing a positive school climate. These individuals can help students and staff promote a safe and supportive school environment in the following ways:

- Read and be familiar with school policies, regulations and rules.
- Talk with your child about appropriate conduct at school.
- Be respectful and courteous to other students, fellow parents/guardians and school staff.
- Ensure that your child attends school regularly.
- Be involved in conferences and meetings that pertain to your child.
- Help your child access supportive groups or programs designed to improve his/her conduct, such as counseling, after-school programs, and mental health services available in the school and community.
- Promptly share any concerns with school officials and work with them to address any issues your child may be experiencing.

STAFF RESPONSIBILITIES

School staff members should take the initiative in developing positive, meaningful relationships with students. When disruptive behavior does occur, school staff will apply consequences and interventions in a progressive manner which can include but is not limited to the following:

- Creating and promoting a positive, supportive, safe, and welcoming school environment that is conducive to teaching and learning
- Being respectful and courteous to students, parents/guardians, and other school staff
- Establishing clear expectations for behavior, take an instructional approach to discipline, and acknowledge positive and appropriate conduct by students
- Involving families, students and the community in fostering positive behavior and student engagement
- Ensuring that developmentally appropriate and proportional consequences are applied for misconduct as outlined in this Code of Conduct and promptly notifying parents/guardians
- Administering rules fairly and equitably, regardless of race, ethnicity, culture, gender, color, national origin, ancestry, religion, age, disability, sexual orientation and/or gender identity
- Removing students from the classroom only as a last resort and returning them to the classroom as soon as feasibly possible
- Making every effort to communicate with and respond to parents/guardians in a timely manner and in a way that is easily accessed and understood
- Providing students who are absent for any reason with missed assignments and allowing them to be completed for credit

ABSENCES AND TARDINESS

Truancy often leads to academic failure, dropping out of school, crime in the community, and many other problems. For those reasons, Virginia law requires that school-age children attend school and it requires that parents make sure their children attend school. The law also requires that the school file legal proceedings against every parent and child who fails to comply with Virginia's compulsory attendance laws. In order to assist you in your parental and legal duties, and in order for us to comply with the laws, we are initiating a program and protocol to address truancy.

A phone call to parents for any absence will be sent via the automated calling system. Written notes explaining

an absence must be received within five (5) days of an absence. Every absence is considered unexcused until a written explanation for the absence is received in writing. The student suffering an infectious or contagious disease, a serious illness, the severe illness of an immediate family member, the student's exposure to a contagious disease, a death in the immediate family, fire or other serious damage to the home that requires the family to move and similar circumstances constitute excused absences.

If a student accumulates five (5) unexcused absences, you will be contacted and a parent and the student must attend an "in person" conference with the school's Attendance Review Team to discuss the particular causes or issues surrounding your child's absences. The conference will ordinarily include a teacher, the assistant principal, the school's social worker, and a school resource officer. At the conference, with your input, we will formulate a truancy plan to enable and facilitate attendance.

Should these efforts fail and your child misses a total of seven (7) unexcused days, more serious steps will be taken: the child and you will either be referred to a Truancy Review Team and/or the school division will file legal proceedings against the child and/or you in the Juvenile and Domestic Relations Court. The legal proceedings may include a criminal warrant against the parent(s) and/or a "child in need of supervision" petition. It will remain our policy that any student who has more than 20 unexcused absences during a school year must repeat the year unless there are extraordinary circumstances.

Our goal is to provide all students with a quality education that enables them to compete and succeed in our increasingly competitive and challenging world.

ATTENDANCE WAIVERS

An Attendance Review Team, appointed by the principal, shall be established in each school. This committee will be responsible for reviewing the cases of students who have attendance problems and provide assistance for attendance improvement prior to petitioning the court to intervene. Should students continue to miss school, the Attendance Review Committee will also review the cases of students who are due to receive a failing grade for the year as a result of exceeding the maximum number of absences.

The Attendance Review Committee may recommend to the Superintendent or his/her designee a waiver of this policy if such a waiver is warranted by the circumstances. The Superintendent or his/her designee may accept or reject the recommendation, ask for more information, and/or make a recommendation to the Board's Pupil Personnel Committee or to the SPS School Board.

Only by action of the Board can an exception be made. In cases where no waiver of the policy is granted, the student and his/her parents should be notified of the Board's action and of their right to appeal.

Waiver/Non-Waiver: If absences are to be considered for waiver, documentation for the absences must be submitted to the principal on the day the student returns to school or within a period not to exceed five (5) school days immediately thereafter. Any deviation from the criteria guidelines must be documented by a written rationale.

GUIDELINES FOR STUDENT DRESS

Pursuant to the *Code of Virginia* § 22.1-276.01 "*Dress or grooming code*" means any practice, policy, or portion of a code of student conduct adopted by a school board that governs or restricts the attire, appearance, or grooming, including hairstyle, of any enrolled student.

POLICY

Section 9-11.8 Statement of School Board Policy:

Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment or it can disrupt the educational climate and process. In order to ensure that our students' education is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students enrolled in Suffolk Public Schools shall adhere to dress regulation promulgated by the School Superintendent. (Adopted March 8, 2012; Ordinance Number 11/12-15; Effective Date: July 1, 2012)

Legal Authority – Virginia Code §22-1.78 (1950), as amended; § 22.1-276.01 as amended.

REGULATION

Section 6-9.2. An appropriate environment for learning required; appropriate dress required; prohibited clothing

- A. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process, or poses a health or safety concerns. Regulations for student dress are designed to promote a standard of appearance that complements the learning environment.
- B. All students are required to wear dress appropriate to the occasion and to avoid wearing attire that can have an adverse impact on the teaching and learning environment. In order to ensure that the education of students enrolled in Suffolk Public Schools is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students will adhere to the following minimal standards of dress.
- C. The following clothing is expressly prohibited and shall not be worn by students enrolled in any Suffolk Public School while in the classroom or participating in school sponsored activities:
 1. Sexually suggestive or revealing attire, which shall include any article of clothing that does not cover the midriff, back, or shoulders, reveals cleavage, or exposes undergarments
 2. Clothes having rips or tears above the knees
 3. Sagging pants and shorts not securely fastened around the waist
 4. Skirts, dresses, and shorts that rise above the fingertips when the arms are stretched downward
 5. Any article of clothing that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, promotes violence or is gang-related
 6. Clothing with slogans or words across the buttocks
 7. Head covering unless worn for religious or medical reasons
 8. Flip flops, open-toed shoes, slippers, and roller shoes
 9. Any accessory that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, promotes violence or is gang-related
 10. Sunglasses, wallet chains, and necklaces that hang below the sternum
 11. Sleepwear
 12. Any clothing worn by a student that causes a disruption and/or distracts others from the educational process or poses a health or safety concern

Issued Date: March 18, 2012; Effective Date: July 1, 2012; Legal Authority - School Board Policy §9-11.8.

POSITIVE STUDENT BEHAVIOR

LEVELS OF INTERVENTIONS AND RESPONSES	
LEVEL 1	<p>Examples of Classroom Interventions and Responses <i>These interventions aim to teach and correct inappropriate behavior so students can learn and demonstrate safe and respectful behavior. Staff members are encouraged to try a variety of positive management strategies with a graduated responses as needed.</i></p>
	<ul style="list-style-type: none"> ▪ Establish positive relationships with students ▪ Recognize/reward appropriate behavior ▪ Contact parent/guardian ▪ Verbal correction ▪ Reminders and redirection ▪ Written reflection or apology ▪ Seat change ▪ Student conference ▪ Parent/guardian conference ▪ Behavior chart/contract/plan ▪ In-class time out ▪ Loss of classroom privileges ▪ Detention
LEVEL 2	<p>Examples of Administrative Interventions and Responses <i>These interventions involve the school administration and aim to correct behaviors by stressing the seriousness of the behavior while keeping the student in school.</i></p>
	<ul style="list-style-type: none"> ▪ Student conference ▪ Check-in/check-out ▪ Behavior chart/contract/plan ▪ Parent/guardian contact ▪ Restorative justice strategies ▪ Restitution ▪ Functional Behavior Assessment (FBA); Behavior Intervention Plan (BIP) ▪ Loss of privilege ▪ Detention ▪ Conflict resolution ▪ Peer mediation ▪ Mentoring ▪ In-school Suspension (ISS)
LEVEL 3	<p>Examples of Short-term Suspension Referral Responses <i>These interventions involve the short-term removal of a student from the school environment due to the severity or chronic nature of the behaviors; the suspension from school will not exceed ten (10) days.</i></p>
	<ul style="list-style-type: none"> ▪ Restitution ▪ Restorative justice strategies ▪ Short-term Out-of-School Suspension (OSS) not to exceed ten (10) days ▪ Functional Behavior Assessment (FBA); Behavior Intervention Plan (BIP) ▪ Revision of IEP (students with disabilities) ▪ Referral to community organizations
LEVEL 4	<p>Examples of Extended Suspension Referral Responses <i>These interventions involve the long-term removal of a student from the school environment due to the severity of the behavior. These interventions focus on protecting the safety of the school community and ending destructive/dangerous behavior.</i></p>
	<ul style="list-style-type: none"> ▪ Restitution ▪ Restorative justice strategies ▪ Referral to community organizations ▪ Extended Out-of-School Suspension (OSS) of more than ten (10) days ▪ Placement in an alternative educational setting ▪ Expulsion ▪ Report to law enforcement

INAPPROPRIATE BEHAVIORS and LEVELS of RESPONSES

LEVEL 1 <i>These interventions aim to teach and correct inappropriate behavior so the student can learn and demonstrate safe and respectful behavior.</i>	LEVEL 2 <i>These interventions involve the school administration and aim to correct behaviors by stressing the seriousness of the behavior while keeping the student in school.</i>	LEVEL 3 <i>These interventions involve the short-term removal of a student from the school environment due to the severity or chronic nature of the behaviors; the suspension from school will not exceed nine (9) days.</i>	LEVEL 4 <i>These interventions involve the long-term removal of a student from the school environment due to the severity of the behavior. These interventions focus on protecting the safety of the school community and ending destructive/dangerous behavior.</i>		
INAPPROPRIATE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE
ATTENDANCE (A1T)	■	■			
ALCOHOL (AL1)				■	■
ARSON (AR1)				■	■
FALSE FIRE ALARM (BO4)			■	■	
TAMPERING WITH FIRE EXTINGUISHER (AR6; D3C)			■	■	
ASSAULT-ON STAFF: NO WEAPON (BA2)				■	■
ASSAULT-ON STAFF: WITH WEAPON (BA1)				■	■
ASSAULT-ON STUDENT: NO WEAPON (BA4)	■	■	■	■	■
ASSAULT-ON STUDENT: WITH WEAPON (BA3)				■	■
ASSAULT-MALICIOUS WOUNDING (BA5)				■	■
ASSAULT/BATTERY w/o INJURY (BA6)	■	■	■		
BOMB THREAT (BB1)				■	■
BREAKING AND ENTERING (BR1)				■	
BULLYING (BU1)		■	■	■	
CHEMICAL/BIOLOGICAL THREAT (BO2)				■	■
CUTTING CLASS (local code: 001; state: A1T)		■	■		
CYBER-BULLYING (BU2)		■	■	■	
CHEATING (local: 004; state: S2V)	■	■			

INAPPROPRIATE BEHAVIORS and LEVELS of RESPONSE

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INAPPROPRIATE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE
DID NOT DRESS OUT FOR P.E. <i>(local: O15; state: S3V)</i>	■				
DEFIANCE <i>(D2C)</i>	■	■	■	■	
DISRUPTIVE DEMONSTRATION <i>(D3C)</i>	■	■	■	■	
DISTURBANCE IN SCHOOL/ON BUS <i>(D5C)</i>	■	■	■	■	
MINOR INSUBORDINATION <i>(D8C)</i>	■	■	■	■	
OBSCENE LITERATURE/MATERIAL <i>(D4C)</i>	■	■	■	■	
PROFANITY/OSCENE GESTURE <i>(D6C)</i>	■	■	■	■	
WALKING AWAY/TALKING BACK <i>(D1C)</i>	■	■	■		
DRUGS-DISTRIBUTION-OVER-THE-COUNTER <i>(D6G)</i>			■	■	
DRUGS-DISTRIBUTION OF SCHEDULE 1 OR 2 <i>(DR4)</i>		■	■	■	■
DRUGS-LOOK-ALIKE <i>(DR2)</i>		■	■	■	■
DRUGS-THEFT/ATTEMPTED THEFT OF PRESCRIPTION <i>(DR3)</i>				■	■
DRUGS-USE/DISTRIBUTION and/or PARAPHERNALIA <i>(DR5)</i>		■	■	■	■
DRUGS-POSSESSION OF INHALANT <i>(D15)</i>		■	■	■	
DRUGS-POSSESSION OF OVER-THE-COUNTER <i>(D5G)</i>		■	■	■	
DRUGS-POSSESSION OF PRESCRIPTION <i>(DR3)</i>		■	■	■	
DRUGS-USE OF OVER-THE-COUNTER <i>(D4G)</i>		■	■	■	
DRUGS-USE/POSSESSION <i>(DR1)</i>				■	■
DRUGS-USE OF INHALANT <i>(D16)</i>		■	■	■	

INAPPROPRIATE BEHAVIORS and LEVELS of RESPONSES

LEVEL 1 <i>These interventions aim to teach correct and alternative choices so the student can learn and demonstrate safe and respectful behavior.</i>	LEVEL 2 <i>These interventions involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.</i>	LEVEL 3 <i>These interventions involve the short-term removal of a student from the school environment due to the severity or chronic nature of the behavior; the suspension from school will not exceed nine (9) days.</i>	LEVEL 4 <i>These interventions involve the long-term removal of a student from the school environment because of the severity of the behavior. These interventions focus on protecting the safety of the school community and ending destructive/dangerous behavior.</i>		
INAPPROPRIATE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE
ELECTRONIC DEVICE: CELL PHONE (C2M) OTHER DEVICES (CRM)	■	■	■		
EXTORTION (ET1)				■	
EXTORTION ATTEMPTED (ET2)		■	■	■	
FALSIFIED/ALTERED DOCUMENT (S2V) MISREPRESENTATION (S2V)	■	■	■	■	
FIGHTING-PUSH/SHOVE (F1T)	■	■	■	■	
FIGHTING-MINOR PHYSICAL ALTERCATION (FA2)		■	■	■	
FIGHTING-GAMBLING (G1B)	■	■	■		
GANG ACTIVITY (GA1)				■	
HARASSMENT (NON-SEXUAL) (HR2)		■	■	■	
HAZING (H12)			■	■	
HOMICIDE (HO1 - HO4)				■	■
INAPPROPRIATE PERSONAL PROPERTY (F1V)	■	■			
KIDNAPPING/ABDUCTION (K11)				■	
LEAVE SCHOOL WITHOUT AUTHORIZATION (local: O13; state: A1T)		■	■		
MISSED DETENTION (local: O14; state: A1T)	■	■			
RIOT: ATTEMPT TO INCITE (RG2)			■	■	
RIOT: INCITED (RG1)				■	■

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INAPPROPRIATE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE
ROBBERY-ACTUAL (RB1)				■	■
ROBBERY-ATTEMPTED (RB2)				■	■
SEXUAL-AGGRAVATED SEXUAL BATTERY (SX8)				■	■
SEXUAL-ATTEMPTED SEXUAL ASSAULT OF STAFF (SX5)				■	■
SEXUAL-ATTEMPTED SEXUAL ASSAULT OF STUDENT (SX6)				■	■
SEXUAL-BATTERY OF STAFF (SB1)				■	■
SEXUAL-BATTERY OF STUDENT (SB2)				■	■
SEXUAL-HARASSMENT (SX0)			■	■	■
SEXUAL-INDECENT EXPOSURE (SX7)		■	■	■	■
SEXUAL ASSAULT OF STAFF (SX3)/OF STUDENT (SX4)				■	■
SEXUAL-TOUCHING OF STAFF (SX1)/STUDENT (SX2)				■	
STALKING (ST1)		■	■	■	■
TARDINESS (local: O19; state: A1T)	■	■			
TERRORIST THREAT (BO3)				■	■
TECHNOLOGY-DAMAGE/ATTEMPTED DAMAGE (T2C)		■	■	■	
TECHNOLOGY-INFRACTION OF USAGE POLICY (T3C)		■	■	■	
TECHNOLOGY-UNAUTHORIZED USAGE (T1C)	■	■	■	■	
TOBACCO (TB1) TOBACCO PARAPHERNALIA (T4C)		■	■	■	

INAPPROPRIATE BEHAVIORS and LEVELS of RESPONSES

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INAPPROPRIATE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE
THEFT OF PROPERTY (TH1)		■	■	■	
THEFT: POSSESSION OF STOLEN PROPERTY (TF4)		■	■	■	
THEFT OF A MOTOR VEHICLE (TH2)				■	
THREATEN/INTIMIDATE STAFF (TI1) STUDENT (TI2)		■	■	■	■
TRESPASSING (TR1)		■	■	■	■
UNAUTHORIZED AREA (local: UNA; S3V)		■	■	■	
VANDALISM (VA1)		■	■	■	
WEAPONS OFFENSES (WP CODES REPORTABLE TO POLICE)					
BB/PELLETT/AIR GUN (WP0)				■	■
BOMB/BOMB-MAKING MATERIALS (WP6)				■	■
CHEMICAL SUBSTANCE (W2P)				■	
FIREWORKS/EXPLOSIVES (W9P)			■	■	
PISTOL (WP1) RIFLE AND SHOTGUN (WP2)				■	■
KNIFE: BLADE 3 INCHES OR MORE (WP5)				■	■
KNIFE: BLADE LESS THAN 3 INCHES (W8P)			■	■	
LIVE AMMUNITION (W1P)		■	■	■	
RAZOR /BOX CUTTER /OTHER BLADE (W8P)			■	■	
STUN GUN (WS1) / TASER (WT1)				■	
TOY/LOOK-ALIKE / GESTURE (W3P)	■	■	■		
USE OF A BOMB (WP7)				■	■
POSSESSION OF OTHER WEAPONS (WP9)			■	■	■

Discipline Offenses and Descriptions

Offense	Description
<p><u>Alcohol</u> (AL1)</p> <ul style="list-style-type: none"> • Use, Possession, Sale, Distribution 	<p>Sale, purchase, consumption, transportation, or manufacture Alcohol possession Suspicion of Under Influence</p>
<p><u>Arson</u> (AR1)</p> <ul style="list-style-type: none"> • Actual, Attempted • Fire Extinguisher (AR6; D3C) 	<p>Intentionally or attempting to damage by fire or incendiary device Firecrackers, fireworks or trash can fires as factors Firecrackers, cherry bombs, stink bombs contributing to a damaging fire</p>
<p><u>Assault/Battery-Against Staff</u> (BA1)</p> <ul style="list-style-type: none"> • WITH Firearm, Other Weapon 	<p>Intentionally causing bodily harm WITH weapon Actual offensive, forceful, violent and intentional touching or striking a staff member against his/her will</p>
<p><u>Assault/Battery-Against Staff</u> (BA2)</p> <ul style="list-style-type: none"> • No Firearm, No Other Weapon 	<p>Intentionally causing bodily harm WITHOUT weapon Actual offensive, forceful, violent and intentional touching or striking a staff member against his/her will WITHOUT the use of firearm or other weapon</p>
<p><u>Assault/Battery-Against Student</u> (BA3)</p> <ul style="list-style-type: none"> • WITH Firearm, Other Weapon 	<p>Intentionally causing bodily harm WITH weapon Actual offensive, forceful, violent and intentional touching or striking a student member against his/her will</p>
<p><u>Assault/Battery-Against Student</u> (BA4)</p> <ul style="list-style-type: none"> • No Firearm, No Other Weapon 	<p>Intentionally causing bodily harm WITHOUT weapon Actual offensive, forceful, violent and intentional touching or striking student against his/her will</p>
<p><u>Assault/Battery</u> (BA5)</p> <ul style="list-style-type: none"> • Malicious Wounding WITHOUT a Weapon 	<p>Maliciously causing bodily injury to a person with the intent to maim, disable, or kill WITHOUT a weapon</p>
<p><u>Assault/Battery</u> (BA6)</p> <ul style="list-style-type: none"> • WITHOUT Bodily Injury 	<p>Intentionally touching another student against his or her will without bodily injury. In lieu of reporting incident to law enforcement, student shall complete alternative process, i.e .restorative practices or mediation to address physical altercations that do not result in injury.</p>
<p><u>Attendance</u></p> <ul style="list-style-type: none"> • Cutting Classes (Local O01) • Tardiness (Local O19) • □ Leave School without Permission (Local O13) 	<p>Violation of state, school division, or school policy relating to attendance</p>
<p><u>Break and Enter/Burglary</u> (BR1)</p>	<p>Unlawfully entering or attempting to enter a building or other structure with the intent to commit a crime</p>
<p><u>Bullying</u> (BU1)</p> <ul style="list-style-type: none"> • HRIA-Bullying or Harassment Based on Sex • HRIB-Bullying or Harassment Based on Race, Color, or National Origin • HRIC-Bullying or Harassment Based on Disability 	<p>Using REPEATED negative behavior intended to frighten or cause harm Include, but not limited to, verbal or written threats or physical</p>
<p><u>Cheating</u> (Local O04, State S2V)</p>	<p>(See Other Violations)</p>
<p><u>Cutting Class</u> (Local O01)</p>	<p>(See Attendance) Arriving to class after five (5) minutes of the beginning of class or not attending class</p>
<p><u>Cyber Bullying</u> (BU2)</p> <ul style="list-style-type: none"> • HRIA-Bullying or Harassment Based on Sex • HRIB-Bullying or Harassment Based on Race, Color, or National Origin • HRIC-Bullying or Harassment Based on Disability 	<p>Using communication technologies, i.e. cell phone text messages, pictures, internet e-mail, social networking Web sites, defamatory personal Websites, and defamatory online personal polling Websites to support deliberate, hostile behavior intended to harm others.</p>

Discipline Offenses and Descriptions	
Offense	Description
<u>Disruptive -Minor Insubordination (D8C)</u>	Minor Insubordination means refusal to follow a reasonable directive that does not involve a violation of School Board Policy, Rule or Regulation. An example of minor insubordination could include refusal to remain in seat, talking out of turn, or repeated failure to complete assignments
<u>Disruptive -Disrespect (D1C)</u>	Disrespect means the use of language, symbols, or gestures for the sole purpose of demeaning another person or group of individuals. Disrespect includes name calling that is not considered obscene
<u>Disruptive -Defiance (D2C)</u>	Defiance means repeated failure to follow reasonable directives after having been previously warned of the consequences for refusing to do so
<u>Disruptive -In School/On Bus WITHOUT Endangering Safety (D3O)</u>	Disruption in school/on bus <u>without endangering</u> safety means any act that impedes the operation of the school or school bus but does not pose a danger to others
<u>Disruptive -In School/On Bus WITH Endangering Safety (D3W)</u>	Disruption in school/or school bus <u>with endangering</u> safety means any act that impedes the operation of the school or school bus and poses an actual danger to others
<u>Disruptive Demonstration WITHOUT Affecting Instruction (D5O)</u>	Disruptive demonstration <u>without affecting</u> instruction means any disruptive behavior that does not impede classroom instruction. Such behavior could include horseplay , inappropriate use of school lockers and facilities, possession of inappropriate objects
<u>Disruptive Demonstration WITH Affecting Instruction (D5W)</u>	Disruptive demonstration <u>with affecting</u> instruction means any behavior that impedes classroom instruction, whether intentional or unintentional and violates a School Board Policy, Rule or Regulation
<u>Disruptive -Obscene Language/Gestures (D6C)</u>	Obscene Language/Gestures means the use of language or gestures that are considered to be vulgar, coarse, rude, or offensive and violates common standards of decency with no redeeming value
<u>Disruptive -Obscene/Disruptive Literature (D4C)</u>	Obscene/Disruptive Literature means any printed material that is vulgar, coarse, rude or offensive and violates common standards of decency with no redeeming value and impedes the operation of the school
<u>Drug Violations Schedule I & II (DR1)</u> <ul style="list-style-type: none"> • Anabolic Steroid • Marijuana-Use, Poss., Under Influence 	Violation of laws or ordinances prohibiting the manufacture, transportation, possession, or consumption of marijuana, Schedule I & II drugs, and anabolic steroids use, Suspicion of being under the influence of marijuana
<u>Drug Violations (DR2)</u> <ul style="list-style-type: none"> • Look-alikes-Use, Poss. 	Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any substances represented as drug lookalikes
<u>Drug Violations</u> <ul style="list-style-type: none"> • Possess Inhalants (D15) • Use Inhalants (D16) 	Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any substances represented as drug lookalikes
<u>Drugs Violations (DR3)</u> <ul style="list-style-type: none"> • Prescription Theft, Attempted Theft 	Unlawfully possessing or attempting to take possession of drugs prescribed for another
<u>Drugs Violations Schedule I & II (DR4)</u> <ul style="list-style-type: none"> • Anabolic Steroid • Marijuana Sale/Distribution 	Unlawfully possessing with the <u>Intent to Distribute, Sell or Solicit</u> any Schedule I & II drug, marijuana, or anabolic steroid

Discipline Offenses and Descriptions

Offense	Description
<u>Drug Violations (DR2)</u> • Look-alikes-Use Poss.	Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any substances represented as drug look-a-likes
<u>Drug Violations</u> <ul style="list-style-type: none"> • Possess Inhalants (D15) • Use Inhalants (D16) 	Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any substances represented as drug look-a-likes
<u>Drugs Violations (DR3)</u> <ul style="list-style-type: none"> • Prescription Theft, Attempted Theft 	Unlawfully possessing or attempting to take possession of drugs prescribed for another
<u>Drugs Violations Schedule I & II (DR4)</u> <ul style="list-style-type: none"> • Anabolic Steroid • Marijuana Sale/Distribution 	Unlawfully possessing with the <u>Intent to Distribute, Sell or Solicit</u> any Schedule I & II drug, marijuana, or anabolic steroid
<u>Drugs Violations Schedule III & VI (DR5)</u> <ul style="list-style-type: none"> • Use, Possess, Sale/Distribution, Paraphernalia Possession 	Unlawfully possessing with the <u>Intent to Distribute, Sell or Solicit</u> any drug or narcotic substance not specified in previous drug categories. Having equipment (paraphernalia) for use in consuming illegal drugs in one's pocket, bag, car, or locker
<u>Drugs Violations Schedule III & VI</u> <ul style="list-style-type: none"> • Poss. Schedule III-IV Drug Use-Overdose (D10) • Other Drug Possession-Paraphernalia Possession (D11) • Other Drug-Sale/Distribution (D12) 	Unlawfully possessing with the <u>Intent to Distribute, Sell or Solicit</u> any drug or narcotic substance not specified in previous drug categories. Having equipment (paraphernalia) for use in consuming illegal drugs in one's pocket, bag, car, or locker
<u>Drug Violations</u> <ul style="list-style-type: none"> • Over-the-Counter Use (D4G) • Over-the-Counter Possession (D5G) • Over-the-Counter-Sale/Distribution (D6G) 	Unlawful use, distribution, sale, solicitation, purchase, possession, transportation, or importation of over-the-counter medication
<u>Electronic Devices</u> <ul style="list-style-type: none"> • Beepers (C1M) • Cellular Telephones (C2M) • Electronic Devices (C3M) 	Using electronic devices that are deemed inappropriate in an educational setting
<u>Extortion</u> <ul style="list-style-type: none"> • Actual (ET1) • Attempted (ET2) 	Unlawfully obtaining or attempting to obtain 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
• <u>Fighting-Altercation/Conflict (F1T)</u>	Altercation means any argument or quarrel between two or more persons that does not result in a fight Minor push/shove that does not result in a fight
• <u>Fighting -WITHOUT Injury (FA2)</u>	Fight without injury means the exchange of physical blows between two or more persons that requires physical separation of the individuals and threatens safety to school environment (As a repeated offense this may escalate to level 4)

Discipline Offenses and Descriptions	
Offense	Description
<u>Fighting-WITH Injury (FAI)</u>	Fighting with injury means a violent struggle involving the exchange of physical blows between two or more persons that requires physical separation of the combatants, jeopardizes the overall safety of the school community, and resulted in injury to one or more of the participants.
<u>Gambling (G1B)</u>	Making, placing, or receiving any bet or wager of money or other thing of value dependent upon the result of the game, contest, or any other event with an uncertain outcome
<u>Gang-Related Activity (GA1)</u>	Any criminal act of violence, threat, or intimidation against another person or persons by an ongoing organization, association or group of three or more persons, whether formal or informal, that has an identifiable name or identifying sign or symbol
<u>Harassment (HR1)</u> <ul style="list-style-type: none"> ○ Non-Sexual ○ Physical, Verbal, or Psychological ● <i>HR1A-Bullying or Harassment Based on Sex</i> ● <i>HR1B-Bullying or Harassment Based on Race, Color, or National Origin</i> ● <i>HR1C-Bullying or Harassment Based on Disability</i> 	Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile environment
<u>Hazing (H1Z)</u>	Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class
<u>Homicide (HO1)</u> <ul style="list-style-type: none"> ● Against Staff ● WITH Firearm 	Any death of a <u>staff member</u> resulting from the use of a firearm (other than accidentally self-inflicted or suicide)
<u>Homicide (HO2)</u> <ul style="list-style-type: none"> ● Against Student ● WITH Firearm 	Any death of a <u>student</u> resulting from the use of a weapon not a firearm. (other than accidentally self-inflicted or suicide)
<u>Homicide (HO3)</u> <ul style="list-style-type: none"> ● Against Staff ● WITH Other Weapon 	Any death of a <u>staff member</u> resulting from the use of a weapon not a firearm (other than accidentally self-inflicted or suicide)
<u>Homicide (HO4)</u> <ul style="list-style-type: none"> ● Against Student ● WITH Other Weapon 	Any death of a <u>student</u> resulting from the use of a firearm (other than accidentally self-inflicted or suicide)
<u>Inciting a Riot (RG1)</u>	Unlawfully use of force or violence that seriously jeopardizes the public safety, peace, or order Three or more people acting together
<u>Kidnapping (K11)</u>	Unlawfully seizing, transporting, and /or detaining a person against his/her will, or a minor without the consent of his/her custodial parent(s) or legal guardian Includes hostage-taking
<u>Leave School Without Permission (Local O13)</u>	Leaving school property without permission or not following the school's procedure for leaving school property
<u>Missed Detention (Local O14)</u>	Failed to attend assigned detention as assigned

Discipline Offenses and Descriptions	
Offense	Description
<u>Not Dressing for Physical Education (P.E.) Class</u> (Local O15)	Not dressing in the required or proper class dress attire for participating in class activities
<u>Other Violations</u> <ul style="list-style-type: none"> • Inappropriate Personal Property (Dress Code) (S1V) • Misrepresentation (Lying, Cheating, Plagiarism) Local (001) State (S2V) • Other Violation Not Otherwise Included (S3V) 	Violations that are inappropriate for school behavior
<u>Plagiarism</u> (S2V) (Local: 001)	(See Other Violations)
<u>Robbery</u> (RO1)	Taking, or attempting to take anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear
<u>Stalking</u> (ST1)	Engaging in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury
<u>Sexual Harassment</u> (SX0)	Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment
<u>Sexual Battery</u> (SB1) <ul style="list-style-type: none"> • Against Staff 	Sexual battery against a staff member involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse Class I misdemeanor
<u>Sexual Battery</u> (SB2) <ul style="list-style-type: none"> • Against Student 	Sexual battery against a student involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse Class I misdemeanor
<u>Sexual Offenses (SX3)</u> <ul style="list-style-type: none"> • Against Staff • Forcible Assault 	Actual sexual penetration (i.e., oral, anal, or vaginal) against a staff member without consent
<u>Sexual Offenses (SX4)</u> <ul style="list-style-type: none"> • Against Student • Forcible Assault 	Actual sexual penetration (i.e., oral, anal, or vaginal) against a student without consent Includes statutory rape that is defined as sexual penetration with or without the consent of the minor
<u>Sexual Offenses (SX5)</u> <ul style="list-style-type: none"> • Against Staff • Attempted Forcible Assault 	Attempted sexual penetration (i.e., oral, anal, or vaginal) against a staff member without consent
<u>Sexual Offenses (SX6)</u> <ul style="list-style-type: none"> • Against Student • Attempted Forcible Assault 	Actual sexual penetration (i.e., oral, anal, or vaginal) against a student without consent; Includes statutory rape or sexual penetration with or without the consent of the minor
<u>Sexual Offenses (SX7)</u> <ul style="list-style-type: none"> • Without Force 	Lewd behavior, indecent exposure that includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat Consider age, developmentally appropriate behavior, and disability status before using this category

Discipline Offenses and Descriptions

Offense	Description
<p><u>Sexual Offense (SX8)</u></p> <ul style="list-style-type: none"> Aggravated Sexual Battery 	<p>Sexually abusing a victim less than 13 years of age or, Accomplishing the act against the will of the victim by force, threat, intimidation or Through the use of the victim's mental incapacity or physical helplessness, and the victim is at least 13 but less than 14 years of age</p> <p style="text-align: center;">or</p> <p>The accused causes serious bodily or mental injury to the victim</p> <p style="text-align: center;">or</p> <p>The accused uses or threatens to use a dangerous weapon</p> <p>Sexual Abuse- means an act committed with the intent to sexually molest, arouse, or gratify any person where the accused intentionally touches the victim's intimate parts or material directly covering such intimate parts; the accused forces the victim to touch the victim's own or another person's intimate parts or material directly covering such intimate parts</p>
<p><u>Sexual Offense (SX1)</u></p> <ul style="list-style-type: none"> Against Staff Offensive Touching 	<p>Improper physical contact of a sexual nature (i.e., involving the touching of the victim's or offender's intimate parts) that is objectively and subjectively offensive, undesirable, and/or</p>
<p><u>Sexual Offense (SX2)</u></p> <ul style="list-style-type: none"> Against Student Offensive Touching 	<p>Improper physical contact of a sexual nature (i.e., involving the touching of the victim's or offender's intimate parts) that is objectively and subjectively offensive, undesirable, and/or</p>
<p><u>School Threat (BB1)</u></p> <ul style="list-style-type: none"> Bomb Threat (BO1) Chemical/Biological Threat (BO2) Terrorist Threat (BO3) False Fire Alarm (BO4) 	<p>Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or harming students or staff</p> <p>Intentionally making a false report of potential harm from dangerous chemicals or biological agents</p> <p>Setting off false fire alarm</p>
<p><u>Tardiness (Local)19)</u></p>	<p>(See Attendance)</p> <p>Arriving to class with five (5) minutes after the beginning of class.</p>
<p><u>Technology Use</u></p> <ul style="list-style-type: none"> Unauthorized Use (T1C) Damage/Attempted Damage (T2C) Acceptable Use (T3C) Internet Policy (T4C) 	<p>Unauthorized violations of technology use according to the Acceptable Use Policy</p> <p>Unauthorized Use of Technology Information</p> <p>Causing/Attempting to destroy computer hardware, software, or files</p> <p>Violations of Internet Policy</p>
<p><u>Threat/Intimidation (T11)</u></p> <ul style="list-style-type: none"> Against Staff 	<p>Unlawfully placing a staff member in fear of bodily harm through physical, verbal, written, or electronic threats which immediately creates fear of harm without displaying a weapon or subjecting the person to actual physical attack</p>
<p><u>Threat/Intimidation (T12)</u></p> <ul style="list-style-type: none"> Against Student 	<p>Unlawfully placing a student in fear of bodily harm through physical, verbal, written, or electronic threats which immediately creates fear of harm without displaying a weapon or subjecting the person to actual physical attack</p>
<p><u>Theft Offenses (No Force) (TH1)</u></p> <ul style="list-style-type: none"> School Property (TF1) Staff Property (TF2) Student Property (TF3) Possession of Stolen Property (TF4) 	<p>Unlawfully taking, carrying, leading, or riding away property from the possession of another person</p> <p>May include pocket picking, purse snatching, theft from building, theft of electronic data, theft from motor vehicle, or from a coin-operated machine.</p>

Discipline Offenses and Descriptions

Offense	Description
<u>Theft</u> (<i>TH2</i>) <ul style="list-style-type: none"> • Motor Vehicle (TF6) 	Unlawfully taking, carrying, leading, or riding away a motor vehicle or the attempted theft of a motor vehicle Includes car, truck, motorcycle, dune buggy, snow mobile, RV, or anything that is self-propelled
<u>Tobacco</u> <ul style="list-style-type: none"> • Use, Sale, Distribution (<i>TB1</i>) • Paraphernalia (<i>T4B</i>) 	Possessing, using, distribution, or selling tobacco products, including smokeless tobacco, on school grounds, at school- sponsored events, and/or on school transportation Bringing tobacco paraphernalia to school or to school event
<u>Tobacco</u> <ul style="list-style-type: none"> • Electronic Cigarette (<i>TB2</i>) 	Possessing, using, distributing, or selling electronic cigarettes or paraphernalia, on school grounds, at school-sponsored events, and/or on school transportation
<u>Trespassing</u> (<i>TR1</i>)	Entering or remaining 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
<u>Unauthorized Area</u> (<i>Local UNA; State S3V</i>)	Student is in area of the building or grounds without permission, authorization, or not designated for the student
<u>Vandalism</u> (<i>VA1</i>)	Willfully and/or maliciously destroying, damaging or defacing public or private property without the consent of the owner or the person having custody or control of it. Includes graffiti
<u>Weapon (1)-Firearm</u> (<i>WP1</i>) <ul style="list-style-type: none"> • Handgun, Pistol 	Possessing or bringing a handgun or pistol to school or to a school sponsored event
<u>Weapon (2)-Firearm</u> (<i>WP2</i>) <ul style="list-style-type: none"> • Shotgun, Rifle 	Possessing or bringing a shotgun or rifle to school or to a school sponsored event
<u>Weapon (3)-Projectiles</u> (<i>WP4</i>) <ul style="list-style-type: none"> • Projectile 	Possessing or bringing to school or a school-sponsored event any weapon designed to expel a projectile or that may readily be converted or modified manufactured guns to expel a projectile by the action of an explosive device
<u>Weapon (4)-Knife</u> (<i>WP5</i>) <ul style="list-style-type: none"> • Knife 3+ inches 	Possessing or bringing to school or a school-sponsored event any sharp-edged instrument that is classified as a knife with a blade of three inches or more
<u>Weapon (5)-Other</u> (<i>WP8</i>) <ul style="list-style-type: none"> • Other Firearms 	Possessing or bringing to school any other weapon that will, or is designed to, expel a projectile by action of an explosive to school or a school-sponsored event. <ul style="list-style-type: none"> • Includes firearms not described above • Operable or inoperable; loaded or unloaded • Include zip and starter gun
<u>Weapon (6)-Other</u> (<i>WP9</i>) <ul style="list-style-type: none"> • Other Weapon 	Possessing or bringing any weapon, instrument, or object that is designed to or may readily be converted to inflict harm on another person to school or a school event Included golf club, baseball bat, chains, nunchuks, or billy club
<u>Weapon-Pneumatic</u> (<i>WP0</i>) <ul style="list-style-type: none"> • Air- Powered Gun or Rifle 	Possessing or bringing any pneumatic gun or rifle that is air powered to school or a school-sponsored event Includes BB gun or rifle, pellet gun or rifle, and paintball gun or rifle

<p><u>Weapon-Explosive (WP6)</u></p> <ul style="list-style-type: none"> Explosive Device 	<p>Possessing or bringing any weapon that explodes or is designed to or may readily be converted to explode</p>
<p>Discipline Offenses and Descriptions</p>	
<p>Offense</p>	<p>Description</p>
<p><u>Weapon-Use of (WP7)</u></p> <ul style="list-style-type: none"> Use of Bomb or Explosive Device 	<p>Using any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion</p>
<p><u>Weapon (W1P)</u></p> <ul style="list-style-type: none"> Possess Ammunition 	<p>Possession of any type of ammunition Includes cartridges, cases, primers, bullets, propellant powder designed for use in any weapon</p>
<p><u>Weapon (W2P)</u></p> <ul style="list-style-type: none"> Chemical Substance 	<p>Possessing or bringing to school or a school-sponsored event any substance used as a weapon Includes mace, tear gas, pepper spray</p>
<p><u>Weapon (W3P)</u></p> <ul style="list-style-type: none"> Look-alike 	<p>Any device that looks like a real gun or toy gun Includes water pistols, look-alike weapons</p>
<p><u>Weapon (W8P)</u></p> <ul style="list-style-type: none"> Possible Weapons 	<p>Knife less than (<) three (3) inches, razor blades, box cutters, to school or school-sponsored event</p>
<p><u>Weapon (W9P)</u></p> <ul style="list-style-type: none"> Possible Weapons 	<p>Fireworks, firecrackers, sting bombs to school or school- sponsored event</p>
<p><u>Weapon (WT1)</u></p> <ul style="list-style-type: none"> Taser Gun 	<p>Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or other charge or shock through the use of a projectile and used for the purpose of temporarily incapacitating a person</p>
<p><u>Weapon (WS1)</u></p> <ul style="list-style-type: none"> Stun Gun 	<p>Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or other charge that exceeds the equivalency of five milliamps 60 hertz shock and used for the purpose of temporarily incapacitating a person</p>

APPEALS PROCESS FOR SCHOOL DECISIONS

- Discuss the suspension with the principal first. If the principal is the administrator handling the case, move to the step below.
- After meeting with the administrator, if you wish to appeal, you must write a letter to the person below stating why you feel the suspension should be rescinded. Generally, the school must commit a procedural error (improper investigation, inconsistent application of consequences, etc.) or a substantive error (student alleges he/she did not commit the offense for which he/she was suspended). The letter should include the date, student's name, school involved, a phone number where you can be reached, and reason you wish to appeal. The letter must be signed by a parent/guardian. Address the letter to the following:

Randolph Boone, *Coordinator of Student Services*
Suffolk Public Schools
100 North Main Street P.O.
Box 1549
Suffolk, VA 23439-1549

Your request may also be emailed to Mr. Boone at randolphboone@spsk12.net

- No appeals will be processed via the telephone.
- Any student suspended must remain out of school for the number of days suspended or until such time as the letter of appeal has been received by Mr. Boone and he has informed the school that an investigation will be held.
- All appeals must be received within five (5) calendar days of the date of suspension or the suspension will stand. Please include your mailing address and a daytime telephone number where you can be contacted.

APPEALS PROCESS FOR DECISIONS UPHeld BY THE OFFICE OF STUDENT SERVICES

- After receiving the ruling from the Office of Student Services, if you wish to **request a reconsideration** of the decision of the Office of Student Services, you must complete the Pupil Personnel Committee's Appeal Form. The form can be secured from the Office of Student Services and should be completed within five (5) days of the decision. Submit the form to:

Suzanne M. Rice, *Chief of Administrative Services*
Suffolk Public Schools
100 North Main Street
P.O. Box 1549
Suffolk, VA 23439-1549

Your request may also be emailed to Dr. Rice at suzannerice@spsk12.net

- No appeals will be processed via the telephone.
- Any student suspended must remain out of school for the number of days suspended or until such time as the letter of appeal has been received by Dr. Rice and she has informed the school that an investigation will be held.

- All appeals must be received within five (5) calendar days of the date of suspension or the suspension will stand. Please include your mailing address and a daytime telephone number where you can be contacted.

APPEALS PROCESS FOR DECISIONS BY THE PUPIL PERSONNEL COMMITTEE

- The Pupil Personnel Committee will review your request and render a vote.
- **If the vote of the Pupil Personnel Committee is unanimous, the decision is final.**
- If the vote of the Pupil Personnel Committee is not unanimous, you have the right to appeal to the full Suffolk City School Board. If you wish to appeal, you must write a letter to the person below stating the reason for filing an appeal to the full School Board. The letter should include the date, student's name, school involved, a phone number where you can be reached, and reason you wish to appeal. The letter must be signed by a parent/guardian. Address the letter to the following:

Dr. Suzanne M. Rice, *Chief of Administrative Services*
Suffolk Public Schools
100 North Main Street
P.O. Box 1549
Suffolk, VA 23439-1549

Your request may also be emailed to Dr. Rice at suzannerice@spsk12.net

- No appeals will be processed via the telephone.
- All appeals must be received within five (5) calendar days of the receipt of the decision letter from the Pupil Personnel Committee. Please include your mailing address and a daytime telephone number where you can be contacted.
- In the event that you and your child do not appear for this meeting, the full School Board may review your appeal in your absence and render a decision.
- **Decisions made by the full School Board are final.**

SUSPENSION AND EXPULSION OF STUDENTS

Suspensions for Ten Days or Less

A student may be suspended for not more than 10 school days by the school administration and/or designee. The procedure for suspension shall be as follows:

- The student shall be apprised of the nature and facts of the alleged misconduct orally or in writing.
- The student shall be given an opportunity to explain the circumstances of the alleged misconduct from his/her perspective and to present witnesses on his/her behalf.
- The student shall be informed of the conditions of the suspension such as required parental conference prior to return, prohibition from coming on school property and/or to scheduled school activities, etc.

- The school administration should make every effort to contact the parent by telephone whenever a student is being suspended. This is especially important on the elementary level.
- The school administration shall execute a letter of suspension stating the condition of the suspension and the date that the student may return to school. Written documentation of the suspension shall be given to the student, if possible, and a letter of suspension mailed to the student's parents, guardian or person having control or charge of the student and to the Superintendent or his/her designee.
- The parent shall be notified of the right to appeal using the procedures as set forth herein.
- Students are able to access and complete graded work during and after the suspension.

Emergency Suspension

Any student whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be summarily removed from school immediately and the notice, explanation of facts, and opportunity to present his or her version required under Suspension for ten days or less shall be given as soon as practicable thereafter.

Expulsion or Suspension for More Than 10 Days

As used in this policy, the term "expulsion" includes suspension for more than 10 days.

Suspensions in Excess of Ten Days

The Superintendent or his/her designee(s) may suspend students from school in excess of ten (10) school days after the pupil and his/her parent(s), guardian, or person having control or charge of the student have been provided written notice of the proposed action and the reason therefore and of the right to a hearing. The Superintendent shall promulgate regulations to carry out this policy. In any case in which a student has been suspended by the Superintendent or his/her designee(s) after a hearing, the student and his parent(s), or guardian, or person having control or charge of the student may appeal the decision to the Pupil Personnel Committee. Such appeal must be in writing and must be filed with the Superintendent within five (5) calendar days of the suspension decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The Pupil Personnel Committee will consider the appeal upon the record of the suspension hearing within thirty (30) calendar days of the appeal.

Students are able to access and complete graded work during and after the suspension.

Administrative Hearings

An administrative hearing should be requested by the principal for infractions involving weapons, drugs, alcohol OR when a pattern of dangerous behavior exists, consistent with the level of responses in this Code of Conduct. The hearing will be conducted by the division's hearing officer who will evaluate the student's discipline history and consider a change in placement or possible expulsion up to 180 days.

Once the hearing has been scheduled, the parent and student will be invited and are required to attend. If the parent and student are unable to attend the hearing, they have the right to request a rescheduled date, but it must be within three (3) days of the original hearing date. Should the parent and student fail to attend the hearing, the case will be heard in their absence and the result will be communicated to the parent in writing.

Parents have the right to appeal the hearing officer's decision. The appeal must be in writing and must be received by the office of Student Services within five (5) days of the hearing.

Expulsion recommendations will be forwarded to the Pupil Personnel Committee for review.

The administrative hearing will be held upon recommendation of the principal or his designee or as specified by policy. This procedure is conducted by the principal of the school and shall include the following steps:

- The principal shall suspend the student from school for ten days after following the division's policy for imposing a suspension.
- The principal shall notify the Coordinator of Student Services about the hearing and forward the completed request for an administrative hearing.
- At the hearing, the student and parent or guardian shall be informed of the reasons for the action and the expected standards of student behavior, and possible future consequences of failing to meet those standards. The parent and the student will be given the opportunity to respond to the school report.

Expulsions

The Building Administrator with the concurrence of the Assistant Superintendent of Student Services, may recommend that a student be expelled. The principal shall notify the student and his/her parent(s), guardian(s), or other person having control or charge of that student in writing of the following:

- The proposed action and the reasons thereof
- The right of the student and his/her parent(s) or guardian to a hearing before the Pupil Personnel Committee or a committee thereof
- The right to inspect the student's school records
- The right to appeal the decision of a Pupil Personnel Committee to the full School Board **if the decision is not unanimous.**
- The student and his/her parent(s) shall also be provided with a copy of the Standards of Student Conduct.

The Superintendent shall review the recommended expulsion. If the Superintendent or his/her designee(s) approves the recommendation of expulsion, the student shall be suspended until the matter is decided by the School Board. The Superintendent or his/her designee(s) may impose a lesser sanction.

PUPIL PERSONNEL COMMITTEE

The procedure for a Pupil Personnel Committee hearing shall be as follows:

- The Pupil Personnel Committee shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the Student Services Committee.
- The Pupil Personnel Committee may ask for opening statements from the Administrator or his/her representative and the student or his/her parent(s) or their representative and, at the discretion of the Pupil Personnel Committee, may allow closing statements.

- The parties shall then present their evidence. Because the Administrator has the ultimate burden of proof, he/she shall present his/her evidence first. Witnesses may be questioned by the Pupil Personnel Committee members and by the parties (or their representative). The Pupil Personnel Committee may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination provided, however, that the Pupil Personnel Committee may take the testimony of student witnesses outside the presence of the student, his/her parent(s) and their representative if the Pupil Personnel Committee determines, in its discretion, that such action is necessary to protect the student witness.
- The parties shall produce such additional evidence as the Pupil Personnel Committee may deem necessary. The Pupil Personnel Committee shall be the judge of the relevancy and materiality of the evidence.
- Exhibits offered by the parties may be received in evidence by the Pupil Personnel Committee and, when so received, shall be marked and made part of the record.
- The Pupil Personnel Committee may, by majority vote, uphold, reject or alter the recommendations.
- The Pupil Personnel Committee shall transmit its decision, including the reasons therefore, to the student, his/her parent(s), the principal and Superintendent.
- The appeal to the School Board must be in writing and must be filed with the Superintendent within five (5) calendar days of the Committee's decision. Failure to file a written appeal within the specified time or failure to appear at the scheduled hearing will constitute a waiver of the right to an appeal.

References

References in these procedures concerning suspension and expulsion to "parent" or "parents" shall be deemed to include the guardian, custodian or other person *in loco parentis* of the student.

Admission of Expelled Students; Authority to Exclude under Certain Circumstances

Under section 22.1-277.2 of the Code of Virginia as Amended states a student, who has been expelled or suspended for more than 30 days from attendance at school by a School Board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state, may be excluded from attendance by a local School Board in Virginia, regardless of whether such student has been admitted to another school division or private school in the Commonwealth or in another state subsequent to such expulsion, suspension, or withdrawal of admission, upon finding that the student presents a danger to other students or staff of the school division after (i) written notice to the student and his parent that the student may be subject to exclusion, the reasons therefore, and, in the event of such exclusion, of the right to appeal the decision at a hearing before the School Board or a committee thereof; and (ii) a review of the case has been conducted by the division Superintendent or his designee and exclusion has been recommended. If the decision by the Superintendent or his designee has been appealed to a committee of the School Board, the student or his parent shall be provided written notice of the right to appeal the decision to the Full Board, which shall, within thirty days following any such hearing, in the case of an expulsion or withdrawal of admission and, in the case of a suspension or more than thirty days, within fifteen days following any such hearing, notify in writing the student or his parent of its decision.

GUIDELINES IN DISCIPLINING STUDENTS WITH DISABILITIES

Students who have a current Individualized Education Program (IEP) or a Section 504 plan may be suspended for up to ten (10) days without the provision of any educational services in accordance with the procedures outlined above, unless the students' Individualized Education Program or Section 504 accommodation plan prescribes otherwise.

Suspension in Excess of Ten Days or Expulsion - Disabled Students

Students who have a current IEP may be removed from their current educational setting in excess of ten (10) days after the following procedures have been utilized.

- A manifestation determination must be made by the local education agency (LEA), the parent(s), and other relevant members of the student's IEP team – referred to as the Manifestation Determination Review (MDR) team.

The MDR team shall:

- convene immediately, if possible, but not later than 10 school days after the date on which the decision to take disciplinary action is made;
- review all relevant information in the student's file, including the current IEP, any teacher observations, and any relevant information provided by the parent(s); and
- determine whether the conduct was caused by or had a direct and substantial relationship to the child's disability or was the direct result of the school's failure to implement the IEP.
- As for any IEP meeting, the parent(s) of the student shall be invited to the MDR meeting. The invitation must be in writing and include the purpose, time, and location of the meeting.
- Minutes shall be made of the meeting and will include information regarding the persons attending the meeting and the facts considered as the basis for the MDR Team's decision. If the MDR Team determines there is not a manifestation, then the student will be disciplined as if non-disabled and

the procedures under Suspensions in Excess of Ten Days or Expulsion will be followed, except that the student shall continue to receive appropriate special education services beginning with the eleventh (11) day of suspension. School personnel in consultation with the student's special education teacher will determine the type of services the student needs in order to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of the student's IEP.

Manifestation Determination/Placement

If the Manifestation Determination Review (MDR) Team determines that the student's misconduct is a manifestation of the student's disability, then a Functional Behavior Assessment must be conducted (unless one was conducted prior to the disciplinary removal) and a Behavior Intervention Plan

implemented or revised for the child to be returned to placement from which the child was removed or placed in an alternative educational placement through the appropriate IEP procedures.

The decision of the MDR Team shall be sent to the parent(s) of the student along with a notice of their rights under the Individuals with Disabilities Act (IDEA 2004), or Section 504 of the Rehabilitation Act of 1973, including the right to appeal the decision in an expedited due process hearing.

BULLYING

“Bullying” means any aggressive and unwanted behavior that is intended to harm or humiliate the victim. It is usually repeated over time. It can be done verbally, in writing or through communication devices known as “cyber bullying”. The following examples are illustrative of bullying: physical intimidation, taunting, and insulting comments regarding race, gender, religion, physical abilities or characteristics. It can also include inappropriate emails, text messages or internet postings. It does not include ordinary teasing, horseplay, argument or peer conflict.

Suffolk Public Schools does not condone bullying on any level and asks students to report these incidents to school administrators or teachers when they do occur. If you suspect your child has been bullied, you should report it to the school administration immediately. Reporting can be done anonymously through the Bullying Hotline too.

School administrators are required to contact parents of any alleged “bullying” that may involve their child within five (5) days of being reported.

Suffolk Public Schools’ Bullying Hotline 757-538-5483

Suicide Crisis Hotline (24 hours) 757-399-6393

SEARCH AND SEIZURE

Search of the student's person or possessions will be limited to the situation where there is reason to believe that a student is hiding evidence of an illegal act or a school violation. When it is practical, the student shall be present when a search of his/her possessions (including automobiles) is conducted.

Items confiscated during an inspection, investigation, or search will be held by school administration pending further investigation of a disciplinary actions. Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or a disciplinary action.

Contraband or unlawful items, the possession of which violate the Code of Conduct, School System Policy, State Laws, and/or Federal Laws, shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials, or if not desired by such law enforcement officials, shall be destroyed by the school. Other items left unclaimed after an investigation or a disciplinary action, will be disposed of by the school.

Each school may set aside a time period, with reasonable advance notice to the students, when all lockers will be inspected for overdue library books and prohibited items.

METAL DETECTORS

The Superintendent of Suffolk Public Schools has the authority to take all prudent measures to protect all students and employees within the school property. Suffolk Public Schools shall employ metal detectors. Metal detectors (wand and/or free standing) will be used on a random basis as a deterrent to those persons who may consider bringing weapons on or about school property. Metal detectors will be used by school administrators or his/her designee(s) as authorized by Board policy.

GUIDELINES FOR METAL DETECTOR USE

- When there is reasonable suspicion that a student has a weapon as reported by staff or other persons.
- During extracurricular activities, such as athletic events, dances, talent shows, etc.
- Random checks at designed places during the school day, which may include, but are not limited to:
 - Buses - by lottery of bus numbers
 - Classrooms - by lottery of room numbers
 - Entrances - by lottery of entrance numbers

When there is reasonable suspicion and/or random checks, students who may have objects that activate the metal detector will be escorted to an isolated area nearest the checking area as designated by the school principal. Students will be asked to remove objects in his/her possession. The student will then be screened again by the metal detector. Should the metal detector be reactivated on this second screening, then the student may be subjected to a "pat-down" search by the school administrator or his/her designee. If the student refuses, the police department will be summoned and the student will be subjected to discipline in accordance with School Board Policy. Any other person refusing to cooperate with school personnel under this procedure shall be required to leave school property immediately. Upon confirmation that this policy has been violated, a recommendation will be made by the school administrator for expulsion to the School Board. School personnel shall not have the authority under the policy to engage in a "strip search" of any student. All searches are to be done with metal detectors or pat downs; if warranted.

Property and/or contraband, even though it may or may not have activated the metal detector, shall be confiscated, tagged, recorded on appropriate forms, and turned over to the Suffolk Police Department or other appropriate agency for proper handling. Any contraband seized by school personnel pursuant to this regulation may be admissible in any subsequent criminal proceeding.

This regulation shall be disseminated to all employees, students, parents, and conspicuously posted at extracurricular activities.

WEAPONS DEFINED

Possessing, handling, transporting, or using firearm weapon, stun gun, laser, knife, toy knives or any other object that can reasonably be considered a weapon so as to inflict bodily harm, injury, or the threat of harm or injury and can be grounds for expulsion

Weapons include but are not limited to: Any stun gun weapon or laser, any pistol, revolver, air rifle, BB gun, or other weapon designed or intended to propel a missile of any kind; any dirk, bowie knife, switchblade, ballistic knife, pocket knife, razor blades box cutters, razor, slingshots, spring sticks, brass or metal knuckles, or blackjacks; any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely. Any disc or whatever configuration, having at least two points or pointed blades, and which is designed to be thrown as a throwing star or oriental dart; any weapon including a starter gun, which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any weapon; any firearm muffler or firearm silencer; any destructive device defined as any explosive, incendiary, poison gas, bomb, firecrackers, ammunition, any bullets, shotgun shells, grenade, poppers, caps, rocket having an explosive or incendiary charge or missile of any kind. Dangerous instruments that could be used to inflict harm could include: letter openers, screwdrivers, hammers or hatchets

POLICE INVOLVEMENT/REPORTING INCIDENTS

School officials may be required to notify police authorities, and in cases of major violations, may press charges. If the police authorities are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school.

Under 22.1-279.3:1, subsection D of the Code of Virginia as Amended, the principal or designee shall report to the local law enforcement agency any act enumerated in Subsection A that may constitute a criminal offense. **Where there is injury, or the battery is against school personnel, reporting is mandatory.**

§ 22.1-279.3:1.A of the code lists offenses as follows:

- i. assault or assault and battery of any person on a school bus, on school property, or at a school-sponsored activity
- ii. assaults, assault and battery, sexual assaults, death, shooting, stabbing, cutting or wounding of any person 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, an anabolic steroid on a school bus, on school property or at a school-sponsored activity;
- 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. on school property; vi. any illegal conduct involving firebombs, explosives materials or devices, or hoax explosives 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 § 18.2-83, on a school bus, on school property or at a school-sponsored activity;
- vii. any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses; or
- viii. the arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefore.

The principal or designate must also report these incidents to the Superintendent who then reports them to the Department of Education according to § 22.1-279.3:1(C). *Code of Virginia*.

STUDENT DUE PROCESS

All students are entitled to due process. This means that no action will be taken against a student until the facts have been presented by everyone involved, and a judgment has been made. There are certain procedures which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which students must follow if they do not agree with the school's actions.

PARENTAL RESPONSIBILITY PROVISION

PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS §22.1-279.3 OF THE CODE OF VIRGINIA

§ 22.1-279.3 of the Code of Virginia contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct. Through the enactment of this legislation, the Assembly has asserted its position that parents do not relinquish their responsibility for disciplining or managing their children while they attend public schools. Rather parents must work in partnership with school administrators to maintain a safe and orderly school environment. Most of our parents are involved and support our schools, helping to create the environment that is necessary to promote learning. Consequently, we recognize that we will not need to resort to the enforcement provisions in this legislation unless a parent willfully and unreasonably fails to meet their responsibility as outlined below. Rather, this legislation provides us with an additional tool for involving all our parents in assisting us in maintaining a safe school environment.

1. Within one month of the opening of school, the School Board must send to parents a copy of these requirements and a copy of the School Board's standard of student conduct.
2. Parents must sign and return to the school in which the student is enrolled a statement acknowledging receipt of the School Board's standards of student conduct.

NOTE: By signing the statement of receipt, parents shall not be deemed to waive, but expressly reserve their rights protected by the Constitutions or laws of the United States or the Commonwealth, and that a parent shall have a right to express disagreement with a school's or school division's policies or decisions.

3. Each school must maintain records of the signed statement.
4. Principal is authorized to request that the student's parent meet with the principal or designee to review the standards of conduct and the parent's responsibility to participate in disciplining the student, and to discuss improving the student's behavior and educational progress.
5. Principal is authorized to notify the parents when the student violates a School Board policy that could result in a suspension, whether or not the administration has imposed such action. The notice must state the date and particulars of the offense, the parent's obligation to assist the

school in improving the student's behavior, and that if the student is suspended, they may be required to accompany the student to meet with school officials.

6. Suspended students may not be readmitted to the regular school program until the student and parent meet with school officials to discuss improving the student's behavior. However, the principal or designee is authorized to readmit the student without the parent conference if it is appropriate for the student.
7. If a parent should fail to comply with four (4) or six (6) above, the School Board may petition the juvenile and domestic court and proceed against the parent for his/her willful and unreasonable refusal to participate in efforts to improve the student's behavior. If the court finds that the parent has acted willfully and unreasonable, the court may take the following actions:
 - a). Require the student or his/her parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior; or
 - b). Require the student or his/her parents to be subject to such conditions and limitations as the court deems appropriate for the supervision, care and rehabilitation of the student or his parent.
8. In addition, the court may require the parent to pay a civil penalty not to exceed \$500.00.

TRANSPORTATION

STUDENT CONDUCT ON THE SCHOOL BUS

The goal is to transport our students to school safely and on time. The school bus is considered school property; therefore, students are expected to follow the *Student Code of Conduct* of Suffolk Public Schools while on the school bus, at the bus stop and; going to and from the bus stop.

SCHOOL BUS RULES

The following rules and regulations apply to all students riding Suffolk Public school buses. These rules and regulations were established to assist the drivers in assuring that you are afforded the safest possible ride to and from school. The school bus driver is responsible for the enforcement of the regulations. Failure on the part of any student to follow the policies dealing with school bus operation may result in suspension or termination of the privilege to ride a school bus.

1. Students being transported are under the authority of the bus driver.
2. Students shall stay in their seats and keep hands/feet to themselves.
3. Students must board and leave the bus at their assigned stop. Written permission from the school principal/designee is required to get on or leave the bus at a location other than the regular bus stop.
4. Students shall converse in normal tones; profane language is prohibited.
5. Students may not transport animals on buses.

6. Students who refuse to obey bus regulations may forfeit their privilege to ride the bus.
7. Students shall not transport large items (balloons, flowers, band instruments, athletic equipment, etc.) on buses as they create safety hazards.

Every effort is made to correct minor situations through a conference, parent involvement, or administrative action.

VIDEO CAMERAS

Every bus is equipped with a digital recording system. The following persons are allowed to view the video footage: the driver of the bus on which the camera was installed, school administrators, Transportation Director and Supervisors, Assistant Superintendents, Superintendent, and school board members. Parent(s)/guardians are allowed to view the video footage involving their child/children only when there is an appeal related to the discipline of their child/children. Video cameras are only a tool and do not negate the driver's responsibility to maintain control and discipline on the school bus.