

THE RICHMOND PUBLIC SCHOOLS

STANDARDS

OF

E L E M E N T A R Y

STUDENT

A C C E P T A B L E B E H A V I O R

CONDUCT

FOR EXCELLENCE IN OUR SCHOOLS.

2009-2010



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# RICHMOND PUBLIC SCHOOLS

Office of the Superintendent



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YVONNE W. BRANDON, Ed.D.  
Superintendent

August, 2009

Dear Parents/Guardians:


Welcome to the 2009-2010 school year and our ongoing mission to make Richmond Public Schools the area's premiere school district and the best and only choice for families. Of course, parental support is one of the most critical components in any school district's success. Without it, students simply don't achieve at their highest levels.

Indeed, teaching and learning are most effective when schools and home work together. For that reason, it is critical that you take a moment to review the information contained in the *Richmond Public Schools Standards of Student Conduct* handbook. Simply put, the behavioral expectations we hold for every student are clearly outlined in this document. More importantly, the consequences students face for violating these standards are also explained in detail.

Richmond Public Schools, like all school districts, enforces the state's compulsory attendance laws and the Virginia Code of Conduct. In fact, that code specifically requires all parents to sign and return a "Statement of Parental Responsibility" form to their child's school. Therefore, we ask that you familiarize yourselves with the information outlined in this handbook, sign the enclosed form of acknowledgment, and return it to your child's school within one (1) week.

Again, we look forward to another successful school year and to maintaining a positive partnership with our parents. Together, we can continue to make Richmond City Public Schools the premiere, the best, and the only choice for parents who demand public school excellence.

Sincerely,

  
Yvonne W. Brandon, Ed.D.  
Superintendent

## PREFACE

The *Standards of Student Conduct* has been formulated in order to encourage citizenship, emphasize good character traits, and discourage conduct that disrupts the work and educational environment of the school or that adversely affects the health and welfare of the students. The standards are also meant to ensure that parents, students and school personnel understand their rights and responsibilities in regard to student conduct and to standardize procedures that will be used in responding to specific disciplinary problems. Every student has a right to a quality education in an environment that is conducive to learning and free of disruption. Conversely, every student has the responsibility to afford that right to others.

Students are subject to these Standards at all times while they are under the jurisdiction of the school division, including, but not limited to such times as they are: (1) on school property, which includes any real property owned or leased by the School Board, or operated by or on behalf of the School Board; (2) waiting for the school bus at designated bus stops; (3) going to and from school; (4) on the school bus; or (5) participating in or attending school-sponsored or school-related activities, such as field trips, conferences or athletic events.

Students are also subject to these Standards while engaged in certain activities taking place after school hours and off school property. If a student is in violation of any Standard of Student Conduct for activity occurring at these times and locations outlined above, that student may be subject to discipline imposed by the school division if the activity materially disrupts and adversely affects school interests.

In determining which of the disciplinary consequences is most appropriate, a principal or other persons shall consider such factors as the nature and seriousness of the violation, the student's age and maturity, previous disciplinary record, whether the student acted in self defense, and any other relevant circumstances.

Occasionally the Superintendent or his/her designee may deem it necessary to reassign students from their zoned schools to other comprehensive or alternative schools for a set period of time in order to maintain a safe and orderly environment and prevent possible future harm to students. This reassignment is administrative in nature and the decision of the Superintendent and his/her designee is final.

## **RESPONSIBILITIES OF THE FACULTY/STAFF AND SCHOOL COMMUNITY**

In order to ensure that all students attending Richmond Public Schools have fair access to an education, the collaborative role of the school, community, parents, students, staff, and patrons is strongly emphasized. Cooperation between the home and school will reduce misunderstanding and indifference, which can undermine student success in the educational process.

The classroom teacher has the major responsibility for classroom management. Each teacher should develop a positive climate for learning. To accomplish this goal, intervention to change student behavior should include methods to prevent or correct misconduct.

The efficient, routine operation of a classroom requires a well-developed, well understood, and consistent set of rules and regulations. Students are to be held accountable for certain standards. Expectations must be established ahead of time in a manner that makes them easily learned and understood. If the *Code* is too detailed and prescriptive, it will become impractical and unmanageable. Rules and regulations that attempt to define every type of situation and recourse are not necessary.

Teachers handle the major portion of student discipline through their system of classroom management; however, teachers will refer a student for discipline when the situation warrants. Each public school operating in Richmond City has in place a referral system for student discipline. The school principal and/or designee is responsible for addressing the student's behavior after the teacher/staff referral. Central Office administrative support is provided by the Superintendent or the Disciplinary Hearing Officer and the School Board.

## **RIGHTS OF STUDENTS**

Students have the right to:

- Attend school and a chance to get a good education. It is the responsibility of the students to come to school and be in all classes every day. Reasons for absences should be reported to the school as soon as possible. Students are required to provide the school with a written note from parents or guardians explaining absences.
- Be told of all school rules and the consequences of breaking those rules. It is the responsibility of the students to know and follow all school rules, and accept the consequences of their behavior. The students should understand the student handbook.
- Have all steps of discipline followed fairly.
- Get an education using tools that will allow the students to be successful..
- Know ahead of time how a grade will be earned.
- Use the school grounds and materials appropriately during school hours.
- Hear, see, and say different ideas. This shall include freedom to say, write or draw their ideas. It is the responsibility of the students to respect the thoughts of others that might be different from their own. These ideas must not offend or hurt others.
- Discuss or seek guidance regarding the lack of academic progress.
- Be respected by other students and school staff. It is the responsibility of the students to show respect to other students and school staff.

- Take part in student activities and clubs for which they are permitted. Students must not be kept out of activities because of gender (except as allowed under Title IX), color, race, religion, or nationality. It is the responsibility of the students to follow the rules of student activities and clubs. The students should cooperate and demonstrate school spirit.
- Show their own style of dressing and grooming as long as it follows the school dress code. It is the responsibility of the students to know and obey school rules of dress.
- Enjoy a fair amount of personal privacy. If school personnel have a reason to believe that the students have items that are against the law, they may check the students and their belongings. It is the responsibility of the students to keep themselves and their belongings free of items that might cause harm or be against the law.
- Be free from bullying, name calling, or harassment. It is the responsibility of the students to avoid and discourage such behavior or to report it to school staff.

**Although students possess the above-mentioned rights, certain rights can be revoked in the event of violations of the disciplinary code of conduct.**

## **RESPONSIBILITIES OF STUDENTS**

### **I. ATTIRE**

**Students should dress appropriately for school.**

Students' clothing should be modest, not distract others from learning or create health or safety problems. Clothing should not come to more than two inches above the knee when standing, five inches above the knee when sitting. Transparent clothing, pajamas or strapless tops are not permitted. Pants should be worn at the waist, shirts should be tucked in and underwear should not be visible. Clothing bearing gang signs or colors is not allowed. No one can wear any head covering except for religious or health and safety reasons with the principal's prior knowledge.

### **II. ATTENDANCE**

**Students should come to school on time every day.**

Parents should inform the school office as soon as the school opens when their child will be absent or tardy. When the student returns to school from an absence or tardiness, he or she should bring a note from the parent. A phone call and a follow-up note are required even if the student discussed the absence in advance with teachers or staff.

### **III. CONDUCT**

**Students should behave in an orderly and cooperative way at school.**

Students' conduct should not disrupt the learning environment or distract other students from learning. Students should treat themselves and others with respect and courtesy. This means:

- use appropriate language
- show respect to administrators, faculty and staff and follow directions
- refrain from fighting, bullying, harassing, hazing or threatening another student or staff
- refrain from bringing any weapons, real or look alike, to school or school sponsored activities

#### **IV. TREATMENT OF PROPERTY**

**Students should show respect toward property that belongs to all of the community.**

School property belongs to the school district and is paid for by the taxpayers so students should treat it well. Students should be able to bring their personal property to school without worrying that it might be stolen. This means:

- refraining from damaging or defacing school property.
- refraining from making false bomb threats or setting off fire alarms without cause
- refraining from taking, borrowing or using property that doesn't belong to you
- refraining from coming onto school property when you have been suspended
- following the school Internet safety procedures

#### **V. SAFETY**

**Students should come to school ready to learn and free of distractions.**

Students should bring school supplies, excitement for learning, and a positive attitude to school, but they should not bring distracting, dangerous or expensive items from home to school or school sponsored activities. Such items include, but are not limited to:

- weapons, real or look alike.
- beepers, cell phones or any electronic devices other than calculators.
- tobacco or tobacco products.
- alcohol.
- drugs or drug paraphernalia. obscene materials.

**Note: Medicine should be brought to school by the parents and given to the students by the school nurse. Some medicine may be kept by the students for self-administration with prior permission of the principal upon the parents' request. Medication Administration Permission forms must be on file in the Nurses' office.**

# Student Codes and Infractions

## 1 Non-Conformity to Dress Code

### **S1V Inappropriate Personal Property (food/beverage, clothing, toys, etc.)**

A student's dress and appearance should not be such that it causes disruption, is immodest, distracts others from the educational process or creates a health or safety problem. Students will wear full-cut shorts, skirts, dresses, skorts, and jumpers that are not more than two inches (2") above the top of the knee when standing, and not more than five inches (5") above the knee when sitting, except for participation in physical education class activities. Students may not wear transparent clothing or pajamas. All shirts and blouses shall be tucked in at the waist. Pants and shorts shall be worn at the waist; under garments shall not be visible.

All students shall be prohibited from wearing hats, caps, scarves, sweatbands, bandanas, or head covers of any description inside a school building except: when worn because of religious beliefs; when worn as a matter of health or safety; or when worn in connection with a school-sponsored program, such as R.O.T.C., graduation exercise, or dramatic productions. Students must comply with specific building dress regulations which shall be made from time to time and of which they will be given prior notice.

**Consequences:** If a student's dress or appearance is unacceptable and a proper adjustment cannot be made at school:

- (a) The student's parent or guardian will be notified and, where feasible, the student will be sent home to acquire acceptable dress and then return to school if the time permits; or
- (b) If (a) is not feasible, the student will be placed in an appropriate in-school location until dismissal time, and the parent or guardian will be notified.

For repeated and willful violations, a student may be suspended in or out of school for any length of time or assigned detention.

## 2 Unexcused Absence from School or Class

### **A1T Class Cutting Truancy Brought to School by Police Leaving School Grounds without Permission**

Students shall not be absent from or report late to school without prior parental permission, school permission or other valid excuse. Unexcused absence shall include, but not be limited to, leaving school premises without authorization.

**Consequences:** On his/her own time and in consultation with the teacher, the student shall make up any assignments missed due to unexcused absences. In cases of repeated violations, a conference shall be held with the parents and any other appropriate staff. Serious or repeated violations may result in in-school suspension or assigned detention for up to five (5) days or referral to alternative placement. The student's parent(s)/guardian shall be notified of any unexcused absences.

### **3 Unexcused Tardiness to School or Class**

#### **A1T Tardiness**

Students shall not be tardy reporting to school or class without written explanation from parents, teachers or administrators.

**Consequences:** On his/her own time and in consultation with the teacher, the student shall make up any assignments missed due to unexcused tardiness. After three (3) unexcused tardies, parents shall be notified and the student shall be assigned detention or in-school suspension for up to five (5) days. Other options may include after-school or Saturday detention at the discretion of the principal.

**Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no cases may sufficient cause for suspensions include only instances of truancy or tardiness.**

### **4 Disruptive Conduct**

#### **D03 Disruptive Demonstrations**

#### **RG1 Inciting a Riot**

#### **RG2 Attempting to Incite a Riot**

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school, or is dangerous to the health or safety of students or others. (Physical violence is covered elsewhere in the Standards.)

**Consequences:** For initial violations, not deemed to be serious, a conference shall be held with the student and/or parent(s)/guardian. For serious or repeated violations, the student may be recommended for detention, in-school or out-of-school suspension for any length of time, or recommended for alternative placement or expulsion.

### **5 Profane/Abusive Language, Obscene Gestures or Conduct**

#### **D6C Using Obscene or Inappropriate Language or Gestures**

Students shall not use profane, obscene or abusive language or obscene gestures, or engage in obscene conduct.

**Consequences:** For an initial violation, a conference shall be held with the student and/or parent(s)/guardian. For serious or repeated violations, the student may be recommended for, detention or in-school or out-of-school suspension for any length of time or recommended for expulsion.

### **6 Gambling**

#### **G1B Gambling**

Students shall not play or participate in any game in which the outcome is uncertain or a matter of chance for money or other things of value on school property or during any school-related activity.

**Consequences:** For initial violations, a conference shall be held with the student and/or parents/guardians. For serious or repeated violations, the student may be recommended for detention, in-school, or out-of-school suspension for any length of time.

## **7 Possession or Use of Tobacco or Tobacco Products**

- TC1 Tobacco Use**
- TC2 Tobacco Possession**
- TC3 Tobacco Sales/Distribution**

The possession, use, sale or distribution of tobacco or tobacco products by elementary, middle, and high school students is prohibited.

**Consequences:** For an initial violation, a conference shall be held with the student and/or parent(s)/guardian(s). For serious or repeated violations, the student may be recommended for detention, in-school, or out-of-school suspension for any length of time.

## **8 Possession, Exhibition or Dissemination of Obscene Literature or Materials**

- D4C Possession of Obscene or Disruptive Literature/Illustrations**

Students shall not possess, exhibit or disseminate obscene literature or materials.

**Consequences:** Such literature or materials shall be confiscated. The parent or guardian shall be notified. For an initial violation, detention or in-school suspension for two (2) days shall be assigned. For repeated violations, the student shall be subject to out-of-school suspension for any length of time.

## **9 Fighting, Assault & Battery, Bullying, Hazing**

- BA1 Assault Against Staff: Law Violations with Firearm or Other Weapon (aggravated assault, malicious wounding)**
- BA2 Assault Against Staff: Law Violations - No Weapon (aggravated assault, malicious wounding)**
- BA3 Assault Against Student: Law Violations - with Firearm or Other Weapon (aggravated assault, malicious wounding)**
- BA4 Assault Against Student: Law Violations - No Weapon (aggravated assault, malicious wounding.)**
- BU1 Bullying**
- FA1 Fighting: Mutual Contact between Students - Serious Injuries Requiring Medical Attention**
- FA2 Fighting: Mutual Contact between Students - No/Minor Injuries That Do Not Require Medical Attention**
- F1T Minor Physical Altercation**
- HR1 Harassment (shoving, throwing objects at someone.)**
- H1Z Hazing**
- H01 Homicide - Firearm Against Staff**
- H02 Homicide - Firearm Against Student**
- H03 Homicide - Other Weapon Against Staff**
- H04 Homicide - Other Weapon Against Student**
- KI1 Kidnapping/Abduction**
- ST1 Stalking**
- T11 Threatening Staff Member (physical or verbal threat or intimidation)**
- T12 Threatening Student (physical or verbal threat or intimidation.)**

A student shall not engage in voluntary fighting, with either fellow students or others. Students shall not physically strike or otherwise commit an assault or battery upon, or

bully another person. Assault means to intentionally put one in fear by intimidation or threats, including by electronic means. This includes, but is not limited to, harassment based on sexual, religious or physical differences. Battery means a wrongful touching.

All students have the right to be educated in an atmosphere that is free from fear, intimidation and harassment. Bullying, teasing, hazing, or other acts of intimidation can have long-term negative effects on the emotional and educational well being of students and are, therefore, prohibited. Bullying is defined as direct behaviors, such as teasing, taunting, threatening, hitting and stealing, which are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Such prohibited conduct includes (in addition to those bullying behaviors described above), but is not limited to, any verbal, written, electronic, physical or mental teasing, or threat of bodily injury or use of force directed toward another person for any reason.

Students shall not participate in the hazing of other students. Hazing is the reckless or intentional endangerment of the health or safety of, or the infliction of bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. Hazing constitutes a criminal offense and any student who hazes another may be found guilty of a Class 1 misdemeanor that carries a penalty of up to 12 months in jail and/or a fine of up to \$2,500.

**Consequences:** For initial violations of BU1, FA2, F1T, HR1, and H1Z, a conference shall be held with the student and/or parents. A secondary student shall be assigned to in-school suspension or be suspended out-of-school for up to five (5) days. For serious or repeated violations, a secondary student shall be suspended in-school or out-of-school for up to five (5) days, recommended for suspension for any length of time, or recommended for expulsion. For initial violations of KI1, ST1, T11, and T12, a conference shall be held with the student and/or parent(s)/guardian(s). A secondary student shall be suspended out-of-school for up to five (5) days. For serious or repeated violations, the student shall be subject to out-of-school suspension for any length of time, or recommended for expulsion.

For initial violations of BA1, BA2, BA3, BA4, FA1, H01, H02, H03, and H04, a conference shall be held with the student and parent(s)/guardian(s). A secondary student shall be assigned out-of-school suspension for any length of time or recommended for expulsion.

Any student who commits an assault or battery on another student with the assistance of one or more persons shall be recommended for expulsion.

Any student who commits an assault or battery on a teacher or other school employee shall be recommended for expulsion. A student found to have committed battery on a teacher or other school employee (if and when such student is permitted to return to school following his or her suspension or expulsion) shall be assigned to a school other than the one to which his or her victim is assigned.

In each instance of fighting, assault, bullying, battery, or hazing, the parent shall be notified. The parent, police and juvenile authorities shall be notified in instances of

aggravated circumstances and/or where such threat includes a threat to kill or do bodily harm.

Any student who has been a victim of any crime against the person committed on school property or on the school bus, may request to be transferred to another comparable school within the school division if the crime was committed by: (1) another student; (2) school employee; contract worker; social worker; or person who regularly performs services in the school.

## **10 Gang Activity**

### **GA 1 Gang Activity**

Students shall not participate in gang activity.

A gang is an ongoing organization, association or group (i) having common characteristics, including but not limited to, initiation practices, hand signals, structured style of dress, specific geographic territorial claim or identifiable leadership; and (ii) consisting of three or more individuals, at least one of whom is a juvenile, who identify themselves as a group by a name or symbol and are involved in a pattern of recurrent felonious criminal conduct.

Gang activity is defined as:

- a. wearing or distributing any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- b. committing any act or omission, or using speech, either verbal or non-verbal (such as gestures or hand shakes) showing membership or affiliation in any gang;
- c. committing any act in furtherance of the interests of any gang, including: (a) soliciting, hazing, 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 the Standards of Student Conduct and (d) encouraging other students to act with physical violence;
- d. any inappropriate behavior and/or activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

**Consequences:** For initial violations, a conference shall be held with the student and/or parent(s)/guardian. A secondary student shall be assigned to in-school suspension or be suspended out-of-school for up to five (5) days. For serious or repeated violations, a secondary student shall be suspended in-school or out-of-school for up to five (5) days, recommended for suspension for any length of time, or recommended for expulsion.

In each instance of conduct related to gang activity, the parent shall be notified. The parent, police and juvenile authorities shall be notified in instances of aggravated circumstances and/or where the conduct includes a threat to kill or do bodily harm.

## **11 Sexual Assault and Harassment**

**SX0 Sexual Harassment**

**SX1 Offensive Sexual Touching Against Staff**

**SX2 Offensive Sexual Touching Against Student**

- SX3 Forcible Rape Against Staff**
- SX4 Forcible Rape Against Student**
- SX5 Attempted Rape Against Staff**
- SX6 Attempted Rape Against Student**
- SX7 Sexual Offenses Without Force (includes indecent exposure, lewd behavior)**

Students shall not commit a sexual assault upon another person or subject another person to any sexual harassment. Sexual assault is any inappropriate behavior of a sexual nature, including, but not limited to, touching of sensitive and private areas of one's body. Sexual harassment is any unwelcome advances, requests for sexual favors, and other inappropriate verbal or physical conduct or contact, including by electronic means, of a sexual nature that creates an intimidating, hostile, or offensive environment.

**Consequences:** For the initial violation of SX0, SX1, SX2, and SX7, the student shall receive detention or in-school suspension for up to five (5) days. Parents shall be notified. For serious or repeated violations, the student shall be suspended out-of-school for any length of time or recommended for expulsion.

For SX3, SX4, SX5, and SX6, the student shall be recommended for expulsion. Parents, police, and juvenile authorities shall be notified.

Any student who sexually assaults or harasses a teacher or other school employee shall be recommended for expulsion.

Any student who sexually assaults or harasses another student with the assistance or participation of one or more other persons shall be recommended for expulsion. In each instance of sexual assault or harassment, the parent shall be notified and police and juvenile authorities shall be notified in instances of aggravated circumstances.

## **12 Use, Possession or Possession with Intent to Sell or Distribute Alcohol**

### **A. Use or Possession of Alcohol**

- AC1 Alcohol Use**
- AC2 Alcohol Possession**

Students shall not use, be under the influence of, or have in their possession on school property or at school-sponsored activities alcoholic beverages of any kind (including imitation alcoholic beverages\*).

**Consequences:** For an initial violation, out-of-school suspension shall be assigned for five (5) days. For serious or repeated violations, the student shall be suspended out of school for any length of time or expulsion may be recommended. Parents, police and juvenile authorities shall be notified. A student may be required to undergo evaluation for drug or alcohol abuse or both, and, if recommended by the evaluator and with the consent of the student's parents, to participate in and satisfactorily complete a drug treatment rehabilitation program at his/her own expense.

### **B. Possession with Intent to Sell or Distribute**

- AC3 Alcohol Sales/Distribution**

Students shall not give, sell or distribute, or possess with the intent to give, sell or distribute on school property or at school-sponsored activities alcoholic beverages of any kind (including imitation alcoholic beverages\*).

**Consequences:** The student shall be recommended for expulsion. Upon a finding that special circumstances exist, another disciplinary action or term of suspension may be imposed. Parents, police and juvenile authorities shall be notified.

\* For purposes of this standard, "imitation alcoholic beverage" shall mean a liquid which is not an alcoholic beverage, but by overall appearance, including color, marking, packaging and/or marketing, or by representations made, is intended to lead, or would tend to lead a reasonable person to believe that such item is an alcoholic beverage.

### **13 Use, Possession or Possession with Intent to Sell or Distribute Illegal Drugs: Possession of Drug Paraphernalia**

#### **A. Use or Possession of Drugs; Possession of Drug Paraphernalia**

- DG1 Schedule I & II Drug Use (e.g. Heroin, Cocaine, Opium, Morphine, LSD, Hallucinogenic)**
- DG2 Schedule I & II Drug Possession**
- DG7 Marijuana Use**
- DG8 Marijuana Possession**
- D10 Other Drug Use**
- D11 Other Drug Possession**
- D13 Drug Overdose (any kind)**
- D15 Possession of Inhalants**
- D16 Use of Inhalants**
- D17 Substances Represented as Drugs ("look-a likes")**
- DR2 Drug Paraphernalia Possession**

Students shall not use, be under the influence of, or have in their possession on school property or at school-sponsored activities any controlled substance, marijuana or anabolic steroid, as defined in the Drug Control Act, Chapter 34 or Title 54.1 of the Code of Virginia and in 21 U.S.C., Section 812, imitation controlled substance as defined in Section 18.2-247 of the Code of Virginia, or drug paraphernalia as defined in Section 18.2-265.1 of the Code of Virginia.

**Consequences:** For violations for possession or use of controlled substances, marijuana or anabolic steroids, the student shall be recommended for expulsion for one (1) year. Upon a finding that special circumstances exist, another disciplinary action or term of suspension may be imposed. Parents, police and juvenile authorities shall be notified. A student may be required 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 and satisfactorily complete a drug treatment rehabilitation program at his/her own expense.

For initial violations for possession of drug paraphernalia, and/or for being under the influence of controlled substances, marijuana or anabolic steroids, out-of-school suspension shall be assigned for five (5) days. For serious or repeated violations, the student shall be suspended out-of-school for any length of time or expulsion may be recommended. Parents, police and juvenile authorities shall be notified. A student may be required 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(s)/guardian, to participate in and satisfactorily complete a drug treatment rehabilitation program at his/her own expense.

## **B. Possession with Intent to Sell or Distribute**

- DG3 Schedule I & II Drug Sale/Distribution**
- DG9 Marijuana Sale/Distribution**
- D12 Other Drug Sale/Distribution**
- D17 Substances Represented as Drugs ("look-alikes")**

Students shall not give, sell or distribute, or possess with the intent to give, sell or distribute on school property or at school-sponsored activities, any controlled substance, marijuana or anabolic steroid, as defined in the Drug Control Act, Chapter 34 or Title 54.1 of the Code of Virginia and in 21 U.S.C. Section 812, imitation controlled substance as defined in Section 18.2-247 of the Code of Virginia.

**Consequences:** The student shall be recommended for expulsion. Upon a finding that special circumstances exist, another disciplinary action or term *of* suspension may be imposed. Parents, police and juvenile authorities shall be notified.

## **14 Possession or Use of Medication and Prescription Drugs**

- D4G Unauthorized Over-the-Counter Medication Use**
- D5G Unauthorized Over-the Counter Medication Possession**
- D6G Over-the-Counter Medication Sale/Distribution**
- DR3 Theft or Attempted Theft of Student Prescription Medications**

In order that school authorities will know what medicine a student is taking in case of an emergency and in order to prevent trafficking in drugs, no student may have in his/her possession any medication or prescription drugs, even it recommended or prescribed for the student's use, unless his/her parent or guardian has requested and received permission from the school division for the student to possess and self administer prescribed medication in accordance with School Board policy. Medication and prescription drugs shall not be sent to school by the student. A parent or guardian shall take all such items to the office of a principal or his/her designee at the start of the school day for safekeeping. "Medication" shall mean any drug or other substance used in treating diseases, healing, or relieving pain, including all over-the-counter drugs such as aspirin, cough syrups, gargles, caffeine pills, and the like.

**Consequences:** For an initial violation, a conference shall be held with the student and/or parent and detention or in-school suspension shall be assigned for up to five (5) days. For serious or repeated violations, the student shall be suspended out-of school, or expulsion may be recommended.

## **15 Vandalism**

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

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board or of any other person.

**Consequences:** For an initial violation, detention or in-school suspension for up to five (5) days shall be assigned. For serious or repeated violations, the student may be suspended out-of-school for any length of time or expulsion may be recommended. For all violations, students and/or parents shall be required to pay for any damage to school property. Police and juvenile authorities shall be notified.

## **16 Stealing**

- BK1 Burglary: Actual**
- BK2 Burglary: Attempted**
- TF1 Theft of School Property**
- TF2 Theft of Staff Property**
- TF3 Theft of Student Property**
- TF4 Possession of Stolen Property**
- TF5 Theft of Motor Vehicle**
- TF6 Attempted Theft of Motor Vehicle**
- RB1 Actual Robbery**
- RB2 Attempted Robbery**
- ET1 Extortion**
- ET2 Attempted Extortion**

A student shall not intentionally take the personal property of another person without his/her consent

**Consequences:** For an initial violation, detention or in-school suspension for up to five (5) days shall be assigned. For serious or repeated violations, the student shall be subject to out-of-school suspension for any length of time or recommended for expulsion. Students or parent(s)/guardian may be required to replace stolen property. Police and juvenile authorities shall be notified.

## **17 Defiance of School Personnel's Authority**

- DC1 Disrespect (walking away, talking back, etc.)**
- DC2 Defiance of Authority/insubordination (refuses reasonable requests)**
- DCB Minor Insubordination**

Students shall not violate any oral or written instructions given by school personnel within the scope of their authority.

**Consequences:** For an initial violation, detention or in-school suspension shall be assigned for up to three (3) days. For serious or repeated violations, the student shall be subject to in-school suspension for up to five (5) days, out-of-school suspension for any length of time or recommended for expulsion.

## **18 Possession or Use of Weapons**

- W1P Possession of Ammunition**
- W2P Chemical Used as a Weapon**
- WPO Pneumatic Weapon - BB, Pellet and Paintball gun**
- WP1 Bringing a Handgun to School/School Event**
- WP2 Bringing a Rifle/Shotgun to School/School Event**
- WP3 Bringing a Toy/Look-alike Gun to School/School Event**
- WP4 Bringing Any Other Weapon Which is Designed or May Be  
Converted to Expel a Projectile by the Action of Any Explosive to Include  
Live Ammunition**
- WP5 Bringing a Knife to School/School Event (more than 3 inches)**

- WP6 Possession or Representation of Any Destructive Bomb or Explosive (including live ammunition)**
- WP7 Use of Any Destructive Bomb or Explosive Device**
- WP8 Other Firearms (firearms other than handguns, rifles or shotguns)**
- WP9 Possession of Other Weapon (instrument or object to inflict harm on another individual)**
- W8P Bringing Razor Blades/Box Cutters to School/School Event**
- W9P Bringing Fireworks to School/School Event**

Students shall not have in their possession, in their lockers, on school property, or at any school-sponsored activity any type of weapon (operable or inoperable).

**Consequences:** In accordance with Section 22.1-277.07 of the Code of Virginia, a student who *is* determined to possess a "firearm," as defined below, or an air rifle or BB gun on school property or to a school-sponsored activity shall be expelled. Upon a finding that special circumstances exist, another disciplinary action or term of expulsion may be imposed. Parents, police and juvenile authorities shall be notified.

**"Firearm," for purposes of expulsion, means (i) any weapon prohibited on school property or at a school-sponsored activity pursuant to Section 18.2-308 of the Code' of Virginia; or (ii) any weapon, including a starter gun, that will or is designed or may be readily converted to expel single or multiple projectiles by the action of an explosion of a combustible material; (iii) the frame or receiver of such weapon; (iv) any firearm muffler or firearm silencer; or (v) any destructive device.**

Weapons prohibited on school property or at school-sponsored activities pursuant to Section 18.2-308 include: (I) a stun weapon; (ii) any knife with a metal blade of 3 inches or longer; (iii) any dirk, bowie knife, switchblade, ballistic knife, razor, slingshot, spring stick, metal knocks, or blackjack; (iv) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun charka, nun chuck, munchkin, shuriken, or fighting chain; (v) any disc, of whatever configuration, having at least two points or pointed blades which is designed-to be thrown or propelled and which may be known as a throwing star or oriental dart; or (vi) any weapon of like kind as those enumerated in items (ii) through (vi) above.

"Destructive device" means (I) 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; (ii) any weapon, except a shotgun or 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 (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" 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.

For possession or use of weapons for which expulsion is not mandated, consequences for students are as follows:

For possession of any weapon other than an air rifle, BB gun or firearm as defined above, a secondary student shall be suspended out-of-school for the remainder of the school year or be recommended for expulsion. For use of any weapon, including an air rifle, BB gun or firearm as defined above, expulsion shall be recommended.

## **19 Behavior on School Bus**

### **S3V Other Code of Conduct Violation**

Students shall not behave in a disruptive manner or otherwise violate the Standards while riding school buses. See "*Promoting Positive Student Behavior on School Buses*" section at the end of the Standards.

## **20 Cheating**

### **S2V Misrepresentation (altering notes, false information, cheating, etc.)**

Students shall not cheat, plagiarize or knowingly make 'false statements with respect to any assigned school work or tests.

**Consequences:** Depending on the seriousness of the violation, the student may be given no, credit for the particular piece of work, no credit for the course, or be subject to detention or in-school or out-of-school suspension for any length of time.

## **21 Possession of Communication Devices**

### **C1M Beepers**

### **C2M Cellular Telephones**

### **C3M Electronic Devices (radios, tape players, etc.)**

The possession of portable communication devices that are not part of the instructional program by students is prohibited. These devices include, but are not limited to, radios, beepers, tape players (e.g., walkman), CD players, devices designed for audio taping, cellular telephones, and any other device' capable of receiving or transmitting text messages.

**Consequences:** For an initial violation, the device will be confiscated and returned to the parent. For serious or repeated violations, the student shall be subject to detention or in-school suspension. The device will be confiscated and returned to the parent.

## **22 Trespassing**

### **TR 1 Trespassing**

Students shall not enter upon school property unlawfully. These include, but are not limited to, instances whereby:

- a. an unauthorized student or other person attends or visits a Richmond public school, during the regular school day without authorization from the school administration;
- b. a student is requested by an administrator to leave school property and refuses to do immediately;
- c. a student has been suspended from attendance or expelled and comes onto school property; and

- d. a student who has been denied school bus privileges and continues to use school bus transportation.

If a student appears or remains on school premises and/or the school bus in the instances cited above, he/she will be considered trespassing.

**Consequences:** For an initial violation, a conference with the parent or guardian is required. An out-of-school suspension for up to five (5) days may be assigned. For serious or repeated violations, the student shall be subject to suspension for any length of time or recommended for expulsion.

## **23 Improper Use of the Internet/Internet Safety**

**TEC01 Unauthorized Use of Technology and/or Information**

**TEC02 Causing/Attempting to Cause Damage to Computer Hardware, Software or Files**

**TEC03 Violations of Acceptable Usage Policy**

**TEC04 Violations of Internet Policy**

Students of Richmond Public Schools are offered access to the school system computer network for the Internet and electronic mail. The Internet and e-mail are global communications networks. Through these networks, students have access to thousands of libraries, databases and bulletin boards, and can exchange messages with Internet users throughout the world.

Students are responsible for good behavior on the school computer network just as they are in a classroom. The Standards of Student Conduct applies to all students' use of the school computer network.

The network is provided for students to conduct research and communicate with others for educational use only. Access to network services will be given to students who are in compliance with the rules for appropriate use.

Individual users of the school system computer network are responsible for their behavior and communications over that network.

Network storage areas and any disks used with the Internet will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that students are using the system responsibly. The following are prohibited forms of Internet use:

- Accessing, sending, or displaying offensive messages, pictures, or profane or abusive language;
- Damaging computer networks;
- Violating copyright laws;
- Using another's identification or password, or trespassing in another's work;
- Using the network for any illegal activities as defined by state or federal law.

*The RPS Internet Safety curriculum is implemented in all schools. Lessons and activities are integrated in all subject areas. Internet safety tips and Acceptable Use policies are posted on our website.*

**Consequences:** For an initial violation, a conference will be held with the student, security, and the principal. For a second or third violation, one day of in-school suspension may be assigned. For a fourth violation, the student shall be subjected to out-

of-school suspension pending a parental conference. For repeated, aggregate offenses, more serious action may be taken on an individual basis.

## **24 Arson**

**AS1 Arson: Actual**

**AS2 Arson: Attempted**

**AS3 Lighted Firecrackers/Cherry Bombs/Stink Bombs/Contribute to a Damaging Fire**

Students shall not bomb or set a fire, or attempt to bomb or set a fire on school property.

**Consequences:** The student shall be recommended for expulsion. Parents, police, the fire marshal and juvenile authorities shall be notified. The student will be required to successfully complete the Juvenile Fire Intervention Program.

## **25 False Threats**

**BB1 School Threat (bomb threat, terroristic threat, chemical/biological threat)**

Students shall not make threats to bomb school facilities or property.

**Consequences:** Any student who makes a bomb threat shall be recommended for expulsion. Parents, police, the fire marshal and juvenile authorities shall be notified. The student will be required to successfully complete the Juvenile Fire Intervention Program.

**DC1 Setting Off False Fire Alarm**

Students shall not set off false fire alarms.

**Consequences:** Any student who sets off a false fire alarm shall be assigned to detention, in-school suspension, or be suspended out-of-school for up to ten (10) days. Parents, police, the fire marshal and juvenile authorities shall be notified. A conference shall be held with the students and/or parents. For repeated violations, a student shall be suspended out-of-school for up to twenty (20) days, or recommended for expulsion. Parents, police, the fire marshal and juvenile authorities shall be notified. The student will be required to successfully complete the Juvenile Fire Intervention Program.

## **26 Possession of Contraband**

**S1V Inappropriate Personal Property (food/beverage, clothing, toys, etc.)**

Students shall not possess contraband items on school property, at any school bus stop, or at any school-sponsored activity. "Contraband" includes any item that is not appropriate in a school setting and/or is disruptive to or interferes with the educational process. These items include, but are not limited to: matches, lighters, hand-held computer games, laser pointers, and trading cards. Contraband may also include laptop computers when not used, with the permission of the principal, as part of the instructional program.

**Consequences:** For an initial violation, the contraband item(s) shall be confiscated and returned to the parent. For serious or repeated violations, the student shall be subject to suspension. The contraband item(s) shall be confiscated and returned to the parent(s)/guardian.

## 27 Other Conduct

### S3V Other Code of Conduct Violation

In addition to these specific Standards, students shall not engage in any conduct which materially and substantially interferes with the ongoing educational process or which is otherwise a violation of federal, state or local law.

**Consequences:** Disciplinary action up to and including expulsion may be imposed depending on the circumstances of each violation. The student may be referred to the appropriate law enforcement authority.

## SUSPENSIONS

### A. Short-Term Suspensions (10 days or less)

1. Students may be suspended from school for up to five (5) school days by a school principal, assistant principal or, in their absence, a principal designee and for up to an additional five (5) school days by a school principal with the concurrence of the Superintendent or a designee.
2. Prior to imposing the suspension, a principal, assistant principal or principal designee must inform the student of the charges against him/her. If the student denies the charges, he/she must be given an explanation of the facts as known to school personnel and an opportunity to present his/ her version of the facts. If he/she deems it necessary, a principal, assistant principal or principal designee shall conduct a further investigation into the matter.
3. Students whose presence may pose a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and opportunity to present his/her version of what occurred shall be provided as soon as practicable, thereafter.
4. Upon suspension from school of any student, a principal, assistant principal or principal designee shall report the facts of the case in writing to the Superintendent or a designee, and the student's parents or guardian on a form approved by the Superintendent. Such notice provided to the parent or guardian shall include the length of suspension, the availability of community-based educational programs, alternative education or other programs, and the right of the student to return after suspension.
5. Upon the parent's written request, the Superintendent or a designee shall review forthwith the action taken and confirm or disapprove such action based on an examination of the record of the student's behavior. Such written request must be filed with the Superintendent or a designee within five (5) school days of the notice of suspension or the right to review and to appeal to the School Board will be waived.
6. The student and his/her parents) or guardian may appeal the Superintendent's or a designee's decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The School Board will consider the appeal upon the record of the suspension at its next regularly scheduled meeting.

7. Students with disabilities will be disciplined according to applicable state and federal law.

## **B. Suspensions in Excess of Ten Days or Expulsion**

1. If, after the student has had an opportunity to explain his/her version of what occurred, a principal or his or her designee determines a suspension in excess of ten (10) school days or expulsion is appropriate, he/she shall immediately notify the student's parent(s), in writing, of the following:
  - a. the proposed action and the reasons therefore;
  - b. that the decision to suspend the student in excess of ten (10) days shall be determined through a hearing before the superintendent or his or her designee, during which they may be represented by counsel and/or present evidence, and a copy of the procedures for this hearing;
  - c. the availability of community-based educational, alternative education, or intervention programs that the student may attend during his or her suspension, and that 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;
2. Within 10 days of receiving notice, the superintendent or his or her designee shall determine whether a suspension in excess of ten (10) school days or expulsion is appropriate and shall immediately notify the student's parent(s) in writing. In the event that the superintendent or his or her designee determines that suspension in excess of ten (10) school days is appropriate, he/she shall immediately notify the student's parent(s), in writing, of the following:
  - a. the proposed action and the reasons therefore;
  - b. the length of the suspension; and
  - c. the availability of community-based educational, alternative education, or intervention programs that the student may attend during his or her suspension, and that 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;

A decision to impose a long-term suspension may be appealed to a committee of the School Board, which shall be composed of at least three members. This committee may confirm or disapprove the suspension of a student. If the committee's decision is not unanimous, the pupil or his parent may appeal the committee's decision to the full School Board. Such appeal shall be decided by the school board within thirty (30) days.

The School Board may permit or require students suspended pursuant to this section to attend an alternative education program provided by the school board for the term of such suspension.

## **C. Expulsions**

1. If, after the student has had an opportunity to explain his/her version of what

occurred, a principal or his or her designee determines that a recommendation of expulsion of the student is appropriate he/she shall immediately notify the student's parent(s), in writing, of the following:

- a. the proposed action and the reasons therefore;
  - b. that a hearing before the superintendent or his or her designee will occur within 10 days of the notice to determine whether expulsion of the student will be recommended to the School Board, or whether another disciplinary action is more appropriate, during which hearing they may be represented by counsel and/or present evidence, and a copy of the procedures for this hearing; and
  - c. the availability of community-based educational, alternative education, or intervention programs that the student may attend during his or her suspension, and that 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;
2. Within 10 days of receiving notice, the superintendent or his or her designee shall determine whether an expulsion of the student or another disciplinary action is appropriate and shall immediately notify the student's parent(s) in writing. In the event that the superintendent or his or her designee determines that expulsion is appropriate he/she shall immediately notify the student's parent(s), in writing, of the following:
- a. the proposed action and the reasons therefore;
  - b. the length of the expulsion;
  - c. information concerning the availability of community-based educational, alternative education, or intervention programs that the student may attend during his or her suspension, and that 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;
  - d. whether or not the student is eligible to return to regular school attendance, or to attend appropriate alternative education program 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 such readmission;
  - e. that 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 his expulsion shall be borne by the parent of the student; and
  - f. 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 such 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.

A decision to confirm or disapprove of the expulsion of a student may be made by a committee of the School Board, which shall be composed of at least three members. If the committee's decision is not unanimous, the pupil or his or her parent may appeal

the committee's decision to the full School Board. Such appeal shall be decided by the school board within thirty days.

The School Board may permit or require students suspended pursuant to this section to attend an alternative education program provided by the school board for the term of such suspension.

**D. Procedures for a Hearing Before the Superintendent or His or Her Designee**

1. The hearing shall be held within ten (10) school days from the date of the notice unless the student and/or the parent(s), as appropriate, ask for a continuance and the continuance is granted by the hearing officer.
2. At the hearing, which shall be audio recorded, a principal or his or her designee shall present any evidence he/she wishes in support of the recommendation and the student, the parent(s), or a representative may be represented by counsel and may present evidence. Both parties may cross-examine witnesses, and the hearing officer shall be free to ask questions at any time. The hearing officer may continue the hearing when he or she deems such action necessary for the full development of facts.
3. The hearing officer may recommend to the Superintendent that he or she uphold the recommendation of the principal in whole or in part, or to deny it entirely.
4. A letter shall be sent to the parent(s) informing them of the Superintendent's decision and of their right to appeal to the School Board in the case of suspension and to a further hearing before the School Board in the case of a recommended expulsion. The letter shall contain all required notice provisions. A copy of this letter shall be sent to the assistant superintendent, principal and coordinator of pupil personnel services.
5. In the case of a long-term suspension, the student or his or her parent(s) may appeal the decision of the Superintendent to the School Board by notifying the Superintendent in writing of their intent to appeal within seven (7) calendar days from the receipt of the decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The School Board will consider the appeal upon the record of the suspension hearing within thirty (30) calendar days of the appeal. The student will remain suspended pending the disposition of the appeal.
6. The student or his or her parent(s) may request a hearing before the School Board, (or, at the School Board's discretion, a committee thereof), regarding the decision of the Superintendent to recommend expulsion by notifying the Superintendent in writing of their request within seven (7) calendar days from the receipt of the decision. Failure to file a written request within the specified time will constitute a waiver of the right to a hearing before a committee of the School Board. A hearing shall be held at the next regularly scheduled meeting unless the request for a hearing is received less than five (5) days prior to a meeting, in which case the hearing shall be set by the Chairman as soon as practicable. The student shall remain suspended pending the School Board committee hearing. The School Board has the authority to overrule the Superintendent or amend the Superintendent's decision in any respect. Any decision to expel the student requires School Board action before it becomes effective.
7. A decision made by the School Board, or a committee thereof, shall be communicated to the student and parent(s) in writing, and shall comply with the applicable notice provisions.
8. Nothing in this subsection shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this subsection to attend an alternative education program provided by the School Board.

**E. Students With Disabilities Under the Individuals With Disabilities Education Improvement Act of 2004 (IDEIA), Students With Disabilities Qualified Under Section 504 of the Rehabilitation Act of 1973, and Students Who Are Suspected of Having a Disability But Are Not Yet Determined Eligible or Qualified**

This section is intended as an application and summary of federal law and regulations as found in the Individuals With Disabilities Education Improvement Act of 2004 (IDEIA). The federal law and regulations take precedence over this document.

**1. Student Population**

For the purpose of student suspensions and expulsions, certain special education due process procedures are accorded to the following students:

- a. a student who has been identified as having a disability under IDEIA or under Section 504;
- b. a student who is suspected as having a disability, but not yet determined eligible or qualified.
  - (1) Students who have not been determined eligible for special education and related services under IDEIA or qualified for special education or related services under Section 504, and who have engaged in behavior that violated any rule of conduct may assert any of the protections provided under IDEIA if the school division had "a basis of knowledge" that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. The school division has a "basis of knowledge" that the student is a student with or suspected of having a disability if:
    - (a) the parent of the student has expressed a concern in writing (or orally if the parent does not write or has a disability that prevents a written statement) to supervisory or administrative Richmond Public Schools personnel or a teacher of that student, that the student is in need of special education and related services;
    - (b) the parent has requested an evaluation of the child for special education and related services;
    - (c) the teacher of the student, or other personnel of the school division has expressed specific concerns about a pattern of behavior demonstrated by the child to the Director of Exceptional Education of Richmond Public Schools or to other personnel in accordance with the Exceptional Education referral system.
  - (2) Exceptions to this "basis of knowledge" in the above section occur if:
    - (a) an evaluation was conducted and it was determined that the student is not a student with a disability and the parents were provided notice;
    - (b) the Child Study Committee (CSC) reviewed the evidence and determined that an evaluation for special education and related services was not necessary, and the parents were provided notice; or
    - (c) the parent has not allowed an evaluation of the student or has refused special education and related services.

## **2. Removal Procedures**

### **(a) Removals Cumulating Ten School Days or less in a School Year**

- (1) A student may be removed from his/her current educational placement in accordance with procedures for suspensions for students without disabilities. Richmond Public Schools is not required to provide services during the first ten school days in a school year that a student with a disability is removed from their current educational setting.
- (2) If the number of school days a student is removed from school approaches ten days, the building administrator or designee may convene an IEP team to review and revise the IEP. This meeting may address any needed changes in services or placement. The IEP team should develop and complete a Functional Behavioral Assessment (FBA), and develop and implement a Behavioral Intervention Plan (BIP). If a BIP exists, the IEP team shall review and modify the BIP as needed.

### **(b) Removals Cumulating More Than Ten School Days in a School Year**

- (1) Students may be removed for more than ten school days without limit during the school year, if the removal is not a change of placement.
- (2) A change of placement is when: (a) the student's removal is for more than 10 consecutive days or (b) the student receives a series of removals that aggregates beyond 10 days in a school year and constitutes a pattern. School personnel will determine if the series of removals constitutes a change of placement. To determine this, the following factors must be considered:
  - (a) the length of each removal,
  - (b) the proximity of the removals to one another, and
  - (c) the total amount of time the student has been excluded from the classroom. The parent must be notified in writing of the results of this determination.
- (3) When the removal does not constitute a change of placement, the student may be removed from their current educational placement in accordance with procedures for suspensions for students without disabilities. However, the following procedures must also be implemented:
  - (a) provide, if any, services that will enable the student to appropriately progress in the general curriculum and appropriately advance towards achieving IEP goals. These services are determined by the school administrator in consultation with the student's special education teacher.
  - (b) convene an IEP team before or within 10 business days after first removing the student for more than 10 school days in a year to:
    - develop and complete a Functional Behavioral Assessment (FBA), develop a Behavioral Intervention Plan (BIP), and implement the plan to address the behavior, if a BIP does not exist, or
    - review the BIP and its implementation, and modify as needed, if it already exists.
- (4) When the removal constitutes a change of placement, the following procedures must be implemented:
  - (a) not later than the decision date, give notice of the decision and procedural safeguards to the parent. Provide notice of upcoming IEP meeting and its purpose immediately or within 10 school days.

- (b) immediately or within 10 school days of the decision date convene an IEP team and other qualified personnel for a manifestation determination. The IEP team and other qualified personnel must review and consider the following student information and other related factors:
- all relevant evaluation data and diagnostic results
  - relevant information supplied by the parent
  - observations of the student
  - the student's IEP and placement

The IEP team and other qualified personnel must also answer the following questions:

- was the student's conduct caused by, or in direct and substantial relationship to, the child's disability; or
- was the student's conduct a direct result of the school division's failure to implement the IEP?

In cases where the IEP team determines that the behavior was a manifestation of the student's disability, a removal or expulsion must not occur and the IEP team shall:

- aa. conduct a Functional Behavioral Assessment and implement Behavioral Intervention Plan (BIP) for the child;
  - bb. if a BIP has been developed, review the existing plan and modify it as necessary to address the behavior; and
  - cc. except as provided below in section 2(c)(2), return the student to the placement from which he or she was removed, unless the parent and school personnel agree to a change of placement as part of the modification of the behavioral intervention plan.
- (c) Before, or within 10 business days after commencing a removal that constitutes a change in placement, an IEP meeting must be held to:
- review and revise the IEP as needed to address the behaviors which may include changes and/or additions in goals, services and placement.
  - develop and complete a Functional Behavioral Assessment, develop a Behavioral Intervention Plan (BIP), and implement the plan to address the behavior, if no BIP exists.
  - review the BIP and its implementation, if a BIP already exists. The IEP team needs to modify the plan and its implementation, as necessary, to address the behavior.
- (d) For subsequent removals, every time a change of placement has occurred, a manifestation determination must be made by the IEP team, within 10 business days.

**(c) Long-Term Removals-Weapons/Drugs/Controlled Substances/Serious Bodily Injury**

The following provisions apply to any student who: (a) carries a weapon to or possesses a weapon at school or a school function; (b) knowingly possesses or

uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function; or (c) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function:

- (1) a school administrator, along with representatives of the Exceptional Education Department may assign the student to an interim alternative educational setting (IAES) for a maximum of 45 school days. Parental permission is not required. While the student is in an IAES placement, school personnel:
  - (a) must enable the student to continue to progress in the general curriculum although in another setting
  - (b) must provide services and modifications described in the current IEP which will enable the student to meet IEP goals
  - (c) must provide services or modifications to address the behavior so that it does not recur
- (2) no later than the decision date provide notice of the decision and procedural safeguards notice to parent. Provide notice of upcoming IEP meeting and its purpose immediately or within 10 school days.
- (3) before or no later than 10 business days of the decision date, convene an IEP meeting to:
  - (a) develop and complete a Functional Behavior Assessment, develop a Behavioral Intervention Plan (BIP), and implement the plan to address the behavior, if no BIP exists, or
  - (b) review the BIP and its implementation, if a BIP exists. The IEP team needs to modify the plan and its implementation, as necessary, to address the behavior.
- (4) immediately, or within 10 school days, convene an IEP team and other qualified personnel to complete a manifestation determination, and determine IAES. The manifestation determination is made according to section 4b of this part.
- (5) when the IAES expires, the student returns to his/her prior placement, unless the parent and the LEA agree otherwise through an IEP meeting. Also, a hearing officer or court order can extend the IAES.

**(d) Miscellaneous**

- (1) Schools may report a crime to the police, even if the student involved in the violation is considered to have or suspected to have a disability.
- (2) A student with a disability is entitled to the same due process rights that all students are entitled to under Richmond Public School's disciplinary policies and procedures.
- (3) If during the course of reviewing the student's IEP relevant to disciplinary action, the IEP team and other qualified personnel determine deficiencies in the student's IEP or placement, the IEP team, will take immediate steps to remedy those deficiencies.
- (4) A student may not be removed from the school for more than 10 school days while the IEP team processes are initiated and completed, unless the parent gives permission for a change of placement through the IEP team meeting. This does not apply to incidents involving weapons, drugs, controlled substances, or a dangerous situation. These incidents may

- necessitate immediate removal to an IAES for 45 school days.
- (5) School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates the Standards of Student Conduct.
  - (6) A written decision of the IEP team will be given to the student's parent, along with Parental Rights each time a decision is made by the IEP team.
  - (7) If a student is currently under evaluation for IDEIA or Section 504, the evaluation shall be expedited.
  - (8) During the pendency of any proceedings to contest the imposition of discipline, the student shall remain in his/her current placement, which may be the IAES.

### 3. Expedited Hearings

Richmond Public Schools may request an expedited due process hearing if it maintains that it is dangerous for the child to be in the current placement (the placement prior to removal to the interim alternative setting) while due process proceedings are pending. Parents may request an expedited hearing if they disagree with:

- (a) the determination that the student's behavior was not manifestation of the student's disability; or
- (b) any decision regarding placement under the disciplinary procedures.

### 4. Definition of Terms

**Pattern:** a series of removals of unrelated instances cumulating more than 10 school days in a school year because of factors, e.g., length of each removal, total time removed, and proximity of the removals to each other.

**IAES:** an Interim Alternative Educational Setting which enables the student to progress in the general curriculum in a different setting and receive the services and modification in the IEP. This placement will also enable the student to meet his/her IEP goals and the services are designed to prevent the behavior from recurring.

**Other qualified persons:** included to ensure that diagnostic and other persons are present at the IEP meeting for expertise in assessing the issues that are being reviewed by the IEP team.

**Serious bodily injury:** a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.

**Note:** Each time the terms IEP or IEP team are used in this document, they also apply to 504 plans or 504 teams.

## Promoting Positive Student Behavior on School Buses

All students will be governed by the tenets of this section while traveling by school buses to and from school or school-related activities, such as field trips, conferences, or athletic events. The school administration and Safety and Security personnel have the right to conduct random searches of school buses; and where there is probable cause, students can be searched.

**Consequences involving students with disabilities, those who have accommodations under Section 504, and those students currently under child study or eligibility processes will be imposed in accordance with their rights under federal and state laws.**

The following misconduct shall result in disciplinary action. This list is not exhaustive and shall not be a limitation upon the authority of the School Board or school officials to deal with other types of conduct which interfere with the proper functioning of the school. While suspended from the bus, a student shall not be allowed to participate in any extracurricular activities, including attendance at and/or participation in such activities.

### Consequences for Inappropriate School Bus Behavior

#### A. Threatening Behavior

Threatening behavior exhibited toward other students as well as adult school personnel is addressed in **Standards of Student Conduct No.9-Fighting, Assault & Battery, Bullying**; and any student violating this Standard on the school bus shall be disciplined in accordance with that Standard. There shall be a concurrent consequence on the school bus for the student as a result of his/her behavior.

#### B. Fighting

Fighting is addressed in **Standards of Student Conduct No. 9- Fighting, Assault & Battery, Bullying**; and any student fighting on the bus shall be disciplined in accordance with that Standard. There shall be concurrent consequence on the school bus for the student as a result of his behavior.

#### C. Weapons

Weapons are addressed in **Standards of Student Conduct No. 18- Possession or Use of Weapons**; and any student having possession of a weapon on the school bus or at the bus stop shall be disciplined in accordance with this Standard. There shall be concurrent consequences on the school bus for this offense.

#### D. Disruptive Behavior

Disruptive behavior includes, but is not limited to, making inappropriate comments to another student or about another student, improper boarding/departing the bus, refusing to obey the bus driver, excessive noise, eating or drinking on the bus, and use of profanity. If any of these behaviors are done in a threatening manner, they are to be addressed in accordance with **Standard No.4-Disruptive Conduct**. Unless a consequence for disruptive behavior is specifically stated, the principal/designee may (1) conference/counsel the student with or without the parent(s) and bus driver where practical; (2) execute a student-behavior contract; (3) suspend the student from the bus for one to three days; suspend the student for 3-5 days from the bus and a parental

conference; suspend the student for more than five days (4) a disciplinary hearing at the school level for suspensions off the bus in excess of ten (10) days (except as noted in the section regarding students with disabilities).

**E. Vandalism**

Destruction of school property should be handled in accordance with existing **Standards of Student Conduct No.15-Vandalism** (which requires that students/parents make restitution for damage resulting from vandalism) as well as existing Department of Safety and Security procedures for prosecuting incidents of vandalism. Under an existing Department of Transportation policy, students and parents are given the option of cleaning the bus in lieu of payment for damages. Juvenile authorities shall be notified (Intake Officer).

**F. Safety**

Safety offenses include, but are not limited to, failure to obey the bus driver, putting a part of one's body (or that of another individual) outside a window, throwing objects on, at or into a school bus, failure to remain seated, tampering with school bus equipment, lighting of matches or a lighter and possession of contraband on the school bus. (If any of these behaviors are done in a defiant manner, they are addressed by Standards of Student Conduct No. 16). Consequences for safety offenses include, but are not limited to, (1) student counseling; (2) 2-5 days, suspension off the bus, attendance at a conference with the student, his/her parent(s), the principal and the bus driver before the student may return to the bus, and execution of behavior contract; (3) attendance at a bus safety class; (4) a disciplinary hearing at the school level for suspensions off the bus in excess of ten (10) days; except in the case of certain protected students where cessation of services excluding transportation and related services is not permitted, and (5) appropriate notification of legal authorities.

**G. Possession or Use of Tobacco or Tobacco Products** (*see Standard No.7*)

**H. Possession or Use of Illegal Drugs or Alcohol** (*see Standard Nos. 12 & 13*)

**I. Distribution or Sale of Alcohol or Illegal Drugs or Possession with Intent to Sell or Distribute** (*see Standard Nos. 12 & 13*)

**J. Possession of Medication and Prescription Drugs** (*see Standard No. 14*)

**K. Sexual Assault and Harassment** (*see Standard No.11*)

## **Student Attendance Policy**

**A. Why is Attendance Important?**

Section 22.1-254 of the Code of Virginia requires that all school divisions inform parents of compulsory attendance requirements and enforcement procedures within 30 days of the beginning of each school year. Regular school attendance is important to the academic

progress of students and the development of a healthy school environment. For this reason, parental support of school attendance is both expected and required.

The Richmond Public Schools is expected to undertake several actions in support of attendance monitoring and enforcement:

- identify and develop a list of all school-age children and youth who are not enrolled in an approved educational program;
- investigate apparent violations of the compulsory attendance requirements; and
- enforce attendance requirements.

Under the direction of the Superintendent, the Richmond Public Schools Attendance Officer(s), in collaboration with school principals, will enforce compulsory attendance requirements, including failure to attend summer school when required. Priority attention will be given to non-enrolled children and youth between the ages of 5 and 18. Options for enforcement include the following:

- filing a Child-In-Need-of-Supervision (CHINS) petition with the juvenile court;
- filing criminal charges (Class 3 misdemeanor) against the parents of truant or non-enrolled students; and/or
- enforcing compulsory attendance requirements during the summer session if the superintendent determines that such attendance is necessary for the student(s) to be promoted, pass the Standards of Learning (SOL) tests, or otherwise achieve appropriately in school.

In addition to these enforcement options, the Richmond Public Schools is required to report all TANF recipients violating compulsory school attendance and truancy provisions to the Department of Social Services for further investigation and a potential reduction in benefits.

Please make your family members aware of these requirements. It is important that we all work together in fostering regular school attendance, which is critical to student success. Please contact School Social Work Services at 780-4517 if you have any questions.

## **B. Under What Circumstances May Older Students Attend School?**

As a general rule, a person who has reached 20 years of age on or before August 1 of the school year shall be permitted to attend school only with special permission of the Superintendent. The School Board, in its discretion, may charge tuition to such students.

The School Board may accept and provide programs for students for whom English is a second language who entered school in Virginia for the first time after reaching their twelfth birthday, and who have not reached 22 years of age on or before August 1 of the school year. No tuition shall be charged to such students if state funding is provided for such programs.

Exceptional education students who are in need of special education and related services (1) whose second birthday falls on or before September 30 and have not reached their 22<sup>nd</sup> birthday on or before September 30; and (2) have not already graduated with a standard or advanced studies diploma shall be eligible to attend school free of charge.

### **C. What are Excused Absences?**

Excused absences are classified as those that have resulted from conditions beyond the control of students, parent(s)/guardians, or the school, and will be counted in the tally of absences. The only excuses for absence that shall be deemed acceptable are:

1. Personal Illness (if over three days, the school will require a note from the doctor)
2. Personal Court appearance
3. Death in the family (mother, father, spouse, son, daughter, sister, brother, grandparent, aunt, uncle, nephew, or niece)
4. Religious holidays regularly observed by the student
5. Extenuating circumstances as approved by the school administration

### **D. When are Students Considered Present Although Not in School?**

Students are considered present when participating in field trips, athletic events, student government activities, and other functions sanctioned by the school. The students are marked present on all school records.

### **E. Tardiness/Leaving School Without Permission**

Truancy is usually a symptom of personal or family problems. The school division will make a reasonable effort to help resolve the underlying problems that affect the student's regular attendance. Referrals to outside agencies and other departments in Richmond Public Schools will be utilized to assist in resolution and reducing truancy.

1. Tardiness - Students must arrive on time and be picked up at the scheduled dismissal time. Students attending schools outside of their neighborhood zones with special permission (where parents are responsible for providing transportation) will be required to attend school on a regular basis or be withdrawn from the school by notifying the parent and Office of Pupil Personnel Services. Provisions of the Compulsory School Law of Virginia are in effect for all schools.
2. Leaving school without permission - Once a student arrives on school property, he/she may not leave without administrative permission.

### **F. Parental Responsibilities**

1. The parent(s)/guardian must send a note providing reasons and dates for any absence from school, on the day of the student's return to school.
2. The parent(s)/guardian may request approval of absences by filing a request in advance with the principal or designee. Such requests will be signed by the principal or designee and returned to the parent, with a copy filed for reference.

### **G. Can Make-up Work Be Requested?**

For excused absences, students are required to request make-up work upon return to school. Teachers shall assign and schedule appropriate make-up work to be completed within five (5) days following the student's return from absences. Make-up work assigned but not completed within the established time period shall be recorded as a failing grade for the assignment unless an extension is granted by the teacher.

Make-up work for excused absences will be supplied by the teacher. Requests for make-up work for unexcused absences will be the responsibility of the parent(s) or guardian.

Students who are suspended from school shall receive and complete all academic assignments (class work and homework) during the period of suspension and submit the completed work to his or her classroom teacher(s) upon his or her return to school.

**Note: Parent(s)/guardians and students must understand that certain subject matter cannot be assigned as make-up work to be completed out of class, especially if the student is absent when certain concepts are taught.**

## **H. What is the School's Responsibility When a Student is Absent?**

The Code of Virginia requires that, "Every teacher in every school in the Commonwealth shall keep an accurate daily record of attendance of all children...". The student attendance card and the teacher's class record are the official records of student absences.

The school will contact the home on each day of a child's absence from school. If a student accumulates four (4) unexcused absences, written notification will be sent to the parent(s) or guardian. If a student accumulates five (5) unexcused absences, the principal or his designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The attendance officer, the pupil and the pupil's parent(s) shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reason for the pupil's nonattendance.

If the pupil is absent an additional day without an excuse the attendance officer shall schedule a conference within ten (10) days with the pupil his parent(s), and school personnel which conference may include other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than fifteen (15) school days after the sixth absence.

Upon the next unexcused absence, the school principal or his designee shall notify the attendance officer, who shall enforce the provisions of the compulsory attendance laws by either or both of the following: (1) filing a complaint with the Juvenile and Domestic Relations Court alleging the pupil is a child in need of supervision as defined in §16.1-228 of the Code of Virginia, or (2) instituting proceedings against the parent(s) pursuant to §18.2-371 or §22.1-262 of the Code of Virginia.

## **I. Can the Attendance Decision Be Appealed?**

The parent(s) / guardian may appeal the designation of absences as unexcused if evidence is provided to verify absences under this policy. Reasons for absences considered in the appeal must be documented by the parent(s)/guardian and verified by the principal or designee. The parent(s)/guardian may also request a waiver of these attendance policies due to medical hardship extenuating educational circumstances of transfer situations.

## **J. Steps of Appeal**

1. Parent(s)/guardian appeals must be communicated in writing to the principal, or the decision becomes final.
2. The principal will make a ruling of the appeal based on policy. A written copy of the ruling will be sent to the parent(s)/guardian, student, and the teacher(s).

### **Appeal to the Superintendent or Designee**

1. Parent(s)/guardian appeals must be communicated in writing to the superintendent or designee, or the decision of the principal becomes final.

2. Based on policy guidelines, a finding will be made affirming or is approving the principal's decision. A written copy of the finding will be sent to the parent(s)/guardian, student, and principal.

## **K. Removal of Students from Class**

### **Policy**

Pursuant to the Code of Virginia, Section §22.1-276.2, a teacher shall have the initial authority to remove a student from class for disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.

### **Criteria for Removal**

**Acute:** When the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students or the ability of the student's classmates to learn.

**Chronic:** When a student has been documented by a teacher to have repeatedly interfered with the ability of the teacher to communicate effectively with the students, or the ability of the students classmates to learn. Prior to the removal of a student from class for chronic behavior problems, the following criteria must be met:

1. The student's behavior is disruptive as defined above.
2. 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.
3. Teacher and/or administrative interventions have been attempted and failed to end the student's disruptive behavior.
4. 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 as described below.
5. Two prior written discipline referrals of disruptive behavior have been processed by school administrators.

When all of the above have been satisfied, teacher removal of a student from class shall be deemed appropriate. Removal of the disruptive student shall be facilitated by the principal or his/her designee.

### **Requirements for Discipline Referrals/Student Removal Form**

No removal under this policy shall occur in the case of chronic behavior unless two prior written discipline referrals of disruptive behavior have been processed by school administrators. Upon removal the teacher shall file with school administration a "Student Removal Form" and any other documentation to support the removal including, but not limited to, the previous two discipline referrals.

### **Procedures for Written Notification of Student and Parents**

The teacher shall provide copies of any discipline referral form to the student and his/her 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 teacher shall document, in writing, his or her attempts to request and encourage the parents to meet with school administrators and/or teacher. If the student is removed from the classroom, the school administration shall provide a copy of the "Student Removal Form" accompanied by copies of discipline referrals and any other documentation to the student and mail (via regular and certified U.S. mail) copies to the parents within 24 hours of each incident. Such notice and documentation shall be required for each discipline referral 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 placement or program within the school setting.
2. Sending the student to the Principal's office or other designated area. If the Principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student.
3. Suspending or recommending expulsion of the student for violations of the Standards of Student Conduct that warrant suspensions or expulsions. 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 and state law, and regulations.
4. 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.

1. 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.
2. The teacher, after meeting with the Principal may appeal the Principal's decision to the appropriate Executive Director of Elementary Education or designee within one school day. The discipline referrals and removal form must accompany the appeal.

After discussion with the Principal and teacher or receiving their written comments, the decision of the Executive Director or designee shall be final. The decision shall be made within 48 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.

### **Other Provisions**

The Principal shall ensure that a student removed from class under this policy continues to receive an education in accordance with School Board policies. Application of this policy to a student with a disability shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

**Richmond Public Schools Correlation to *Character Education: Lessons in Living***

Offense / Character Trait	Referral Code	Definition
Disrespect <b>Respect/Courtesy</b>	D1C	Using inappropriate comments, talking back, using physical gestures or walking away.
Defiance/Insubordination <b>Respect/Politeness</b>	D2C	Refusing to comply with directives.
Disruptive Demonstrations <b>Respect/Responsibility</b>	D03	Engaging in behavior that interferes with the learning of others.
Possession/Distribution of Obscene Literature <b>Respect/Responsibility</b>	D4C	Possessing inappropriate materials
Classroom/Campus Disruption <b>Respect/Responsibility</b>	D5C	Engaging in behavior that interferes with the learning of others or safe and orderly instructional environment.
Obscene/Inappropriate Language/ Gestures <b>Respect/Citizenship</b>	D6C	Using vulgar or abusive spoken or written language, such as cursing.
Bullying <b>Respect/Self-control</b>	BU1	Displaying behavior that continues to make a person feel uncomfortable or unsafe, including put downs, teasing, threats, spreading rumors, hazing, and/or intimidation.
Minor Insubordination <b>Respect/Empathy</b>	D8C	Refusing to follow reasonable directions of an adult, or school rules/expectations/policies.
Fighting/No or Minor Injuries <b>Respect</b>	FA2	Engaging in a voluntary incident involving two or more students with physical contact, such as hitting, kicking, punching, slapping.
Setting Off a False Fire Alarm <b>Responsibility</b>	D07	Falsely reporting a fire or other dangerous situation.
Minor Physical Altercation <b>Respect</b>	F1T	Angry altercation with minor contact.
Theft of Staff Property <b>Honesty/Integrity</b>	TF2	Taking or attempting to take property of another without permission or knowledge of the owner.
Threatening a Student <b>Compassion/Caring</b>	TI1	Making statements or gestures of intent to do physical harm to a student.
Threatening Staff <b>Compassion/Caring</b>	TI2	Making statements or gestures of intent to do physical harm to a faculty or staff member.
Trespassing <b>Responsibility/Citizenship</b>	TR1	Entering school property without authorization.
Possession of Toy/Look Alike Gun <b>Respect for Self and Others</b>	WP3	Having a real or look a-like gun at school.
Theft of Student Property <b>Honesty/Empathy</b>	TF3	Intentionally taking the personal property of a student.

Battery W/Staff with No Weapon Battery W/Student <b>Respect /Self Control</b>	<b>BA2</b> <b>BA4</b>	Voluntarily engaging in an aggravated assault.
Attendance Violation <b>Honesty/Commitment</b> <b>Trustworthiness</b>	<b>A1T</b>	Not coming to school or reporting late without parental permission, consent, or a valid excuse.
Beepers Cellular Phone Other Electronic Devices <b>Responsibility</b>	<b>C1M</b> <b>C2M</b> <b>C3M</b>	Possessing portable communication devices.
Theft of School Property <b>Honesty/Gratitude</b>	<b>TF1</b>	Taking or attempting to take property of the school without permission.
Violation of Acceptable Internet Usage <b>Honesty/Commitment</b> <b>Trustworthiness</b>	<b>T3C</b>	Not using the system responsibly.
Possession of Stolen Property <b>Honesty/Truthfulness</b>	<b>TF4</b>	Possessing property that was taken without permission.
Vandalism of School Property <b>Honesty/Respect</b>	<b>VN1</b>	Damaging, defacing, or destroying school property.
Inappropriate Personal Property <b>Acceptance</b> <b>Respect for Self/Responsibility</b>	<b>S1V</b>	Wearing clothes that are not appropriate for elementary school or possessing items that do not belong at school.
Knife to School/Event <b>Responsibility</b>	<b>WP5</b>	Having a knife longer than 3 inches at a school event.
Harassment <b>Compassion/Respect/Acceptance</b>	<b>HR1</b>	A behavior continuing over a period of time that makes a person feel uncomfortable or unsafe.
Offensive Sexual Touching: ST <b>Respect</b>	<b>SX2</b>	Exhibiting inappropriate sexual behavior.
Other Code of Conduct Violations <b>Citizenship</b>	<b>S3V</b>	Refusing to obey the bus driver.

## **Richmond Public Schools Internet Acceptable Use Procedures**

Appropriate student use of the Internet is addressed in the Standards of Student Conduct. This standard recognizes the role of students as responsible users of the Internet. Students in Richmond Public Schools will be provided access to the Internet via the Netscape graphical World Wide Web browser only. They will NOT be provided with individual electronic mail accounts or unsupervised access to other tools for traveling the Internet. As such, the Standards of Student Conduct shall serve as the definitive guide for acceptable uses of the Internet in the Richmond Public Schools. The information below is provided for faculty and administration as a supplement to share with students in preparation for their use of the Internet.

### **Richmond Public Schools Instructional Use of the Internet**

Richmond Public Schools students will follow a structured approach to gaining skills which will allow them to become independent, responsible users of the Internet. This approach addresses Internet use based on an age and topic appropriate standpoint.

In elementary schools (K-5), faculty will actively supervise student use of the Internet. Students will access Internet resources that the teacher has previously explored and selected. Faculty will make every effort to ensure that students are directed to sites with only age- and topic-appropriate material and resources.

### **Richmond Public Schools Internet Acceptable Use Procedures**

The intent of the Richmond Public Schools Internet Acceptable Use Procedures is to ensure that all uses involving access to Internet resources are consistent with Richmond Public Schools stated mission and goals and Standards of Student Conduct. With this opportunity, comes the responsibility for appropriate use. It is expected that all computers within the division accessing the Internet be used in a responsible, efficient, ethical and legal manner.

Richmond Public Schools will provide access to the Internet for all students, faculty and administration. Student acceptance of these procedures is guided by their incorporation into the Standards of Student Conduct. Faculty and administration must acknowledge acceptance of these procedures prior to being provided individual accounts for accessing Internet resources.

The use of Internet resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. All activities by all persons while using the Internet in Richmond Public Schools must be in support of education and research, and be consistent with the educational objectives of Richmond Public Schools. All persons accessing the Internet from a school site are responsible for all on-line activities, which take place through that access. When using another organization's network or computing resources, all persons must comply with the rules appropriate for that network.

### **Acceptable Uses**

The following actions (which are not exhaustive) constitute acceptable use of the Internet, whether that use is initiated from a school or any other site:

1. Research assigned classroom projects.
2. Send electronic mail to other users.
3. Access and exchange information.
4. Use the Internet solely for educational purposes.

### **Unacceptable Uses**

The following actions (which are not exhaustive) constitute unacceptable use of the Internet, whether that use is initiated from a school or any other site:

1. Using impolite, abusive, or otherwise objectionable language in either public or private messages.
2. Placing unlawful information on the Internet.
3. Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
4. Using the Internet at school for non-school related activities.
5. Sending messages that are likely to result in the loss of the recipient's work or systems.
6. Sending chain letters or pyramid schemes to lists or individuals, and any other types of use which would cause congestion of the Internet or otherwise interfere with the work of others.
7. Using the Internet for commercial purposes.
8. Using the Internet for political lobbying.
9. Changing any computer file that does not belong to the user.
10. Posting, sending or receiving copyrighted materials without permission.
11. Knowingly giving one's password to others.
12. Using another person's password.
13. Using Internet access for sending or retrieving pornographic material.
14. Posting inappropriate text files or files dangerous to the integrity of any network.
15. Circumventing security measures on school or remote computers or networks.
16. Attempting to gain access to another's resources, programs, or data.
17. Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the Internet, and includes the uploading or creation of computer viruses.
18. Falsifying one's identity to others while using the Internet.

**Student's Agreement**

I have read the information above. If I did not understand the meaning of part of it, I asked an adult to explain it to me. I agree to follow these rules at all times when I use the internet at school.

\_\_\_\_\_

**Student's Name**

**Date**

**Parent or Guardian**

My son or daughter, whose name is above, understands the rules that he or she is to follow in using the internet at school. I have talked to him or her to make sure that these rules are understood. I realize that teachers and other school officials will try their best to provide only educationally-sound material from the internet to my child and that, should objectionable pictures or information appear by accident, they will take immediate action to correct that situation.. I give my permission to Richmond Public Schools for my son or daughter to appropriately use the internet while on school property.

\_\_\_\_\_

Signature

Date

## PARENTAL RESPONSIBILITY AND INVOLVEMENT

Each parent of a student enrolled in Richmond Public Schools has a duty to assist the school in enforcing these Standards of Student Conduct and compulsory school attendance in order that each student may be educated in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

To that end, Section §22.1-279.3 of the Code of Virginia requires that the parents of each enrolled student shall sign and return a Statement of Parental Responsibility to the school in which the student is enrolled.

### Statement of Parental Responsibility

I, \_\_\_\_\_, parent/legal guardian of \_\_\_\_\_, a student enrolled at \_\_\_\_\_, acknowledge that I have received the Richmond Public Schools *Standards of Student Conduct* and a copy of the compulsory school attendance law. I understand that I must sign and date this statement and return it to my child's school.

I understand that my acknowledgment of the receipt of these *Standards of Student Conduct* and the compulsory school attendance law does not waive, and I expressly reserve, any parental rights protected by federal or state constitutions or laws, including my right to appeal suspension or expulsion as provided in §22.1-277.04 and §22.1-277.05 of the Code of Virginia, and that I have the right to express disagreement with the school's or school division's policies or decisions.

\_\_\_\_\_  
Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date

*Please detach this page and return to your child's school by Friday, September 18, 2009.*

## FREQUENTLY DIALED NUMBERS

<b>GENERAL INFORMATION</b> .....	<b>780-7710</b>
Exceptional Education and Student Services .....	780-7911
Department of Instruction.....	780-7751
Pupil Personnel Services/Pupil Placement .....	780-7811
Department of Pupil Transportation .....	674-1234
School Board Office .....	780-7716
School Board Office Fax .....	780-8133

## SCHOOL BOARD MEMBERS

<b>District 1</b> .....	Mrs. Kimberly Bridges <a href="mailto:kbridges@richmond.k12.va.us">kbridges@richmond.k12.va.us</a> / 254-1957
<b>District 2</b> .....	Mrs. Kimberly B. Gray, Vice Chairman <a href="mailto:kgray@richmond.k12.va.us">kgray@richmond.k12.va.us</a> / 852-4427
<b>District 3</b> .....	Dr. Norma H. Murdoch-Kitt <a href="mailto:nmurdochkitt@richmond.k12.va.us">nmurdochkitt@richmond.k12.va.us</a> / 321-5400
<b>District 4</b> .....	Mrs. Adria A. Graham Scott <a href="mailto:ascott4@richmond.k12.va.us">ascott4@richmond.k12.va.us</a> / 382-4031
<b>District 5</b> .....	Ms. Betsy B. Carr <a href="mailto:bcarr@richmond.k12.va.us">bcarr@richmond.k12.va.us</a> / 355-6852
<b>District 6</b> .....	Mrs. Chandra Smith, Chairman <a href="mailto:csmith12@richmond.k12.va.us">csmith12@richmond.k12.va.us</a> / 837-8912
<b>District 7</b> .....	Mr. Donald Coleman <a href="mailto:dcoleman2@richmond.k12.va.us">dcoleman2@richmond.k12.va.us</a> / 339-0745
<b>District 8</b> .....	Mrs. Dawn C. Page <a href="mailto:dpage2@richmond.k12.va.us">dpage2@richmond.k12.va.us</a> / 402-5020
<b>District 9</b> .....	Mrs. Evette L. Wilson <a href="mailto:ewilson@richmond.k12.va.us">ewilson@richmond.k12.va.us</a> / 232-2185

# RICHMOND CITY PUBLIC SCHOOLS

Richmond, Virginia

School Calendar for the School Year 2009-2010

AUGUST 2009							0 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

SEPTEMBER 2009							17 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
		1	2	3	4	5	
6	Labor Day	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

OCTOBER 2009							21 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

NOVEMBER 2009							18 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
1	2	Election Day	4	5	6	7	
8	9	End of 1st Nine Weeks	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	Early Dismissal students & staff	25	Thanksgiving Holiday	27	28
29	30						

DECEMBER 2009							14 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

JANUARY 2010							19 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	Martin Luther King Holiday	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

FEBRUARY 2010							18 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	Presidents Day	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

MARCH 2010							22 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				









APRIL 2010							17 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

MAY 2010							20 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JUNE 2010							16 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

JULY 2010							0 TEACHING DAYS
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

LEGEND

-  Division-wide Professional Development Days (3 days)
-  Parent-Teacher Conference Day (4 days)
-  Convocation/Teacher Workday/School Based PD
-  Holiday/Break
-  Teacher Workday - TWD (4 days)
-  Early Dismissal For Students (3 days)
-  End Interim Report Period
-  SPD - School Based Professional Development

## TEACHING DAYS

(Monthly)

September .....	17
October.....	21
November.....	18
December .....	14
January .....	19
February .....	18
March .....	22
April .....	17
May.....	20
June .....	16

## TEACHING DAYS

(Academic Period)

First Nine Weeks .....	44
Second Nine Weeks .....	45
Third Nine Weeks .....	42
Fourth Nine Weeks .....	51
First Semester .....	89
Second Semester.....	93
Year.....	182

## LENGTH OF GRADING PERIODS

First Interim Period.....	23 Days
Reports issued - October 15-16, 2009	
First Grading Period.....	44 Days
Report cards issued – November 20, 2009	
Second Grading Period.....	45 Days
Report cards issued – February 12, 2010	
Second Interim Period.....	23 Days
Reports issued – March 11-12, 2010	
Third Grading Period.....	42 Days
Report cards issued – April 20, 2010	
Fourth Grading Period.....	51 Days
Report cards mailed – June 23, 2010	

## EARLY DISMISSAL TIMES

October 9, 2009

November 25, 2009

April 2, 2010

10:30 a.m. – Morning Tech students return to home schools

11:00 a.m. – High schools and Thompson middle school

11:45 a.m. – Middle schools and elementary schools that observe the middle school schedule

12:30 p.m. – Elementary schools on the elementary school schedule

## MAKE-UP DAYS

October 16, 2009.... Parent-Teacher Conference Day

November 3, 2009..... Professional Development Day

February 1, 2010 ..... Teacher Workday

February 15, 2010 ..... President's Day

March 12, 2010 ..... Parent-Teacher Conference Day

May 31, 2010..... Memorial Day

June 23, 2010 ..... Teacher Workday

Two additional instructional days have been included in the calendar. Other options may be necessary.

## PARENT-TEACHER CONFERENCE DAYS

October 15-16, 2009

March 11-12, 2010

Students do not report October 16, 2009 and March 12, 2010. On Thursday afternoon/evening, October 15, 2009 and March 11, 2010, and Friday, October 16, 2009 and February 12, 2010, schools will schedule a minimum of six hours conference time to meet the needs of parents.

## 12-MONTH EMPLOYEES

Should circumstances allow, two days between December 28, 2009 and December 31, 2009 will be considered bonus days to facilitate closing of schools enabling the school division to realize a cost savings. Employees will have to use two vacation days.

**Richmond Public Schools  
Office of the Executive Director of Elementary Education  
301 North Ninth Street–17<sup>th</sup> floor  
Richmond, Virginia 23219-1927**

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In accordance with federal laws, the laws of the Commonwealth of Virginia and the policies of the School Board of the City of Richmond, Richmond Public Schools does not discriminate on the basis of sex, race, color, age, religion, disabilities or national origin provision of employment and services. Richmond Public Schools operates equal opportunity and affirmative action programs for students and staff. Richmond Public Schools is an equal opportunity/affirmative action employer. The Title IX officer is Ms. Angela C. Lewis, Richmond Public Schools, 301 N. Ninth Street, Richmond, VA 23219-1927, 804-780-7716. The section 504 coordinator is Mr. Harley Tomey, Director of Exceptional Education, 301 N. Ninth Street, Richmond, VA 23219-1927, 804-780-7911. The ADA Coordinator is Ms. Aisha Shamburger, 2015 Seddon Way, Richmond, VA 23230, (804) 780-6211. The United States Department of Education's Office of Civil Rights may also be contacted at P.O. Box 14620, Washington, DC 20044-4620, (202) 208-2545.

### **SCHOOL BOARD**

*The Honorable:*

Mrs. Chandra H. Smith, *Chairman*  
Ms. Kimberly B. Gray, *Vice Chairman*  
Mrs. Kimberly Bridges  
Mrs. Betsy Brooks Carr  
Donald L. Coleman  
Dr. Norma Murdoch-Kitt  
Mrs. Dawn C. Page  
Mrs. Adria A. Graham Scott  
Mrs. Evette L. Wilson

Dr. Yvonne W. Brandon, *Superintendent*