

ALEXANDRIA CITY PUBLIC SCHOOLS

2011-12

STUDENT GUIDELINES

AND

**CODE OF STUDENT
CONDUCT**

Produced by

The Office on Hearings, Investigations and Alternatives Student Services
2000 N. Beauregard Street Alexandria, VA 22311 (703)824-6616

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September 2011

Dear Parent(s)/Guardian(s):

You have received a copy of the 2011-12 edition of the *Student Guidelines* and are requested to sign and return the form below to your child's school.

Statement of Receipt of Student Guidelines

By signing this statement of receipt, parent(s)/ guardian(s) shall not be deemed to waive, but do expressly reserve, their rights protected by the constitutions or laws of the United States and/or the Commonwealth of Virginia, and that a parent/guardian shall have the right to express disagreement with the school's or school division's policies and/or decisions.

Thank you for your cooperation.

Lawrence E. Jointer, Ed.D.

Director for the Office on Hearings, Investigations and Alternative Student Services

Tear off and return to your child's school. If you have more than one child in the Alexandria City Public Schools, please feel free to copy the form.

Receipt of Student Guidelines

Student's Name

Grade

Signature of Parent/Guardian

Date Signed

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PREFACE

Purpose. The purpose of this publication is to provide students, parents, school personnel, and the public with a concise and comprehensive description of the minimum standards of behavior for all students enrolled in the Alexandria City Public Schools. It defines appropriate student conduct and presents alternatives to be employed by school administrators to address individuals who exhibit inappropriate behavior.

Jurisdiction. These standards of student conduct, known as the Code of Student Conduct, define the basic rules and major expectations of students in the public schools of Alexandria City. Students are subject to corrective action (including but not limited to suspension, expulsion) for any misconduct that occurs in school; on school property; on a school vehicle; while participating in or attending any school sponsored activity or trip; or on the way to and from school. Students may also be subject to corrective action for other behavior off school grounds that is connected in some way to school, including conduct that adversely affects the safety or welfare of those at school, or disrupts the instruction or operation of the school. In addition, students may be required to attend an alternative placement for behavior taking place off school property including being (1) charged with, or found guilty or not innocent of, certain criminal offenses pertaining to weapons, alcohol or drugs, or intentional injury; or (2) found guilty or not innocent of certain other criminal offenses including sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana, arson and related crimes, burglary and related offenses, robbery, and participation in street gang activity.

Organization. This Code of Student Conduct is divided into several major categories of behavior. Descriptions of positive expectations are provided as well as descriptions of specifically prohibited behavior. Consequences that may be imposed as a result of specific misconduct are listed.

Disposition. In determining the consequences to be imposed on a student for a specific action, the student's past history will be considered as well as the specific circumstances and facts involved in each instance of misconduct.

Searches. When enforcing this Code, teachers and administrators may search students and their property, including but not limited to backpacks, purses, other container, automobiles, lockers, desks, and computers. More detailed information on Search and Seizure is available in Attachment A: Definitions.

Non-discrimination. The Alexandria City School Board does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, marital status, status as a parent, or pregnancy in its programs and activities. Please direct all inquiries regarding ACPS non-discrimination policies to the Executive Director of Human Resources, 2000 N. Beaugard St., Alexandria, VA 22311, and 703-824-6946.

Community Responsibility for Safe and Orderly Schools

In order for students attending Alexandria City Public Schools to experience fair access to education in a safe and orderly environment, all elements of the community, including students, teachers, administrators, other staff, parents, and community members must work collaboratively.

- **Students.** Each student has the right to expect an educational environment in which he or she can strive to achieve the student's intellectual potential. All students are encouraged to act responsibly in order to gain the maximum benefit from the educational program offered. The student is expected to attend school regularly, be diligent in his/her studies, and behave in a way so that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur. Students who observe or are subjected to inappropriate actions as described in the Code are expected to report the incidences to the school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment. The student may report any incidents on the ACPS Hotline: 703-824-6616.
- **Parents.** Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education can be conducted in an atmosphere free of disruption and threat to persons or property and to be supportive of individual rights. The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress. All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct. Parents are also expected to maintain regular communication with school authorities, require and monitor daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.
- **Teachers.** The classroom teacher has the major responsibility for classroom management. Each teacher should develop a positive climate for learning. Expectations for classroom behavior should be established, published, and enforced consistently. Teacher intervention to prevent and correct misbehavior is essential. However, if the situation warrants, teachers will refer a student to the school administrator for discipline.
- **Administrators.** The school principal has the responsibility and authority to enforce the school rules and this Code of Student Conduct and should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered. **Parental Notification.** The school principal shall notify the parents of any student who violates a School Board policy when the violation could result in the student's suspension, whether or not the school administration has imposed any disciplinary action. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials. The principal shall notify the parent of any student involved in an incident required to be reported to the Superintendent and Virginia Board of Education.

CODE OF STUDENT CONDUCT

ATTENDANCE

Students are expected to arrive at school and all classes on time every day.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for the child's regular and punctual attendance at school as required under provisions of the law. School personnel will make a reasonable effort to contact a parent/guardian of each absent student each day, and a log will be kept of call attempts.

Any child who will have reached the fifth birthday on or before September 30th of any school year and who has not passed the eighteenth birthday shall attend school as required by state law.

Students are expected to arrive at school and all classes on time every day.

Compulsory Attendance Laws. Whenever any student fails to report to school for a total of five (5) scheduled school days for the school year, and no indication has been received by school personnel that the student's parent is aware of and supports the student's absence, and a reasonable effort to notify the parent has failed, the school principal or the school social worker 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 student's absence and to explain to the parent the consequences of continued non-attendance.

The school principal, or his/ her designee, the school social worker, the student and the student's parent shall jointly develop a plan to resolve the student's non-attendance.

If the student is absent an additional day after the plan is made and the school social worker has received no indication that the student's parent is aware of and supports the student's absence, the school social worker shall schedule an Attendance Panel Conference with the student, their parent and school personnel.

The conference will include other community service providers, to resolve issues related to the student's non-attendance.

Upon the next absence by such student, without indication that the parent is aware of and support the student's absence, the school principal or the school social worker shall notify the court.

Unexcused Absence or Tardiness. Students shall not be absent from or report late to class or school without appropriate parental permission, school permission, or an otherwise valid excuse. Students who are absent must bring a valid note from a parent or guardian stating the reason for absence upon returning to school. All tardies to class shall be considered as unexcused unless the student presents a written admit slip or pass from a member of the school staff excusing the tardy. Late bus arrival is an approved excuse for tardiness. When a student accumulates ten (10) unexcused tardies, the teacher or the principal will refer the student to the school social worker.

Full Day Attendance. Students will 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 principal.

Dismissal During the School Day. Once a student arrives on school property, the student may not leave without administrative permission prior to the end of the regularly scheduled day. High school students, with written authorization from a parent or guardian, may sign themselves out; elementary and middle school students must be signed out by a parent or guardian. 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 student. When custody of a child is limited by court order to one natural parent over the other, the child shall not be released to the non-custodial parent. The Superintendent shall provide procedures for release of students 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 and shall include verification of parent authorization.

Exceptions and Exemptions from School Attendance

Children suffering from contagious or infectious diseases shall be exempt from compulsory attendance when the physical incapacity is established by a written statement from a physician or a nurse practitioner attending the child, giving the reasons for the student's inability to participate in school.

If the total absences do not include any trancies, the following additional exceptions will be granted upon acceptance of verification. A note from a parent or guardian will constitute a verification of absence due to an exception unless the principal requires additional information for verification. It is recommended that parents provide verification notes within 24 hours of the absence. Exceptions include absences due to the following:

- illness that is noted by a physician or otherwise verified to the satisfaction of the principal.
- death or illness in the immediate family verified to the satisfaction of the principal.
- religious holiday verified to the satisfaction of the principal.
- participation in Homebound Instruction.
- participation in school-sponsored activities with teacher notification.
- required court appearance verified to the satisfaction of the principal.
- late arrival of school buses.
- educational travel or other extraordinary educational or skill development opportunities not available in the Alexandria City Public Schools with prior approval of the principal.
- emergency situation as demonstrated by the parent/guardian to the satisfaction of the principal.

SUBSTANCE ABUSE

The school environment should be free of drugs and alcohol.

Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell. Students shall not manufacture, give, sell, share, distribute or possess with intent to give, sell or distribute alcohol, marijuana or other controlled substance or prescriptions medicines.

Recommended Corrective Actions – one or more may apply

- Out-of-School Suspension
- Notification of School Resource Officer or other legal authority
- Evaluation for alcohol or drug abuse
- Participation in a drug, alcohol or violence intervention, prevention or treatment program.
- Recommendation for expulsion/Expulsion.

Use and/or possession of Alcohol and Other Drugs. A student shall not possess, use, and/or distribute alcohol or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with School Board Policy JHCD. A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances or what is represented by or to the student to be any of the restricted substances or what the student believes is any of the restricted substances.

Recommended Corrective Actions

First Offense

- Out-of-School Suspension
- Notification of School Resource Officer or other legal authority
- Recommendation for expulsion unless Superintendent determines, based on the facts of the particular case, that special circumstances exist and another form of discipline is appropriate.
- In the case of a first offense for alcohol possession or if circumstances warrant it, refer the incident to the Director for the Office on Hearings, Investigation and Student Alternative Services for corrective action as follows:

- Out-of-school suspension for 10 or more days.
- Suspension from school-sponsored activities or events prior to, during, or after the regular school day for a minimum of thirty days.
- Referral to an alternative education program.
- Evaluation for alcohol or drug abuse.
- If the student participates in a drug or alcohol intervention, prevention or treatment program approved by the Director for the Office on Hearings, Investigation and Student Alternative Services and with signed permission to share information between school and program, any suspension in excess of ten days will be waived; any exclusion from extra-curricular activities in excess of 10 school days may be waived.

Subsequent Offense

- Out-of-School Suspension
- Notification of School Resource Officer or other legal authority
- Evaluation for alcohol or drug abuse
- Participation in a drug, alcohol or violence intervention, prevention or treatment program.
- Recommendation for expulsion/Expulsion.

TOBACCO PRODUCTS

All school buildings shall be tobacco-free.

Smoking, chewing, or any other use of any tobacco products shall be prohibited on school property. "School property" means all property owned, leased, rented, or otherwise used by a school including but not limited to the following: all interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage and all vehicles used by the division for transporting students, staff, visitors, or other persons. "Tobacco products" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in a manner as to be suitable for chewing, smoking, or both. "Tobacco" shall include cloves or any other product packaged for smoking. "Use" shall mean lighting, chewing, inhaling, or smoking any tobacco product.

Recommended Corrective Actions – one or more may apply

- Counseling
- Admonition
- Reprimand
- Loss of privileges
- Parental conferences
- Tasks or restrictions assigned by the principal
- Detention before or after school
- Suspension from school-sponsored activities or events prior to, during, or after the regular school day
- Out-of-school suspension
- Referral to an alternative education program

DANGEROUS OBJECTS, FIREARMS, EXPLOSIVES, ARSON

Students will respect the well-being of others in the schools.

Each student who attends school in Alexandria City Public Schools has the right to learn in a safe environment. Violations of this section of the Code of Student Conduct are considered extremely serious and threaten a safe and secure learning environment.

Possession or Use of Weapons or Other Dangerous Articles. Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. 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 school or the school division is prohibited. Such weapons include, but are not limited to: any pistol, shotgun, stun gun, revolver, or other firearms, designed or intended to propel a projectile of any kind, including a rifle, unloaded firearms in closed containers, any air rifle or BB gun, toy guns and look-alike guns, any dirk, knife (including bowie, switchblade and ballistic) or razor, slingshots, spring sticks, brass or metal knuckles, blackjacks, any flailing instrument which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain, any disc of whatever configuration, having at least two points or pointed blade, and which is designed to be thrown known as a throwing star or oriental dart, explosives, and destructive devices, or other dangerous articles.

Arson/Bombs/Bomb Threats. Students shall not engage in an illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

DISRUPTIVE BEHAVIOR

Students will respect the peace and order of the school environment.

Disruptive Conduct/Persistently Troublesome Conduct. Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function, process of the school, or is dangerous to the health or safety of students or others. Students who continuously disrupt the classroom and/or school operations shall be guilty of persistently troublesome conduct, which may be punished by expulsion.

Neglect of Studies. A student shall not persistently and continuously neglect the student's schoolwork and fail to take advantage of the educational opportunities offered by the schools.

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

Gambling. A student shall not play or participate in any game in which the outcome is uncertain and a matter of chance, or bet for money or other things of value during any school related activity.

Possession of Beeper or Similar Communications. Students may possess a beeper, cellular telephones, Personal Digital Assistant (PDA) or other communication device on school property, including school buses, provided that the devices remain off and out of sight during the school day. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions, which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

Laser Pointers. Students shall not have in their possession laser pointers.

Profane or Abusive Language. Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene, or disrupts the teaching and learning environment

Defiance of the Authority of School Personnel. Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies and regulations.

FIGHTING/AGGRESSION/THREATS

The school environment should be free from threat and aggression.

Threats or Intimidation. Students shall not make any verbal or physical threat of bodily injury or use of force directed

toward another person for the purpose of extortion or for any other reason.

Assault and Battery/Fighting. A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting. Battery is the unlawful application of force to the person of another. **Bullying.** A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding the race, sexual orientation, gender, religion, physical abilities or characteristics or associates of the targeted person.

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 harm on a student or students in connection with or for the purpose of initiation, admission into an affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing causes bodily injury shall report the hazing to the local Commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has the right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Va. Code 18.2-56.

Gang Activity. A student shall not engage in gang activities. Students shall not engage in gang activity on school grounds, on school buses or on any school-sponsored activity. A gang is defined as any group of two or more persons whose purpose includes: commission of illegal acts, participation in activities that threaten the safety of persons or property, disruption of the school activities, and/or creation of an atmosphere of fear and intimidation.

Gang activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand shakes) showing membership or affiliation in a gang;
- using any speech or committing any act or omission in furtherance of the interests of any gang, including:
 - (a) soliciting, hazing and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and (d) inciting other students to act with physical violence;
- inappropriate congregating, bullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees, or visitors.

Harassment. A student shall not harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions. Harassment based on race, national origin, disability, religion, or sexual orientation consists of physical or verbal conduct relating to an individual's race, national origin, disability, religion, or sexual orientation is prohibited when the conduct:

- (i) creates an intimidating, hostile or offensive working or education environment; or
- (ii) substantially or unreasonably interferes with an individual's work or education; or
- (iii) otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education of program.

Examples of conduct which may constitute harassment based on race, national origin, disability, religion, or sexual orientation if it meets the immediately preceding definition include: graffiti containing racially offensive language; name calling, jokes or rumors; physical acts of aggression against a person or his property because of that person's race, color, national origin, sex, disability, religion, or sexual orientation; hostile acts which are based on another's race, national origin, religion, disability, age, or sexual orientation; written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability, religion, or sexual orientation.

SEXUAL HARASSMENT

The Alexandria City School Board is committed to maintaining a learning and working environment free from sexual harassment.

The Alexandria City School Board prohibits sexual harassment of any student or school personnel at school or any school sponsored activity. School personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or education; or
- (ii) 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:

- unwelcome sexual physical contact.
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks.
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- graphic comments about an individual's body.
- sexual jokes, notes, stories, drawings, gestures or pictures.
- spreading sexual rumors.
- touching an individual's body or clothes in a sexual way.
- displaying sexual objects, pictures, cartoons or posters.
- impeding or blocking movement in a sexually intimidating manner.

Complaint Procedure. Any student who believes that he or she has been subjected to sexual harassment should report the alleged act immediately to the principal. The principal shall request that the complaint be in writing. The principal must immediately report the complaint of the alleged incident to the Director for the Office on Hearings, Investigation and Student Alternative Services and the Assistant Superintendent for Human Resources. If the complaint is against the principal, the student shall file the complaint with the Director of Counseling at the school, who will immediately contact the Director for the Office on Hearings, Investigation and Student Alternative Services and the Assistant Superintendent for Human Resources. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents.

Retaliation. Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

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

VANDALISM

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

Vandalism. Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the 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 the bus, or at school-sponsored events.

INTEGRITY

Students enrolled in the Alexandria City Public School students are expected to perform honestly through the production of their own work. They should also demonstrate respect for the belongings and rights of others, including, but not limited to: other students, staff, and volunteers.

Cheating. Students shall not cheat, plagiarize, or knowingly make false statements with respect to any assigned schoolwork or tests.

Theft. A student shall not intentionally take the personal property of another person without consent under duress, threat, or otherwise.

False Accusations. Students who knowingly make false charges shall be subject to disciplinary action.

TRESPASSING

Any person on school property is expected to have appropriate authorization to be on school property.

Trespass. The student shall not trespass on school property or use school facilities without proper authority or permission. A student who has been suspended or expelled from attendance may be considered a trespasser if the student is on school property, or at any school activity during the suspension/expulsion period.

Unauthorized persons, including suspended students, will be requested to leave school grounds by the building administrator. Failure to leave immediately may be considered trespassing.

It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting or service. Persons violating this provision may be prosecuted.

It is prohibited for any person to enter or remain on school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains this information, posted at a place where it reasonably may be seen. Persons violating this provision may be prosecuted.

TECHNOLOGY AND THE INTERNET

The use of technology in the schools is a privilege, not a right. Students are required to abide by the rules for use of technology. Use of hardware, software, or telecommunications in violation of these rules is prohibited.

Acceptable Use. Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

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

- using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
- sending, receiving, viewing, or downloading the material described above via the computer system.
- unauthorized downloading of software.
- downloading copyrighted material for unauthorized use.
- using the computer system for private financial or commercial gain.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- posting material authorized or created by another without his or her consent.
- using the computer system for commercial or private advertising.
- submitting, posting, publishing or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- using the computer and available system for bullying

Electronic Mail. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students as an educational tool. Electronic mail is not private. Students' electronic mail will be monitored. Unauthorized access to an electronic mail account by any student is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following: Users shall be polite, use appropriate language, and respect the computer system's resource limits. Student users shall not:

- use obscene, lewd, profane, threatening or disrespectful language.
- forge, intercept, or interfere with electronic mail messages.
- post personal contact information, including names, home, school or work addresses, telephone numbers, or photographs, about themselves or others.
- post chain letters or download large files.
- use the computer system to disrupt others.
- read, modify, or delete data owned by others.

Security. All users shall keep their passwords confidential and shall follow computer virus protection procedures. User shall notify the building principal or system administrator immediately, if any user identifies a security problem.

Due Diligence in Care of Computer Equipment. All users of ACPS computer equipment should make every effort to afford the equipment with proper care and security. In the case of portable equipment or equipment assigned to individuals for use off-site or at home, the user must accept personal responsibility for said equipment, and must accept the risk of theft, loss, or damage due to negligence.

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

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

OTHER CONDUCT

Reports of Conviction or Adjudication of Delinquency Pursuant to §16.1-305.1. Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, §16.1-260, may be required to attend an alternative education program.

Felony Charges. Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

Other Conduct. 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.

TRANSPORTATION

Students are required to conduct themselves coming and going to school as they would in the school classroom.

TRANSPORTATION BY MOTORIZED VEHICLE. Student use of a private vehicle for transportation to school is a privilege. Only high school students may drive to school. Students without a valid license may not drive without a license on school property. Students who wish to park a private vehicle on school property must obtain the appropriate permit, must comply with all parking and vehicle regulations, and must consent to search.

TRANSPORTATION BY BICYCLE. All students may ride a bicycle to school. Riders are responsible for their own safety and for securing their own bicycles. Improper use of bicycles, such as riding in bus-loading areas, constitutes grounds for the loss of bicycle parking privileges at school.

TRANSPORTATION BY SCHOOL BUS. Student transportation is a privilege not a right. Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. Compliance with specific bus rules is important to maintain safety, to protect school property, and to respect the rights of residents on and near bus stops and bus routes. Students must ride only the bus or buses assigned to them, except when exempted by proper authority. Secondary students must carry student identification cards issued in their name at all times and be prepared to show them upon request.

The Alexandria City Public Schools System shall not be responsible for any article reported lost or stolen on school property or within the confines of a school building. Therefore, students are urged not to bring jewelry or other valuable items to school.

Behavior on School Bus. Students shall not behave in a disruptive manner or otherwise violate any other provisions of this Code of Student Conduct while waiting for a school bus, while on a school bus, or after being discharged from a school bus.

Meeting and Boarding the Bus. Students should arrive a few minutes before the scheduled time for the bus to leave. While waiting at the bus stop, students should stay out of and away from the street and not engage in activities that will

endanger themselves or their companions. Students should board the bus in an orderly manner as outlined herein:

Students should form a single line several feet away from the actual bus stop. The line should be formed so that those in the line will be facing the bus. After the bus has come to a full stop, the driver will open the door and give a signal to board the bus. After the driver gives the signal to board, then students should proceed to the bus as quickly and orderly as possible. Older children should aid the younger ones, if required, and all should use the handrail to board the bus.

On the Bus.

Authority. The bus driver has the authority and responsibility for maintaining order and providing a safe environment. Students will obey the driver, the bus monitor, and the safety patrol (a student who is selected to assist the driver in maintaining order and providing a safe environment).

Seating. Students should proceed directly to the seat assigned by the bus driver. In general, the first children on the bus shall occupy the seats to the rear of the bus. The safety patrol may assist the driver in directing students to their seats. A maximum of three children may occupy a seat. Students should not stand or get out of the seat until the bus comes to a complete stop at the school. The driver with the assistance of the safety patrol will notify the students when it is safe to stand for unloading. At times it may be necessary for some children to stand for short distances. Should this be the case, the standees should request those occupying the seats to hold their books so that they can hold on to the back rail of the seat with both hands. Standees should face to the front or side, never to the rear. If it is necessary to stand while the bus is in motion, students should stand behind the first seat and refrain from conduct that might obstruct the vision of the bus driver.

Carry-on. Dangerous objects and firearms as described in other provisions of the Code of Student Conduct shall not be brought on the bus. Glass jars or bottles, flammable liquids, live animals or pets, large boxes, large musical instruments, etc., are not to be brought on the bus. In general, anything that is too large to hold on a student's lap or is likely to break will not be permitted on the bus.

Conduct. Students shall not engage in disruptive and aggressive behavior as described in other provisions of the Code of Student Conduct while on the bus. In addition, students will not engage in loud talking or make excessive noise on the bus. Students are not permitted to eat or drink on the bus. Students may not vandalize the bus; spit in, upon or out of any bus; or discard litter in or out of the bus.

Aisles: Aisles must remain clear. Students must not extend arms, legs, or other body parts into the aisle. No object may be placed in the aisle or door well of the bus.

Windows and emergency doors: Students may not open or close windows of the bus without first requesting and receiving permission to do so from the bus driver. Students may not throw anything out the bus windows. Students may not climb through a window or extend any part of their body out of the window of any bus or exit any bus through the emergency door unless directed to do so by the bus driver or when necessary to preserve the safety of any person under emergency conditions.

Unloading or Getting off the Bus: Unload in the reverse order of loading. Whether at school or at home, when exiting the bus, move away from the bus on the same side of the street or road as the bus stop. All effort will be made in routing buses and setting up stops to avoid the necessity of crossing a street at the bus stop. After getting off the bus, students should walk to the nearest street intersection to cross the street and not cross at the bus stop.

Supervised Bus Trips. The rules outlined above will apply to supervised, school-sponsored bus trips, such as field trips and athletic or other contests. The trip supervisor may authorize reasonable exceptions to the rules, if the exceptions are appropriate to the trip.

Bus Safety Requirements. Students must obey safety guidelines as set out above

NOTE: Violations of these bus rules may result in loss of school bus transportation privileges as well as other corrective actions. The parents will be responsible for the transportation of any students who have lost school bus transportation privileges. Even though a student has bus riding privileges suspended, the student is still required to attend school.

Recommended Corrective Actions – one or more may apply

- Counseling
- Admonition
- Reprimand
- Loss of privileges
- Private vehicle may be booted or towed from school property at the owner's expense
- Loss of transportation privileges

First Offense: minimum of one week loss of transportation privilege

Subsequent Offenses: additional loss of transportation privilege up to denial of bus privileges for the remainder of the year

- Parental conferences
- Tasks or restrictions assigned by the principal including community service.
- Detention before or after school.
- Suspension from school-sponsored activities or events prior to, during, or after the regular school day
- In-school supervision/exclusion from class
- Restitution
- Out-of-school suspension
- Referral to an alternative education program
- Notification of legal authority
- Recommendation for expulsion/Expulsion

ATTACHMENT A

DEFINITIONS

Attendance Panel. A committee composed of several city agencies created to address issues of poor attendance by public school students. The committee meets with students with poor attendance records and parents two to three times a month at Court Services in an effort to improve attendance.

Admonition. Warnings in the form of contracts, verbal, or written understandings or agreements.

Alternative Education Programs. Night school, adult education, or another educational program designed to offer instruction to students for whom the regular program of instruction may be inappropriate. The Superintendent may require a student to attend an alternative education program in accordance with the procedures set forth below, if the Superintendent finds that the student has (1) committed an offense in violation of School Board policies; (2) been charged with an offense related to state law or a violation of School Board policy on weapons, alcohol or drugs, or intentional injury to another person; (3) been expelled from attendance under Policy JFCD, or (4) been charged with an offense, or who has been found guilty or not innocent of a crime which resulted or could have resulted in injury to others, or of a crime for which the disposition ordered by a court is required to be disclosed to the Superintendent. Prior to requiring a student to attend an alternative education program, the Superintendent shall provide: (1) written notice to the student and his parent/guardian that the student will be required to attend an alternative education program and (2) written notice to the student and his parent/guardian of the right to a hearing before the Superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services regarding the placement. The student or his parent/guardian may appeal the decision of the Superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services to the School Board by filing a written notice of appeal with the Superintendent within five days of the Superintendent's decision. The hearing by the School Board shall be on the record. Whenever court orders any student

into an alternative education program offered in the public schools, the School Board shall determine the appropriate alternative education placement of the student regardless of whether the student attends the public schools it supervises or resides within its school division.

Automobiles. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Computers. School computers, student laptops, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, student laptops, software and internet access records at any time for any reason and without student consent.

Confiscation. When students bring prohibited items onto school property, school authorities may take the items. Parents may recover the items.

Corrective Actions. Any action taken by a principal to correct a violation of the Code of Student Conduct including all recommended corrective actions listed in the Code as well as any other action that in the reasonable judgment of the principal is necessary.

Counseling. A conference with a student and an administrator or other school staff member, the purpose of which is to bring about a desired change in behavior.

Court Referral. A student's failure to comply with city or school regulations and/or requirements of law may result in legal/court action.

Destructive Device. (1) Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (2) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. Destructive devices shall not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device.

Detention Before or After School. Detention is held for a specified amount of time either before a student's first class or following the last scheduled class. Parents must be notified of any before-school or after-school detention. Failure to attend assigned detention shall result in doubling the periods assigned. Field trips or other extra-curricular activities shall not be accepted as a valid excuse for changing detention hall assignment. Parents are responsible for providing transportation for detention. A student may be allowed to ride the activity bus after detention with the principal's permission. However, students serving detentions for bus violations may not be allowed to ride the activity bus home.

Disruptive Behavior. A violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment.

Evaluation for Alcohol or Drug Abuse. The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs, alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

Exclusion. A School Board denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty 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.

Firearm. Any weapon prohibited on school property or at a school-sponsored activity pursuant to Va Code sec. 18.2-308.1. or (1) any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material; (2) the frame or receiver of any weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device; or (5) any unloaded firearm in a closed container.

In-School Supervision/Exclusion from Class. In-school suspension may be considered an alternative disciplinary action for selected cases. The parent shall be notified of the temporary change in the student's schedule and the reason for this action. The parent may request the Director for the Office on Hearings, Investigation and Student Alternative Services review the student's placement in in-school supervision.

Instructional Support Services Intervention. Conferences, counseling, and other interventions by School Support Team members and other Instructional Support personnel to prevent and correct behavior that violates the Code of Student Conduct.

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

Long-Term Suspension. A disciplinary action whereby a student is not permitted to attend school for more than ten school days but less than 365 calendar days.

Mediation/Conflict Resolution. A procedure to provide intervention and peaceful settlement.

Notification of Legal Authority. Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities or expulsion include but are not limited to: possession or use of alcohol, illegal drugs, or drug paraphernalia; selling drugs; assault/battery; sexual assault; arson; intentional injury (bullying, fighting); theft; bomb threats, including false threats against school personnel or school property; use or possession of explosives; possession of weapons or firearms; extortion, blackmail, or coercion; driving without a license on school property; homicide; burglary; sex offenses (indecent exposure, obscene phone calls, sodomy, and child molestation); malicious mischief; shooting; any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs; stabbing, cutting, or wounding; unlawful interference with school authorities including threats; unlawful intimidation of school authorities; and other unlawful acts including being an accessory to any of these or other unlawful acts.

One Year. 365 calendar days as required in federal regulations.

Parent/Parents. Any parent, guardian, or other person having control or charge of a child.

Parental Conferences. A meeting with school personnel and the parent(s) to discuss a student's behavior and to seek help and cooperation from the parent in improving the student's behavior.

Participation in a Drug, Alcohol or Violence Intervention, Prevention or Treatment Program. Whenever any student commits any reportable incident pursuant to Va. Code sec. 22.1-279.3:1, the student shall be required to participate in prevention and intervention activities as deemed appropriate by the Superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services. Prevention and intervention activities shall be identified in the local school division drug and alcohol 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).

Personal Searches. A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a school rule. A personal search may include requiring a student to be scanned with a metal detector. A pat-down search of a student may only be conducted if a school administrator has a reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present. Strip searches may only be used when an extremely serious situation exists, requiring immediate action. A search should be used only in the context of imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness. School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services, unless the health or safety of the student is endangered by the delay.

Principal. The school principal, assistant principal or any other school official designated by the principal to act matters of school discipline.

Referral to Community Services. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.

Reprimand. Warning that the student will be subject to more serious disciplinary action if violations of Code of Student Conduct continue.

Restitution. If a student willfully damages school property, the law allows schools to collect up to \$2500.00 from parents to pay for damages.

Restricted Substance. Alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, as well as any abusable inhalant 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 is a restricted substance.

Saturday School. A three-hour program held on Saturdays to provide academic and social support for students.

School Property. Any real property owned or leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.

School Resource Officer. A City of Alexandria police officer assigned to the school to interact positively with students and to monitor and address criminal activity during the regular school day.

Search and Seizure. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. Student desks and lockers are the property of the school, and may be used for the storage of permitted student belongings only. School officials retain locker combinations and reserve the right to search desks and lockers as well as to open lockers at any time for repairs. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. A random, systemic, non-selective search of student classrooms, desks, lockers or automobiles may be conducted by school officials in accordance with a pre-determined search formula. Students are responsible for the content of their assigned locker at all times. The student's individual right to

privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function. If a properly conducted search yields illegal or contraband materials, the findings shall be turned over to proper legal authorities for ultimate disposition. A student's failure to permit searches will be considered grounds for disciplinary action.

Short-Term Suspension. Any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days.

Student Discipline Referral Process. When a teacher determines that classroom management techniques are no longer sufficient to correct a student's behavior, she may refer the student to the principal for discipline. The teacher must complete a student incident form for each instance in which a student is referred to the principal describing the student's behavior, including time, place and any prior efforts made to correct the behavior. The principal will determine any corrective action to take, if any. The teacher will be notified of the principal's determination.

Suspension from School-Sponsored Activities or Events Prior to, During, or After the Regular School Day.

Restriction on participation in school sponsored activities will be set for a fixed period of time or until certain specified requirements have been met. This corrective measure applies to all school-sponsored activities. Any suspension from school-sponsored activities in excess of 10 days may be appealed to the Director for the Office on Hearings, Investigation and Student Alternative Services.

Tasks or Restrictions Assigned by the Principal. Any tasks assigned should be beneficial to the student. Parents should be notified of any tasks assigned to or restrictions placed on the student.

ATTACHMENT B

PROCEDURE IN DISCIPLINARY ACTIONS

I. REPRIMAND, DENIAL OF PRIVILEGES, DETENTION.

Notice and Opportunity for Explanation. Whenever possible, prior to a reprimand, denial of privileges, or detention, a student is to be given oral notice of the charges against the student and, if those charges are denied, an explanation of the facts supporting the charges and an opportunity to present the student's version of what occurred.

II. EXCLUSION FROM CLASS/ TEACHER REMOVAL OF STUDENTS FROM CLASS. Teachers shall have the initial authority to remove students from class for disruptive behavior. Disruptive behavior is defined as a violation of School Board regulations governing student conduct, or the Code of Student Conduct, that interrupts or obstructs the learning environment.

Criteria for Removal. Prior to the removal of a student from class under this policy, the following criteria must be met:

- the student's behavior is disruptive as defined above.
- removal of the student from the class is necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior.
- teacher and/or administrative interventions have been attempted and failed to end the student's disruptive behavior, specifically the teacher must have filed two prior written incident reports with school administrators.
- notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators have been provided to the student's parents.

When all of the above criteria have been satisfied, teacher removal of a student from class shall be deemed appropriate.

Requirements for Incident Reports. No removal under this policy shall occur unless two prior, written incident reports have been filed with school administrators. Upon removal, the teacher shall file a "Student Removal Form" with school

administrators and any other documentation to support the removal including, but not limited to the previous two incident reports.

Procedures for Written Notification of Student and Parents. The teacher shall provide copies of any incident report and Student Removal Form to the student and the student's parents and notify them of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. The notice shall be provided within twenty-four hours of each incident. The teacher shall document, in writing, attempts to request and encourage the parents to meet with school administrators and/or the teacher. This notice and documentation shall be required for each incident report and student removal.

Guidelines for Alternative Assignment and Instruction of Removed Students. The Principal shall determine the appropriate placement of the student. The Principal has several options regarding the placement of a removed student including, but not limited to:

1. Assigning the student to an alternative program.
2. Assigning the student to another class.
3. Sending the student to the Principal's office or study hall. If the Principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student.
4. Suspending or expelling the student. If the Principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and in the case of students with disabilities, in accordance with federal law.
5. Returning the student to class (see procedures below).

Procedure for the Student's Return to Class. The Principal shall determine, after consultation with the teacher, the duration of the student's removal from class. The Principal shall notify the teacher of the decision to return the student to class. The following procedure shall apply if the teacher disagrees with the Principal's decision to return a student to the class:

- the teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.
- the teacher, after meeting with the Principal, may appeal the Principal's decision to the Superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services within one school day. The incident reports and removal form must accompany the appeal. After discussion with the Principal and teacher or receiving their written comments, the decision of the Superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services shall be final. The decision shall be made within forty-eight hours of the teacher's appeal. During the appeal process, the student shall not be returned to class and the Principal will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher and Principal shall develop a plan to address future disruptive behavior.

Other Provisions. The Principal shall ensure that students removed from class continue to receive an education. This policy does not limit or restrict the ability of School Division employees to apply other policies, regulations or laws for maintaining order in the classroom. The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of policies and regulations related to suspension and expulsion.

III. STUDENT SUSPENSION AND EXPULSION

Suspensions and Expulsions of Students Generally. Students may be suspended or expelled from attendance at school for violations of the Code of Student Conduct or other sufficient cause. See Attachment D.

Short-Term Suspensions. The school principal, any associate/assistant principal, or in their absence, any teacher, may suspend a student for violations of the Code of Student Conduct for from one to not more than ten school days. Short-term suspensions over five days must have the approval of the Director for the Office on Hearings, Investigation and Student

Alternative Services. The principal, associate/assistant principal, or teacher may suspend the student after giving the student oral or written notice of the charges against the student and, if the student denies them, an explanation of the facts as known to school personnel and an opportunity to present the student's version of what occurred. In the case of any student whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the student may be removed from school immediately, and the notice, explanation of facts, and opportunity to present the student's version shall be given as soon as is practical thereafter.

Upon suspension of any student, the principal, associate/assistant principal, or teacher responsible for this suspension shall report the facts of the case in writing to the division superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services and the parent of the student suspended. The parent shall also be notified of the right to petition for review of the suspension. Upon a petition for review by any party in interest within three days of the suspension notice, the division superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services shall review, within five school days, the action taken by the principal, associate/assistant principal, or teacher and confirm or disapprove this action based on an examination of the record of the student's behavior. In cases where the parent or adult student notifies the principal that there will be an appeal, the student shall be allowed to continue in school on a regular basis until the case is heard and a final decision has been rendered, unless the principal considers that the student's presence poses a continuing danger to persons or property, or on-going threat of disruption.

The parent shall be notified that the decision of the Superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services is the final decision of the School Board, and that no further appeal or hearing of the School Board is available. An oral or written notice to the parent of a student who is suspended from school attendance for not more than ten days shall include notification of the length of the suspension, the right to petition for review, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program, or alternative education program or educational option, which is not a part of the educational program offered by the school division, shall be borne by the parent of the student.

Long-Term Suspension. A student may be suspended from attendance at school for more than ten days after written notice is provided to the student and his parent of the proposed action and the reasons therefore and of the right to a hearing before the School Board disciplinary committee, in accordance with regulations of the School Board. This disciplinary committee may confirm or disapprove the suspension of a student. The disciplinary committee of the School Board shall be composed of at least three members. If the committee's decision is not unanimous, the student or his parent may appeal the committee's decision to the full School Board. An appeal shall be decided by the School Board within thirty days. The written notice of a suspension for more than ten days shall include notification of the length of the suspension and shall provide information concerning the availability of community-based educational, alternative education, or intervention programs. This notice shall also state that the student is eligible 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 during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.

Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of this suspension

Expulsion. A student may be denied the right to attend any Alexandria City Public School when: the student poses a potential or continuing danger to the school community; the student's conduct presents an ongoing threat of disruption to the learning environment; there is an accumulation of offenses for which the student has been suspended; other circumstances in which expulsion of the student would be in the best interest of the local school or school division. The School Board shall expel from school attendance for a period of not less than one year any student whom the School Board has determined to have brought a firearm onto school property or to a school-sponsored activity as prohibited by Va. Code sec. 18.2-308.1, or to have brought a firearm as defined in this policy or an air rifle or BB gun on school property or to a school-sponsored activity. The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance, imitation controlled substance, or marijuana as defined in Va. Code sec. 18.2-247 onto school property or to a school-sponsored activity. The School Board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate.

A principal may make a recommendation for expulsion based on:

- the nature and seriousness of the conduct;
- the degree of danger to the school community;
- the student's disciplinary history, including the seriousness and number of previous infractions;
- the appropriateness and availability of an alternative education placement or program;
- the student's age and grade level;
- the results of any mental health, substance abuse, or special education assessments;
- the student's attendance and academic records; and
- other appropriate matters.

No decision to expel a student shall be reversed on the grounds that these factors were not considered. Nothing in this subsection shall be deemed to preclude a School Board from considering any of the factors listed above as special circumstances for purposes of expulsions discussed in the following subsections.

A principal shall recommend for expulsion:

- 1) any student who brings a firearm onto school property or to a school-sponsored activity as prohibited by Va. Code sec. 18.2-308.1, or brings a firearm as defined in this policy or an air rifle or BB gun on school property or to a school-sponsored activity;
- 2) any student whom the School Board has determined to have brought a controlled substance, imitation controlled substance or marijuana as defined in Va. Code sec. 18.2-247 onto school property or to a school-sponsored activity.

The Superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services may, however, determine, based on the facts of a particular situation that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. Students may be expelled from attendance at school after written notice to the student and the student's parent of the proposed action and the reasons therefore and of the right to a hearing before the School Board disciplinary committee in accordance with the regulations of the School Board. The disciplinary committee may confirm or disapprove the expulsion of a student. The disciplinary committee shall be composed of at least three members. If the committee's decision is not unanimous, the student or his parent may appeal the committee's decision to the full School Board. An appeal shall be decided by the School Board within thirty days. The School Board shall confirm or disapprove of all proposed expulsions regardless of whether the student has exercised the right to a hearing.

The written notice given to the student and his parent shall include notification of the length of the expulsion and shall provide information to the parent of the student concerning the availability of community-based educational, training, and intervention programs. The notice shall also state 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 the terms or conditions of readmission. If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice shall also advise the parent of the student that the student may petition the School Board for readmission to be effective one calendar year from the date of his expulsion, and of the conditions, if any, under which readmission may be granted. The costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during the student's expulsion shall be borne by the parent of the student.

Nothing in this policy shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this policy to attend an alternative education program provided by the School Board for the term of the expulsion.

NOTE: Students with disabilities shall be disciplined in accordance with the procedures set out in ACPS Policy JGD

IV. RE-ADMISSION OF SUSPENDED AND/OR EXPELLED STUDENTS

Exclusion. Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to his or her regular school.

Any student who has been expelled or suspended for more than thirty 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 in the Alexandria City Public Schools, in accordance with Policy JEC (G). In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of the suspension. In excluding any expelled student from school attendance, the local School Board may accept or waive any or all of any conditions for readmission imposed upon the student by the expelling School Board pursuant to Va. Code sec. 22.1-277.06. The excluding School Board shall not impose additional conditions for readmission to school.

Readmission of Suspended Students. No suspended student shall be admitted to the regular school program until the student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal determines that re-admission, without parent conference, is appropriate for the student. If the parent fails to comply with this policy of Policy JEC, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

Readmission of Expelled or Excluded Students. Upon the expiration of the exclusion period for an expulsion or withdrawal of admission, which period shall be established by the School Board, committee thereof, or superintendent or the Director for the Office on Hearings, Investigation and Student Alternative Services, as the case may be at the relevant hearing, the student may petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which the student may re-petition the School Board for admission.

ATTACHMENT C

PROCEDURE FOR SCHOOL BOARD DISCIPLINARY COMMITTEE HEARINGS

The procedure for the School Board Disciplinary Committee shall be as follows:

- The School Board Disciplinary 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 School Board.
- The School Board Disciplinary Committee may ask for opening statements from the principal or representative and the student or the student's parent(s) (or their representative) and, at the discretion of the School Board Disciplinary Committee may allow closing statements.
- The parties shall then present their evidence. Because the principal has the ultimate burden of proof, the principal shall present his evidence first. Witnesses may be questioned by the School Board members and by the parties (or their representative). The School Board Disciplinary 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 School Board Disciplinary Committee may take the testimony of student witnesses outside the presence of the student, his parent(s) and their representative if the School Board Disciplinary Committee determines, in its discretion, that the action is necessary to protect the student witness.
- The parties shall produce any additional evidence as the School Board Disciplinary Committee may deem necessary. The School Board Disciplinary 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 School Board Disciplinary Committee and, when so received, shall be marked and made part of the record.
- The School Board Disciplinary Committee may, by majority vote, uphold, reject, or alter the recommendations.
- The School Board Disciplinary Committee shall transmit its decision, including the reasons therefore, to the student, his parent(s), the principal and superintendent.

ATTACHMENT D

GROUNDS FOR SUSPENSION/EXPULSION (From Regulation JGD/JGE-R)

The following violations of the Standards of Student Conduct and School Board policy shall be grounds for suspension:

- Threats or Intimidation
- Assault and Battery/Fighting
- Persistently Disruptive Conduct
- Profane or Abusive Language
- Bullying
- Gambling
- Use, possession, or Distribution of Alcohol or Other Drugs, or Restricted Substances (except as provided in JHCD)
- Vandalism
- Defiance of the Authority of School Personnel
- Weapon Possession
- Theft
- Violation of Bus Regulations
- Trespassing
- Gang Activity
- Use or Possession of Tobacco
- Harassment
- Hazing

The following violations of the Standards of Student Conduct and School Board policy shall be grounds for expulsion:

- Threats or Intimidation
- Assault and Battery/Fighting
- Persistently Disruptive Conduct
- Bullying
- Gambling
- Use, Possession, or Distribution of Alcohol or Other Drugs, or Restricted Substances (except as provided in JHCD)
- Vandalism
- Defiance of the Authority of School Personnel
- Weapon Possession
- Theft
- Violation of Bus Regulations
- Gang Activity
- Harassment
- Hazing

ATTACHMENT E

2010-12 ANNUAL NOTIFICATION OF ALEXANDRIA CITY PUBLIC SCHOOL RECORDS POLICY

STUDENT RECORDS

A scholastic record for each student in attendance in the Alexandria City Public Schools is maintained at the school attended by that student. The parent or guardian of a student and a student who is at least eighteen years of age have the following rights with regard to the student's scholastic record:

- a. the right to inspect and review the student's scholastic record.
- b. the right to request that Alexandria City Public Schools amend the student's scholastic record to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy rights or other rights.
- c. the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the Alexandria City Public Schools to comply with the Family Educational Rights and Privacy Act at the following address: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.
- d. the right to consent to disclosure of the student's scholastic record, except to the extent that state or federal law authorize disclosure without consent.

The following personally-identifiable information contained in a student's educational records is considered "directory information" and may be disclosed without prior written consent if it could lead to favorable and/or laudatory recognition of Alexandria students and their families and also bring credit to the Alexandria City Public Schools.

1. Name of student in attendance or no longer in attendance.
2. Student's address.
3. Name of parent(s) or legal guardian(s).
4. Date and place of birth.
5. Dates of attendance.
6. Participation in officially-recognized activities and sports.
7. Height and weight, if member of an athletic team.
8. Major field of study.
9. Awards and honors received.
10. Photograph

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If a parent or legal guardian of a student does not wish to have directory information released when it is requested during the 2010-2011 school year, the parent should submit a written statement to the student's principal by Friday of the second week after the opening of school, indicating that all or a specific part of the information shall not be disclosed. In the absence of a request for non-disclosure, Alexandria City Public Schools may disclose directory information in accordance with School Board policy.

PROCEDURE TO INSPECT EDUCATION RECORDS (from Policy JO)

Parents of students or eligible students may inspect and review the student's education records relating to their children without unnecessary delay and before any meeting regarding an IEP or hearing involving a student with a disability. Further,

parents shall have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record. Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 14 days or less from the receipt of the request. When a record contains information about students other than the parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

When disciplinary action is taken by the school division in regard to an incident upon which an adjudication of delinquency or a conviction of acts specified in Section 16.1-305.1 of the Code of Virginia, 1950, as amended, the parent or guardian must be notified of the action, the reasons therefore, and the right to review and to request amendment of the student's education records. Every notice of adjudication or conviction received by the superintendent and information in the notice which is not a disciplinary record, shall be maintained by the superintendent and other school personnel separately from all other records concerning the student unless the division takes disciplinary action based on an incident which was the basis for the adjudication or conviction.

PROCEDURE FOR CORRECTION OF EDUCATION RECORDS (from Policy JO)

Parent(s) or eligible students shall be notified of their right to challenge the content and to ask to have records corrected (including expungement) that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

Parent(s) or eligible student must request in writing that the Alexandria City Public Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.

Alexandria City Public Schools shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

Upon request, Alexandria City Public Schools shall arrange for a hearing, and notify the parent(s) or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request. The parent(s) may be represented by one or more individuals/attorney.

The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parent(s) or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.

Alexandria City Public Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision.

If Alexandria City Public Schools decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's educational records as long as the contested portion is maintained.

The Alexandria City Public Schools shall notify the parent and eligible student of their right to file with the FERPA Office a complaint concerning an alleged failure by the school division to comply with federal law. If Alexandria City Public Schools decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parent(s) or eligible student, in writing, that the record has been amended.

DISCLOSURE TO SCHOOL OFFICIALS (from Policy JO)

The Alexandria City Public Schools may disclose information from a student's records to school officials who have a legitimate educational interest in the records without the consent of the parent(s) or eligible student. A school official is:

- A person employed by the Division as an administrator, supervisor, instructor, or support staff member.
- A person appointed or elected to the School Board.

- A person employed by or under contract to the school division to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
- A person who is a teacher or school official, including teachers and school officials in other schools, who have legitimate educational interests in the student.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in the school official's position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

FEES FOR TRANSCRIPTS (from Policy JO)

A fee of \$3.00 for each copy of the high school transcript may be charged. The policies and regulations governing Alexandria City Public Schools' management of scholastic records are available in each school building. A copy of these policies and procedures may be obtained from the Assistant Superintendent for Financial and Administrative Services, Winkler Building, 2000 North Beauregard Street, Alexandria, Virginia 22311, who is responsible for the management of scholastic records in Alexandria City Public Schools.

ATTACHMENT F

COMPLAINT/CONFLICT RESOLUTION PROCESS

Whenever students or parents feel that the best interests of the individual or of the group have been disregarded, the parents should arrange a conference with the teacher, sponsor, coach, counselor, or other school personnel. If a satisfactory agreement cannot be reached, then the student has the right to:

- Arrange a meeting with the principal to discuss the conditions or decisions judged by the student to be detrimental.
- Request a conference of the parent, student and principal if not satisfied with initial meetings.
- Appeal to the Director for the Office on Hearings, Investigation and Student Alternative Services if conferences are not satisfactory at the local level
- Appeal to the Superintendent.

Alexandria City Public Schools

Elementary

John Adams

5651 Rayburn Avenue
Alexandria, VA 22311
phone: 703-824-6970
fax: 703-379-4853

Charles Barrett

1115 Martha Custis Drive
Alexandria, VA 22302
phone: 703-824-6960
fax: 703-379-3782

Patrick Henry

4643 Taney Avenue
Alexandria, VA 22304
phone: 703-461-4170
fax: 703-823-3350

Jefferson-Houston School for Arts & Academics

1501 Cameron Street
Alexandria, VA 22314
phone: 703-706-4400
fax: 703-836-7923

Cora Kelly School for Math, Science, and Technology

3600 Commonwealth Avenue
Alexandria, VA 22305
phone: 703-706-4420
fax: 703-706-4425

Lyles-Crouch Traditional Academy

530 South St. Asaph Street
Alexandria, VA 22314
phone: 703-706-4430
fax: 703-684-0252

Douglas MacArthur

1101 Janneys Lane
Alexandria, VA 22302
phone: 703-461-4190
fax: 703-370-2719

George Mason

2601 Cameron Mills Road
Alexandria, VA 22302
phone: 703-706-4470
fax: 703-683-9011

Maury

600 Russell Road
Alexandria, VA 22301
phone: 703-706-4440
fax: 703-683-5146

Mount Vernon

Community School
2601 Commonwealth Avenue
Alexandria, VA 22305
phone: 703-706-4460
fax: 703-706-4466

James K. Polk

5000 Polk Avenue
Alexandria, VA 22304
phone: 703-461-4180
fax: 703-751-8614

William Ramsay

5700 Sanger Avenue
Alexandria, VA 22311
phone: 703-824-6950
fax: 703-379-7824

Samuel W. Tucker

435 Ferdinand Day Drive
Alexandria, VA 22304
phone: 703-933-6300
fax: 703-212-8465

Secondary

Francis C. Hammond Middle School

4646 Seminary Road
Alexandria, VA 22304
phone: 703-461-4100
fax: 703-461-4111

George Washington Middle School

1005 Mount Vernon Avenue
Alexandria, VA 22301
phone: 703-706-4500
fax: 703-706-4507

Minnie Howard School

3801 West Braddock Road
Alexandria, VA 22302
phone: 703-824-6750
fax: 703-824-6781

T. C. Williams High School

3330 King Street
Alexandria, VA 22302
phone: 703-824-6800
fax: 703-824-6826