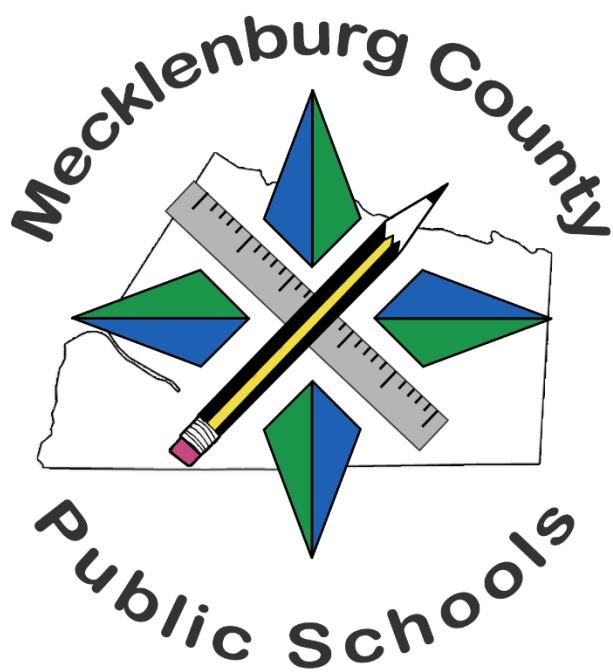


**Mecklenburg County Public Schools**  
**Secondary Handbook & Code of Conduct**  
**2019-2020**



The mission of the Mecklenburg County Public Schools Division, in partnership with family and community, is to provide all students with a quality education within a safe environment supporting the development of intellectual growth, effective communication, wellness, and life-long learning in a rapidly-changing society.



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## **SCHOOL BOARD MEMBERS**

### **District 1**

Brent Richey

### **District 2**

Dale Sturdifen

### **District 3**

Wanda Bailey

### **District 4**

Lindell Palmer

### **District 5**

Gavin Honeycutt

### **District 6**

Rob Campbell

### **District 7**

Dora Garner

### **District 8**

Kenneth Johnson

### **District 9**

Glenn Edwards

**Paul Nichols, Division Superintendent**

Dear Parents,

Mecklenburg County Public Schools (MCPS) is committed to serve each of our students with educational opportunities that will prepare them for success with their future. Success is no longer defined only by passing an SOL test. Today we know that a student must have a thorough understanding of what career opportunities are available, must be prepared with a strong academic foundation, must have an understanding of the importance of achieving specific skill credentials, and must have opportunity to appropriately engage in job and community activities. There are millions of high-paying jobs available for students who are well prepared in these four areas.

When I talk to business representatives about the preparation of students they all express a common concern that far too many of our youth do not demonstrate the “soft skills” necessary for success. Soft skills are defined as “personal attributes that enable someone to interact effectively and harmoniously with other people.” From the employer’s perspective this includes:

- An understanding that the employee represents the business and not just their own self interest
- Respect for management
- An ability to work well with fellow employees
- An ability to engage the public well
- Arriving to work on time every day unless there is a medical situation or family emergency
- Arriving to work dressed appropriately for the job to be done
- An understanding of appropriate behavior and language for the work environment
- An understanding of appropriate use of personal technology and social media on the job

In order to be prepared for these expectations in their future careers the students must have the opportunity to learn these responsibilities in school. This document outlines expectations of cooperation, discipline, respect, appropriate dress, and behavior in school. Your child’s teachers and administration will reinforce guidelines as directly reflecting the expectations for future career success. Grades are not given for discipline, dress, tardiness, or absenteeism but data is kept for future job-seeking availability. Awards can be earned for positive and respectful behavior. There will be fair and appropriate consequences for lack of attention to the expectations outlined in this manual.

Please review with your child this information on expectations for student conduct and attendance. Together we can provide an excellent learning opportunity for every student in our school.

Sincerely,



Paul C. Nichols, Superintendent  
Mecklenburg County Public Schools

## **School Administrative Directory**

### **Bluestone Middle School**

*250 Middle School Road Skipwith, VA 23968 (434) 372-3266*  
*Colors: Blue and Gold      Mascot: Trojan*

*Paige Lacks, Principal  
Dominique Sturdifen, Assistant Principal*

### **Park View Middle School**

*365 Dockery Road, South Hill, VA 23970 (434) 447-3761*  
*Colors: Blue and Gold      Mascot: Cougar*

*Jonathan Dixon, Principal  
Lekeisha Horton, Assistant Principal*

### **Bluestone High School**

*6825 Skipwith Road, Skipwith, VA 23968 (434) 372-5177*  
*Colors: Blue and Gold      Mascot: Baron*

*Magie Wilkerson, Principal  
Velva Kindley, Assistant Principal  
T.B.A, Assistant Principal*

### **Park View High School**

*205 Park View Circle, South Hill, VA 23970 (434) 447-3435*  
*Colors: Green and White      Mascot: Dragon*

*Wesley Swain, Principal  
Amy Wright, Assistant Principal  
Timothy Cochran, Assistant Principal*

DISCLOSURE: The Mecklenburg County School Board does not discriminate on the basis of race, color, national origin, ancestry, sex, gender, sexual orientation, gender identity, disability, age, marital or veteran's status, genetic information, or any classification protected by applicable law in its programs, activities or employment. The Director of Personnel will act as the Compliance Officer for discrimination regarding employees under Title IX. The Assistant Superintendent will act as the Compliance Officer for discrimination regarding students under Title IX and Section 504 of the Rehabilitative Act of 1973. Both compliance officers may be contacted at the Mecklenburg County Public Schools' Central Office at 175 Mayfield Drive, Boydton, VA 23917 or by calling 434-738-6111.

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **2019-2020 SECONDARY CALENDAR REMINDERS**

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### **INTERIM REPORT CARDS**

September 16, 2019  
November 18, 2019  
February 10, 2020 – Middle Schools  
February 11 (BHS) & 13 (PVH), 2020 – High Schools  
April 20, 2020

### **REPORT CARDS**

October 24, 2019  
January 8, 2020  
March 26, 2020  
May 27, 2020 (Mailed to HS Students)

### **PARENT TEACHER CONFERENCES**

September 12, 2019 - High Schools  
October 24, 2019 - Middle Schools  
February 11, 2020 - Bluestone High School – CTE Expo  
February 13, 2020 - Park View High School – CTE Expo  
March 26, 2020 - Middle Schools

### **SENIOR AWARDS ASSEMBLY**

Bluestone High School – TBD

Park View High School – TBD

### **GRADUATION**

May 30, 2020  
➤ Bluestone High School – 9:00 a.m.  
➤ Park View High School – 11:00 a.m.

## ► PROFILE OF A MECKLENBURG GRADUATE

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In order to meet the twenty first century demands of our current society, it is important to incorporate the 5 C's into daily instruction as frequently as possible. This will encourage students to think critically in order to problem solve and work collaboratively to make positive impacts in whichever field they pursue after graduating from high school. The 5C's are critical thinking, creative thinking, collaboration, communication, and citizenship.

1. Students will develop problem-solving and **critical-thinking skills**.
2. Students will use **natural curiosity and creativity** to explore possibilities and take intellectual risks.
3. Students will **collaborate** with others to contribute and initiate new ideas, to listen and cooperate, and to build trust and provide support.
4. Students will demonstrate **effective communication skills** and competency in language arts, mathematics, science, and social sciences.
5. Students will develop and demonstrate behaviors that **show respect and appreciation for themselves** and others to prepare them to become **productive citizens**.

## ► STUDENT RESPONSIBILITIES

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To be a successful 21<sup>st</sup> Century future-ready student at Mecklenburg County Public Schools, students are expected:

1. To be on time and present at school each day.
2. To have regular classroom attendance and to be prepared to learn.
3. To be responsible for his/her own behavior -- a student chooses how he/she reacts to different events and situations.
4. To understand that inappropriate/disruptive classroom behavior interferes with teaching and learning.
5. To respect the feelings and rights of others.
6. To refrain from the use of physical force or the threat of physical force.
7. To do what the teacher or adult in the building reasonably requests.
8. To be aware of and follow all school and district rules and procedures.
9. To refrain from using profanity and other offensive language and behavior.
10. To be a student leader.
11. To be an active learner.

## ► PLEDGE OF ALLEGIANCE

---

In the spirit of patriotism and respect for the school, community, and nation, students will be given the option of reciting the Pledge of Allegiance at the beginning of each school day. While not everyone may care to participate, it is expected that those who do will be allowed to do so without interference or disruption.

## ► MOMENT OF SILENCE

---

The school observes a moment of silence at the beginning of each school day. It is important that all students respect this time by remaining seated and quiet during this moment. The moment of silence may be used for any lawful silent activity including personal reflections, prayer, meditation, and/or reading. However, the teacher who is responsible for each class will not influence students in any way to pray or meditate during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

## ► ATTENDANCE POLICY AND PROCEDURES

---

It is the policy of the Mecklenburg County School Board to do everything possible to encourage all children to attend school with regularity.

It is the legal responsibility of parents and guardians to ensure that students are in regular attendance for the entire school day. To be counted present a student must attend two complete blocks in an instructional day. Parents or guardians must seek homebound instruction for their children when they are absent for extended periods due to illness. The principal or school counselor will assist them in making necessary arrangements.

An “unexcused” absence is an absence where a student does not have a valid excuse.

1. A student who is absent for any portion of the day requires a note from his/her parent. A maximum of 5 parent notes will be accepted during each semester. In the event that there have been excessive parent notes already received for absences, a valid note from physician or other appropriate professional's office. (“Excessive parent notes,” as determined by the school principal, are no more than five per semester.)
2. A written excuse from a parent or guardian should include the date(s) and reason(s) for the absence. Calling the school is acceptable notice if a note is sent upon student return to school. A written excuse from a physician's office or other professionals' office that includes the date(s) and reason(s) for the absences(s) is always acceptable.
3. Students should turn their notes in upon their return to school for it to be counted as excused or within 3 days of return.
4. The ONLY valid excuses for absences are
  - Illness (if over two days, the school may require a note from the physician)
  - Court appearance
  - Death in the family
  - Religious holidays
  - Extenuating circumstances which are determined by the school administration
  - Prior written notice to the school administrator by the parent/guardian is required for consideration of any other absence/reason.
5. Acceptable reasons for arriving late or leaving early are the same as those for any excused absence.
6. Suspensions are unexcused absences (but are not included in truancy totals).
7. A student will be expected to make up all assignments or to make arrangements with the teacher for any make-up work within five days of return to school. Students on suspensions will

be expected to submit their assignments upon return to school and make arrangements with the teacher within five days after the end of the suspension period to make up any additional hands-on activities, tests, or other schoolwork. Extenuating circumstances may be considered in extending the time limit.

It is the responsibility of the student to obtain assignments from the teacher/school counselor. A grade of zero may be assigned only if a student fails to submit or make-up assignments.

Once a student has arrived on the school grounds, he/she is not to leave before the end of the school day without permission from the principal or his/her designee. Such permission, except in cases of extreme emergency, will be granted only after the request has been received, required in writing, from the parent or guardian. (Students are not allowed to leave school at lunchtime and return). Excessive absence from any class due to arriving late or leaving early may result in denial of future requests may result in denial of credit for the course.

A student must be present for at least 2 full blocks (or in the event a student has another type of schedule, at least half the class) to be counted "present" for the day.

For a student to receive a "perfect attendance" award, students should be at school 100% of the time every day. "Not Been Absent" applies to being present for a part of each day.

## ► EXCESSIVE ABSENCES

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If high school students or middle school students enrolled in high school credit courses accumulate more than ten (10) absences during a semester, including days missed because of late enrollment, the student may not be eligible for credit in any class.

Appointments will be scheduled with building administrators to discuss documentation of absences. If credit is denied, the principal's decision may be appealed to the superintendent's designee in writing within five (5) school days after the decision has been made. Excessive absences will be referred to juvenile and domestic relations court for students who are under age 18.

Only five (5) parent notes will be accepted as excused documentation for a student missing days from school per semester. All absentee notes must be turned into the office the day the student returns to school. Failure to do so may result in an undocumented absence. Please see the MCPS Code of Conduct for guidelines regarding excused and unexcused absences.

Absences will be excused for students who miss classes for the purpose of representing the school at a school-sponsored activity. These students will be counted as present and allowed to make-up work in accordance with the general school make-up policy.

## ► TRUANCY PROCEDURES SCHEDULE

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### **Truancy Procedure Schedule for Schools**

At Each Absence:

- Phone Call to Parent: documented in SIS

At 3<sup>rd</sup> Unexcused Absence:

- Phone Call to Parent 3 Day Letter Sent

At 5<sup>th</sup> Unexcused Absence:

- Phone Call to Parent 5 Day Letter Sent
- Meeting Scheduled for Parent to come in and create TPP. Invite Truancy Officer. If school does not hear from parent within 3 days, contact **Truancy Officer (T.O.)** Complete and sign Truancy Prevention Plan (TPP)

At 6<sup>th</sup> Unexcused Absence: Scheduled within 10 days and held within 15 days

- Phone Call to Parent
- 6 Day Letter Sent
- Second Parent Conference scheduled (TC)
- Parent Conference held—can be phone conference Minutes of conference placed in Truancy Record.

At 7<sup>th</sup> Unexcused Absence:

- Phone Call to Parent 7 Day Letter Sent
- Refer to Truancy Officer.

## ► MAKE-UP FOR SUSPENSIONS

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Students in grades 6-12 who receive an out-of-school suspension will be expected to keep up with missed class work and submit all assignments upon return to school. It is the responsibility of the student to obtain assignments from the school counseling department or his/her teachers. If the parent or student makes a request for assignments, teachers are required to provide the school counseling department with student assignments within twenty-four (24) hours of the request. In the case of class assignments that require in-class completion (test, lab assignments, etc.), the student will be expected to make arrangements with the teacher within five(5) days after his/her return to school to make up missed assignments. Due dates for completion of these in-class assignments will be established by teachers. Grades of zero (0) may be assigned only if a student fails to submit or make-up assignments according to these guidelines.

## ► EARLY RELEASE POLICY

---

According to the Standards for Accrediting Schools in Virginia, every student must maintain a full day schedule unless a waiver is granted by the division superintendent. This waiver, in the form of early release, is a privilege available only to qualified **seniors** or **juniors** enrolled in the Marketing

Cooperative Class. Requests are not automatically granted. Early release students must leave campus immediately and may not return to campus during school hours unless granted permission by the administration. Regulations and guidelines for early release are included in the Mecklenburg County Program of studies. An application is required and may be picked up in either the school counseling or main office.

## ► MIDDLE SCHOOL COUNSELING DEPARTMENT

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The Middle School Counseling Department is determined to help provide a successful and rewarding experience for students and parents. School counselors work with students to schedule electives and determine the best placement for students in classes to ensure academic success. They also talk to students about the importance of taking responsibility for their schoolwork, their behavior, and their attendance. In addition, they provide support for students who need someone to talk to or who are going through a difficult time and need additional support.

### **Bluestone Middle School Counselors:**

Ms. Martha Bowlin: \*Counselor for Grade 7 and Grade 6 (Last Names A - L)

- Conflict Resolution
- Student Registration and Transfers
- Career Pathways and Character Education
- 504 Coordinator (all grade levels)
- MARi
- Report Cards

Mrs. Michele Weddle: \*Counselor for Grade 8 and Grade 6 (Last Names M - Z)

- Conflict Resolution
- Student Registration and Transfers
- Career Pathways and Character Education
- Testing Coordinator
- Master Schedule

### **Park View Middle School Counselors:**

Ms. Sally Adams: \*Counselor for Grade 8 and Grade 7 (Last Names M-Z)

- Conflict Resolution
- Student Registration and Transfer
- Career Pathways and Character Education
- Testing Coordinator
- Master Schedules

Mrs. Carrie Link: \*Counselor for Grade 6 and Grade 7 (Last Name A-L)

- Conflict Resolution
- Student Registration and Transfer
- 504 Coordinator (all grade levels)
- Career Pathways and Character Education
- MARi
- Report Cards

## ► HIGH SCHOOL COUNSELING DEPARTMENT

---

School counseling services are available for every student in the school and reflect Regulations Regarding School Counseling Programs in the Public Schools of Virginia. These services include assistance with academic and career, personal, social, and other counseling services. Complete policy and program materials may be reviewed by contacting the school counseling office.

Students wishing to visit a counselor should contact the school counseling office to arrange for an appointment. The counselors are as follows:

### **Bluestone High School Counselors:**

Ms. Whitney Foster: \*Counselor for All Students (Last Name M-Z)

- Testing Coordinator
- Academic and Career Plans
- Conflict Resolution
- Student Registration and Transfer
- Credit Recovery

Mr. Donald Hackney: \*Counselor for All Students (Last Name A-L)

- SVCC (Dual Enrollment) Coordinator
- Academic and Career Plans
- Master Schedule
- Conflict Resolution
- Student Registration and Transfer
- Governor's School Liason

### **Park View High School Counselors:**

Ms. Erin Robinson: \*Counselor for All Students (Last Name K-Z)

- Testing Coordinator
- Academic and Career Plans
- Scholarship Newsletter
- Conflict Resolution
- Student Registration and Transfer

Ms. Goldie Settles: \*Counselor for All Students (Last Name A-J)

- SVCC (Dual Enrollment) Coordinator
- Academic and Career Plans
- Master Schedule
- Conflict Resolution
- Student Registration and Transfer
- Credit Recovery
- Governor's School Liason

It is the responsibility of each student/parent to review the student's schedule to make sure that it is correct. Each student should also discuss his/her required credits for graduation with the school counselor.

## ► DUAL ENROLLMENT AND GOVERNOR'S SCHOOL

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### **COLLECTION OF DELINQUENT ACCOUNTS**

The Dual Enrollment and Governor's School programs are not requirements for a diploma prescribed by the Standards of Quality and therefore are considered a voluntary enrollment by the parents and the students.

The intent of this policy is to establish a process and procedure to handle situations when students are unable to complete the rigorous courses prescribed in the Dual Enrollment and Governor's School programs, as well as ensure timely collection of unpaid tuition balances and delinquent accounts. Students must complete Dual Enrollment courses with a C grade or higher. If a student earns a D or F in any Dual Enrollment course, parents/guardians will be expected to pay for the course(s). Students will not continue in the Dual Enrollment program until payment has been received. The Governor's School program is a two-year commitment. Failure to obtain a C grade or higher or to complete the program in its entirety will result in the parents/guardians being charged the full amount of the Governor's School tuition.

### **I. Communicating the Policy**

- 1.a. The written Dual Enrollment and Governor's School tuition charge policy will be communicated to the household by:
  - i. Posting on the Mecklenburg County Public Schools division website;
  - ii. Including in the student program of studies handbook;
  - iii. Providing access to all transfer students during the school year.
- 1.b. The written Dual Enrollment and Governor's School tuition charge policy will be communicated to all high school advisors/counselors prior to the first day of school.

### **II. Notifying the Household of tuition balance**

- 2.a. Central office will notify a household of a tuition balance by:
  - i. 1<sup>st</sup> notice will be via letter;
  - ii. 2<sup>nd</sup> notice will be via certified letter;
  - iii. 3<sup>rd</sup> notice will be via a phone call from Central office.
- 2.b. Notifications to households will include the amount of the tuition owed, expected payment dates, the consequences of non-payment, and where questions or assistance may be directed.
- 2.c. The persons responsible for managing unpaid tuition are:
  - a. School bookkeepers will maintain an accounting of student balances at the school.
  - b. Central office will contact households.

### **III. Delinquent debt regarding tuition.**

- 3.a. The student's household will be notified that the debt has been deemed delinquent after:
  - i. At least four successive attempts have been made to collect the debt;
  - ii. Payment arrangements have not been secured by written agreement.
- 3.b. The student may not be eligible to participate in extra-curricular activities while he/she have an outstanding balance.

**IV. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school semester. Bad debt is unallowable and cannot be carried over to the next school semester or school year. Parents or guardians are responsible for paying the bad debt.**

- 4.a. At the end of the school year, the school bookkeeper and the Finance Director will evaluate all delinquent debt for conversion to bad debt.
- 4.b. Efforts to collect delinquent and/or bad debt will be handled by:
  - i. Send First and Second Letters;
  - ii. Phone calls;
  - iii. Notice of Adverse Action/potential collections;
  - iv. Collection efforts may be enforced.

**V. Collection procedures for Delinquent and Bad Debt- Adverse Action**

- 5.a. When a household has been charged tuition, the debt has been carried over for more than one successive semester, and all attempts to collect the debt in the delinquent phase have been exhausted to no avail, collection procedures will be initiated.
- 5.b. The household will receive a Notification/Notice of Adverse Action stating collection procedures have begun.
- 5.c. If payment is not received, the following may occur:
  - a) Student will be removed from Dual Enrollment classes and rendered ineligible for further enrollment in our Dual Enrollment program;
  - b) Student non-participation in extracurricular activities;
  - c) Collection procedures with the Mecklenburg County Court System.

**VI. Assistance to Households**

Households with questions or needing assistance may contact the school office where their student attends or Dr. Jeffrey Scales at: (434) 738-6111, 175 Mayfield Drive, Boydton, VA 23917, jscales@mcpswb.org.

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► STUDENT AWARDS AND RECOGNITION

A student must be a member in good standing at the time of presentation to be eligible for any club or organization award. A student must be a member in good standing at the close of the season to be eligible for an athletic monogram.

**SENIOR ACADEMIC AWARDS**

Seniors who demonstrate exceptional work ethic throughout his/her tenure at Bluestone or Park View High School will be recognized at the Senior Awards assembly in the spring.

**ATHLETIC AWARDS**

Students who demonstrate exceptional work ethic in the area of athletics will be recognized at the Athletic Awards Assembly.

**HONOR ROLL**

Students who make all A's and B's each nine weeks will be listed on the Honor Roll.

## **HONOR GRADUATES**

Students will be recognized at both schools at the Senior Awards Assembly based on **GPA of 3.8**. GPA will be calculated at the end of the first semester of the senior year and recalculated again with final grades.

## **GRADUATION**

**Speeches** will be given by the Valedictorian and Salutatorian. **IF** there is a tie for Valedictorian, then CO Valedictorians will be declared and both will speak. There will be no Salutatorian. **IF** a clear Valedictorian is declared and there is a tie for Salutatorian, then the Valedictorian and BOTH Salutatorians would speak. This is the only time more than 2 students will speak based on academic standing. Students will prepare speeches prior to graduation.

## **► EXTRA-CURRICULAR OPPORTUNITIES AND ACTIVITIES**

---

### **Middle School**

A student must not be 15 years of age before August 1 of the school year. Students must pass 4 of 5 classes each nine weeks to be eligible. A student may be removed from the team or denied the privilege of trying out by the coach or administration if his/her behavior is unacceptable. If a student is suspended or assigned to in-school suspension, he/she may not participate in school activities for those days and may be removed from the team. Physicals and medical insurance are required before trying out.

### **ATHLETICS**

#### **Fall Season**

- Volleyball
- Cheerleading
- Academic Bowl
- Soccer: Co-Ed
- Golf
- Football

#### **Winter Season**

- Basketball
- Cheerleading
- Boys' and Girls' Indoor Track

#### **Spring Season**

- Track
- Softball
- Baseball
- Forensics
- Girls' Soccer
- Boys' Soccer

### **CLUBS AND ORGANIZATIONS**

#### **Career and Technical (Vocational)**

- **FFA- (Future Farmers of America)**-Co-curricular organization that promotes leadership and service opportunities. (*For agriculture students only*)

#### Non-Vocational

- **Student Council Association**-Student elected representatives to provide student government.
- **Junior Beta Club** (8<sup>th</sup> grade only)-A national organization for students who meet the academic qualifications of a 3.5 GPA.
- **Yearbook**-Provides photojournalism opportunities for students throughout the year.
- **Ecology**-Environmentally minded students participate
- **Gifted Arts**-An after school art seminar.

Other club offerings for the school year may include National Junior Honor Society, FFA, Forensics / Debate, Destination Imagination.

#### **High School**

A student must not be 19 prior to August 1 to participate. Students are reminded that they are required to have three (3) credits from the **preceding** semester in order to be eligible for any extracurricular activity. Additionally, students wishing to participate in the Virginia High School League activities must be enrolled in and pass at least three classes per semester. This policy applies to sports, academic bowl, and forensics.

#### VHSL Policy

*Virginia High School League (VHSL) Student Eligibility Transfer Rule states: You must sit out of VHSL activities for 365 calendar days following a transfer to the school unless the transfer corresponded with a family move into the attendance zone. Eighth and ninth graders are automatically eligible wherever they enroll at the beginning of the year.*

#### **ATHLETICS**

##### **Fall Season**

- J.V. and Varsity Football
- Girls' J.V. and Varsity Volleyball
- Golf
- Cross Country
- Cheerleading

##### **Winter Season**

- Boys' J.V. and Varsity Basketball
- Girls' J.V. and Varsity Basketball
- Cheerleading
- Boys' and Girls' Indoor Track
- Academic Bowl
- Wrestling (Bluestone Only)
- Forensics

##### **Spring Season**

- J.V. and Varsity Baseball

- J.V. and Varsity Softball
- Boys' and Girls' Track & Field
- Boys' Soccer
- Girls' Soccer

## **CLUBS AND ORGANIZATIONS**

### **Career and Technical (Vocational)**

- **DECA- (Distributive Education Club of America)**- Co-curricular organization designed to provide activities that will help students learn marketing competencies to prepare them to become skilled workers in the field of marketing. (*For marketing students only*)
- **FBLA- (Future Business Leaders of America)**- Co-curricular organization that promotes and develops leadership qualities in the business world. (*For business students only*)
- **FFA- (Future Farmers of America)**-Co-curricular organization that promotes leadership and service opportunities. (*For agriculture students only*)
- **FCCLA- (Future Career Community Leaders of America)**- Co-curricular organization that has as its overall goal to help individuals improve personal, family, and community living; to contribute to employability; and to develop leadership skills.- For students enrolled in Work/Family Studies classes
- **HOSA- (Health Occupations Students of America)**-Co-curricular organization designed to help prepare students who seek health related occupations (for Health Occupations or Nursing students only)
- **JROTC- (Junior Reserve Officer Training Corps)**- Co- curricular organization which teaches students discipline and motivation (for JROTC students only)

### **Non-Vocational**

- **Academic Bowl**- Students participate in academic competition in collaboration with other schools within the district and region. There is a quiz bowl format.
- **Art**- For students enrolled in art classes
- **BETA**- National organization for students who meet the academic qualifications of a 3.5 GPA.
- **Fishing**
- **Forensics**- A contest between individuals or teams in various arguments and advocacy skills.
- **Key Club**- For students interested in community service projects (PVHS only)
- **SCA**- (Student Council Association)- Student elected representatives to provide student government (**BHS only**)
- **Spanish**- For students enrolled in Spanish classes
- **Robotics Team**- For all interested students (**BHS only**)
- **SODA (BHS only)**- Students Opposed to Drugs and Alcohol
- **Prom** – Students participate in using their artistic talents to help plan and decorate for Prom
- **SGA** (Student Government Association) - Student representatives who provide student government to improve the school community (**PVHS only**)
- **Drama** – Students interested in creativity and performing arts (**PVHS only**)
- **YOVASO** – (Youth of Virginia Speak Out) – Students interested in promoting traffic safety

## **DANCES AND PROM**

Dances are closed to individuals who are not BHS or PVHS students. Students may invite outside guests to the prom but must follow the rules and procedures:

- Guests will pay a charge as determined by BHS or PVHS prom committees
- Guests at the age of 14 must attend high school

- Guests must not exceed the age of 20
- All guests must present valid picture id with date of birth at prom entrance
- Mecklenburg County student will complete a guest form prior to prom for approval.

Outside guests or those who are former students must not have been expelled from any school system or have a significant criminal background. Current BHS and PVHS students must not be serving an out-of-school suspension at the time of prom. Students inviting outside guests will be held responsible for the behavior of their guests.

The middle schools may also schedule student dances throughout the year. Students are permitted to attend at the discretion of the principal and may be precluded from attending for disciplinary infractions, excessive absenteeism, or outstanding financial obligations.

## ► CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS

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The faculty, staff, and administration is dedicated to maintaining a safe and secure learning environment while providing an academically challenging curriculum that will cultivate each student's unique capabilities and talents. Each student is encouraged to model citizenship and appropriate behavioral traits that demonstrated an understanding of respect of him/her and others. In order to maintain this environment, each student must be held accountable for his/her actions with an understanding that there are positive and/or negative choices for such actions.

Please refer to the MCPS division code of conduct manual for specific conduct violations and possible disciplinary consequences.

### **Schoolwide Discipline Expectations**

The principal of the school and those to whom he or she delegates the authority for the discipline of students, will handle disciplinary actions in accordance with due process. Violation of school regulations, threats to persons, threats to property will be investigated thoroughly to determine details of the allegation. The range of consequences listed to be used individually or in any combination as determined appropriate by the principal or enforcing authority.

- warning
- counseling
- confiscation of prohibited items
- community service
- special assignments
- detention in school
- suspension from extracurricular activities
- suspension of computer privileges
- exclusion from class
- in-school suspension
- overnight suspension
- suspension out of school
- recommendation for long-term suspension
- recommendation for expulsion
- referral to law enforcement officials

- alternative placement

### **Recommended Disciplinary Action**

<b>Offense Type</b>	
<b>Category 1:</b> <ul style="list-style-type: none"> <li>• Tardies (<i>10 min. or more without teacher's knowledge of location will be considered skipping</i>)</li> <li>• Minor Misconduct</li> <li>• Violation of Class Rules</li> <li>• Improper Display of Affection (hugging, kissing)</li> <li>• Inappropriate Dress</li> <li>• Failure to Work in Class</li> <li>• Eating/Drinking in Class</li> </ul>	Consequences are based on case-by-case circumstances
<b>Category 2:</b> <ul style="list-style-type: none"> <li>• Lying</li> <li>• Presenting False Information</li> <li>• Skipping Class/School</li> <li>• Leaving Class without Permission</li> <li>• Gambling (playing cards, rolling dice)</li> <li>• Improper Arrival and Departure from School</li> <li>• Inappropriate Use of Internet</li> <li>• Campus/Classroom Disruption</li> <li>• Horseplay</li> <li>• Defiant Behavior</li> <li>• Being in an Unauthorized Area</li> </ul>	Consequences are based on case-by-case circumstances
<b>Category 3:</b> <ul style="list-style-type: none"> <li>• Disrespect</li> <li>• Fighting</li> <li>• Physical Aggression/Physical Threat/Verbal Threat</li> <li>• Inciting/Provoking Fighting</li> <li>• Lewd Behavior</li> <li>• Forgery</li> <li>• Destruction of School Property</li> <li>• Vandalism</li> <li>• Hazing</li> <li>• Fireworks/Stink Bombs, etc.</li> <li>• Suspension from ISS</li> <li>• Stealing</li> <li>• Excessive Profanity</li> </ul>	Consequences are based on case-by-case circumstances

<ul style="list-style-type: none"> <li>• Gang Activity (clothing with symbols, hand signs, gestures, initiations), including Look-Alike Gang Activity</li> <li>• Possession/Distribution/Production of Indecent/Explicit/Illegal Materials</li> </ul>	
<b>Fighting</b>	<p><b>Consequence</b></p> <p>5-10 Days OSS for 1<sup>st</sup> Occurrence 10 Days OSS and Possible Referral to Discipline Board for any occurrence after the 1<sup>st</sup></p>
<p><b>Category 4:</b></p> <ul style="list-style-type: none"> <li>• Assault and Battery</li> <li>• Stalking</li> <li>• Substance Abuse</li> <li>• Possession by consumption</li> <li>• Possession and/or Distribution of Alcohol</li> <li>• Prescription/Non-prescription Drugs</li> <li>• Burglary</li> <li>• Extreme Battery Resulting in Injury (Perpetrator Arrested)</li> <li>• Possession/Distribution of Drug Paraphernalia / Look-a-like Drugs</li> <li>• Possession/Distribution of Illegal Drugs (Perpetrator Arrested)</li> <li>• Extreme Disrespect/Defiant Behavior Toward School Personnel</li> <li>• Possession of Dangerous Weapons</li> <li>• Knives</li> <li>• Look-a-like weapons/explosives/Incendiary Devices</li> <li>• Threatening School Personnel (Verbal and Physical)</li> <li>• Bomb Threat</li> <li>• False Alarm</li> <li>• Any Gang related or Group Affiliation inside or outside of school, causing disruption of the school learning environment; may include but not limited to threats made against students or school personnel.</li> </ul>	10 Days OSS and Notification to Sheriff's Office (Charges may be Filed); Possible Discipline Board Referral
<b>Bullying/Teasing /Harassment/Intimidation (physical, racial, verbal, sexual)</b>	<p>1<sup>st</sup> = Administrative Written Warning; receive a Bullying &amp; Harassment Pamphlet (Greater if warranted)</p> <p>2<sup>nd</sup> = 3-10 Days OSS</p> <p>3<sup>rd</sup> = 5-10 Days OSS and Possible Referral to the Discipline Board</p>

<b>Tobacco (cigarettes or dip), Vape, Juul, E-Cigarette, etc. Violations</b>	1 <sup>st</sup> = Confiscation of Product; 3 Days OSS 2 <sup>nd</sup> = 5 Days OSS 3 <sup>rd</sup> = 10 Days OSS & Behavior Contract + = 10 Days OSS and Possible Referral to Discipline Board (Notification to Sheriff's Department is Required for all Tobacco Violations)
<b>Laptop Misuse: Major Offenses</b> <ul style="list-style-type: none"><li>● Physical Damage (broken screens, broken power adaptors, missing keys, etc.)</li></ul>	Consequences are based on case-by-case circumstances  (Major Offenses Expire 12 Months from the Date of the Infraction)
<b>Laptop Misuse: Pornography, Gang Activity</b> <ul style="list-style-type: none"><li>● If students have any question concerning whether something is pornographic, they should NOT put it on the laptop.</li><li>● Gang-related content, including, but not limited to, the display of signs, gestures, etc. on laptop, accessing websites with gang affiliation, photos or videos of gang activities. If students have any questions about whether something is gang-related, should not put it on the laptop.</li></ul>	Consequences are based on case-by-case circumstances
<b>Bus Rules:</b>	<b>See Page 21 for a Complete Listing</b> (Bus Suspension May Also Include School Suspension)
<b>Violation of a Behavior Contract</b>	1 <sup>st</sup> = 5 – 10 Days OSS and Possible Referral to the Discipline Board

Not every possible act of misconduct may be listed above; however, this does not mean that misbehavior is acceptable. The administration reserves the right to take disciplinary action and/or legal action as deemed necessary. The Student Handbook / Code of Conduct applies to all activities and sports hosted at MCPS Middle & High Schools or at events where MCPS Middle & High Schools participates.

### **TOBACCO POLICY**

**Smoking, chewing or any other use of any tobacco products** by staff, students, and visitors **is prohibited on school property**. Refer to MCPS Policy GBEC for specifics.

## **TARDY PROCEDURE**

In Mecklenburg County Public Schools, we emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of MCPS' standard of excellence, which prepares students for success. Please refer to your child's school for the tardy procedure. Be advised that excessive absenteeism/tardiness may result in suspension of privileges, such as parking, attendance at school events, etc.

## **CUMULATIVE NATURE OF DISCIPLINE**

Certain infractions of school rules or School Board policies by students will carry penalties of cumulative nature. Those policies include, those dealing with drugs and alcohol, weapons, and violent disrespect of employees. In these cases, a first offense of a particular type carries a particular penalty. A second or third infraction of a similar type carries more severe penalties. A student's record will accumulate during all of his/her years in a school level; thus elementary infractions will accumulate through all the student's elementary years; middle school begins a new accumulation; and high school another.

Other infractions are not cumulative for the duration of a student's enrollment in a school. These hold a one-year accumulation only, and the student begins anew each year. However, the principal may, at his/her discretion, declare that any infraction will accumulate beyond a school year (that is, accumulate for the duration of the student's enrollment in the school). In such cases, the parent and student will be notified, in writing, of the cumulative nature of the infraction.

## **VANDALISM AND PROPERTY DAMAGE**

This is your school! Each student is expected to take pride in keeping the buildings and grounds neat in appearance at all times. Students who destroy or vandalize school property will be required to pay for losses or damages. If a student willfully destroys school property, suspension and possible expulsion will result as well as legal and financial responsibilities. If a student happens to damage something by accident, he/she should report it to a teacher or the office immediately.

## **CHEATING**

MCPS believes that every student should be encouraged to be a responsible, trustworthy individual, capable of excelling to the best of his/her ability without cheating. A positive environment conducive to learning is provided, and students are encouraged to seek assistance from parents, teachers, and peers in an appropriate way when extra help is needed. Cheating, however, is not acceptable at any secondary school.

Each cheating episode is an automatic referral to the office with the following consequences:

- 1<sup>st</sup> offense:** Zero grade, parent notification, counseling
- 2<sup>nd</sup> offense:** Zero grade, one day of ISS, parent notification, counseling
- 3<sup>rd</sup> offense:** Zero grade, two days of ISS, parent notification, counseling
- 4<sup>th</sup> offense:** Zero grade, one day OSS, parent notification, counseling

## **IMPROPER DISPLAY OF AFFECTION**

Although we support positive student relationships, we do not support or condone any public display of affection on campus or during off-campus school sponsored events. Repeated incidents of public display of affection will result in disciplinary actions and a mandatory conference with parents or legal guardians.

## **UNAUTHORIZED AREAS**

Various parts of the campus are off limits to students during all or parts of the school day. Being in an unauthorized area will result in disciplinary action.

## **BUS TRANSPORTATION**

It is the county's goal to transport all children to and from school safely and free from intimidation or fear of harm. All students who ride a school bus are subject to and expected to abide by the laws, rules, and regulations set by the Commonwealth of Virginia and the Mecklenburg County School Board. The driver is in charge of the bus and students who ride the bus. The student must accept the authority of the driver and cooperate with his/her requests. At any time, a parent conference may be required by the principal or his designee before a student can return to the bus. Riding a school bus is a privilege. Abuse of this privilege will not be tolerated.

Parents or Guardians of students attending Mecklenburg County Public Schools and utilizing school transportation (school buses or cars) must:

1. Discuss transportation safety rules with their students on a regular basis.
2. Have turned in written permission (**no phone calls**) for their student to ride a bus different from their assigned bus prior to 2:00 p.m. on the day the student is to ride an alternate bus.
3. Communicate bus concerns to building administration. **No conference at the bus.**
4. Refrain from entering county public transportation vehicles.

The following rules are established in the interest of the welfare and safety of all students who are transported by bus:

1. Students must be and remain at designated bus stops, on the shoulder of the road, out of the line of traffic, until the bus arrives. Occupying traffic lanes can be fatal.
2. Students are to avoid crowding, pushing and otherwise disturbing others when entering or leaving the bus.
3. Students who must cross the highway when getting on or off the bus must cross 8 to 10 feet in front of the bus in clear view of the driver.
4. Students must not talk to the driver while the bus is in motion.
5. Students are not allowed to bring bottles, cans, toys, sharp instruments, candy, potato chips, flowers or unnecessary objects on the bus at any time. Students may not chew gum, eat or drink on the bus.
6. Students are not to stand at any time.
7. No objects, such as suitcases, band instruments, etc., are allowed on buses unless they are small enough to be held by the student. No items are allowed in the aisle or under the dash at any time.
8. Students are not allowed to get on and off the bus at unscheduled stops. They must get off only at scheduled discharge stop with proper permission.
9. Students shall have no cell phones, beepers, or other electronic devices turned on, in use, or visible on the bus unless approved by the building administrator.

Students are expected to abide by the foregoing rules as written. These rules will be strictly enforced by school principals, the supervisor of transportation, and administrative officials.

Failure of students to abide by these rules may result in suspension of privilege of riding a bus until an assurance of acceptable behavior can be obtained from the students involved and their parents.

### **SCHOOL BUS REGULATIONS**

All Mecklenburg County School students who ride Mecklenburg County School buses must adhere to the aforementioned expectations for conduct and behavior. Failure to comply with these expectations will result in disciplinary actions and may result in the student losing his/her bus privilege for the remainder of the school year.

#### **Level I Offenses**

Offense	Consequences
<ul style="list-style-type: none"><li>● Excessive loud noises - students shall not talk loud or scream on the bus so as to distract the driver</li><li>● Eating and Drinking on Bus - as per instructed by the driver, students are not permitted to eat or drink on any of the buses while being transported to and from school</li><li>● Not seated properly - all students must be seated facing forward with both feet on the floor. Students are not permitted to sit sideways with their feet in the aisle or face rearwards in the seat while the bus is in motion.</li><li>● Out of seat without permission - students shall not be up out of their assigned seat, standing, or moving around while the bus is in motion. This includes climbing over or under seats.</li><li>● Inappropriate or disruptive behavior - students shall not engage in conduct that is or is intended to be disruptive to the driver, sub-driver, or another student. This includes excessive loud noises, mischief, horse playing, etc.</li><li>● Hanging out window - students shall not hang any body parts or limbs or climb out of the bus windows while the bus is moving or stationary.</li></ul>	<p>1<sup>st</sup> Offense – Warning by bus driver (contact with student and/or parent)</p> <p>2<sup>nd</sup> Offense – 1 day bus suspension</p> <p>3<sup>rd</sup> Offense – 3 day bus suspension</p> <p>4<sup>th</sup> Offense – 5 day bus suspension</p> <p>5<sup>th</sup> Offense – 10 day bus suspension</p>

#### **Level II Offenses**

Offense	Consequences
<ul style="list-style-type: none"> <li>• Riding a bus while on bus suspension – if a student is found riding another bus after being suspended from any MCPS school bus, their suspension days are doubled.</li> <li>• Gambling – students shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet while on the school bus.</li> <li>• *Profanity, cursing, or abusive language – students shall not use written or spoken language, a gesture, or engage in conduct that is vulgar, profane, obscene, or disrupts the bus driver or sub-driver. Note: CONSEQUENCE is automatic 1 day OSS.</li> <li>• Throwing objects out the window or at another student or another bus – students shall not throw objects of any kind at another student, bus driver, sub-driver, or another bus. Nor shall the student throw any objects out of any school bus window or door.</li> <li>• *Tobacco – possession and/or use of any tobacco products (includes smokeless) by any student is prohibited. Note: CONSEQUENCE is automatic 3 days OSS.</li> <li>• Unauthorized material – student shall not possess inappropriate material; included is pornographic or sexual literature, pictures, magazines, videos, or DVD players. No DVD players or video players of any kind are allowed on buses at any time. No Bluetooth speakers allowed.</li> <li>• Laser lights – shining of laser lights of any kind at the bus driver or sub-driver or other students is strictly prohibited.</li> <li>• Defiance, insubordination, disobedience, rude and disrespectful behavior – students shall comply with any oral or written instructions of the bus driver or sub-driver while on the bus.</li> <li>• Verbal arguing with another student or bus driver or sub-driver – student shall not argue with another student or bus driver</li> </ul>	<p>1<sup>st</sup> Offense – 2-4 day bus suspension 2<sup>nd</sup> Offense – 5 day bus suspension 3<sup>rd</sup> Offense – 10 day bus suspension and conference required with parent, bus driver, administrator, and bus supervisor before returning to the bus.</p> <p>*See school-wide Consequence</p>

<p>as this draws attention away from the driver's duties.</p> <ul style="list-style-type: none"> <li>● Vandalism – restitution will be made before the student is allowed to return to the bus. (up to \$50)</li> <li>● Bullying – students shall not, as an individual or as part of a group, harass or bully others. This includes but is not limited to physical intimidation, taunting, name calling, insults or any combination of prohibited activities. This also includes verbal conduct consisting of comments regarding race, gender, religion, physical abilities or characteristics of the targeted person.</li> <li>● Aggressive behavior – students shall not engage in pushing, shoving, tripping, slapping, biting, choking, kicking, or spitting at another student, bus driver, or sub-driver.</li> </ul>	
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### Level III Offenses

Offense	Consequences
<ul style="list-style-type: none"> <li>● Threatening another student – students shall not make any verbal or physical threat of bodily injury or use of force directed at another person.</li> <li>● Destruction of Property – intentionally, deliberately, willfully, maliciously damaging or defacing school buses including writing, painting, marking burning, tearing, cutting, and/or putting holes in property. Restitution will be made before the student is allowed to return to the bus. (over \$50)</li> <li>● Fighting – the exchange of any blow(s) (punches) between students with the intent to harm or inflict injury to someone while on the school bus and being transported to or from any school function, activity, or event. (Note: the bus stop is considered school grounds and offenses and consequences apply there as well.)</li> </ul>	<p>1<sup>st</sup> Offense – 5-10 days OSS</p> <p>2<sup>nd</sup> Offense – 10 days OSS and conference is required with parent, bus driver, administrator, and bus supervisor.</p> <p>3<sup>rd</sup> Offense – 10 days OSS and referral to the discipline committee</p> <p>Note: In certain Level III offenses, the sheriff's department may be notified.</p>

<ul style="list-style-type: none"> <li>• Major defiance, insubordination, disobedience, rude and disrespectful behavior – students shall comply with any oral or written instructions of the bus driver or sub-driver while on the bus.</li> <li>• Tampering with Emergency Exits (windows or doors) or equipment while bus is moving or stopped.</li> </ul>	
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#### Level IV Offenses

Offenses	Consequences
<ul style="list-style-type: none"> <li>• Possession or Igniting Explosive Device, Fireworks – possession of any explosive device or fireworks that are prohibited by law. Also to include incendiary devices, chemical bombs, firebombs, hoax explosive devices, or rockets or sparklers while on the school bus and being transported to or from any school function, activity, or event.</li> <li>• Threatening a Bus Driver or Sub-Driver – to include verbal or written threats that indicate harm or injury to an adult.</li> <li>• Gang Graffiti – includes writing, painting, marking, or burning of gang graffiti on school buses.</li> <li>• Weapons – must not possess, supply, handle, use or transport a weapon, look-alike weapon or any object which may be used as a weapon, regardless of whether it is commonly accepted as such, to inflict bodily injury (stabbing, cutting, or wounding) or place fear for their safety in another person, while on the school bus and being transported to or from any school function, activity, or event.</li> <li>• Firearms – must not possess, handle, use supply or transport, to include ammunition and/or look-alike ammunition, firearm, or look-alike firearm.</li> <li>• <u>Drugs</u> – illegal, controlled or imitations. The sale, purchase possession, manufacture, use, being under the influence, distribution, or drug paraphernalia while on school buses is</li> </ul>	<p>1<sup>st</sup> Offense – immediate 10 day OSS and referral to the discipline committee to determine course of action.</p> <p>Note: In certain Level IV offenses, the sheriff's department will be notified.</p>

<p>prohibited, riding the school bus to or from any school function, activity, or event. Prescription or over the counter medication is not allowed as well.</p> <ul style="list-style-type: none"> <li>● <u>Sexual Activity on the bus is prohibited.</u></li> <li>● <u>Alcohol</u> – students shall not sell or possess alcohol or be under the influence, or attempt to distribute alcohol while riding the school bus and being transported to or from any school function, activity, or event.</li> </ul>	
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## **DISCIPLINARY AUTHORITY UNDER CERTAIN CIRCUMSTANCES**

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The Discipline Hearing Officer may require any student to attend an alternative education program regardless of where the crime occurred if the student has been:

Charged with an offense relating to Virginia law or with a violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person; found guilty or not innocent of an offense relating to Virginia laws on weapons, alcohol or drugs, or of a crime that resulted in or could have resulted in injury to others, or for which the disposition ordered by a court is required to be disclosed to the Superintendent pursuant to Va. Code §16.1-305.1; found to have committed a serious offense or repeated offenses in violation of School Board policies; suspended pursuant to Va. Code § 22.1-277.05; or expelled pursuant to Va. Code §§ 22.1-277, 22.1-277.06, 22.1-277.07, or 22.1-277.08.

## **PROCEDURES FOR SUSPENSION AND EXPULSION**

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### **A. Suspension for Ten Days or Less**

The principal, any assistant principal, or in their absence, any teacher may suspend a pupil for ten school days or less using the following procedures:

1. The student shall be apprised of the nature and facts of the alleged misconduct.
2. The student shall be given an opportunity to explain the circumstances of the alleged misconduct from his or her perspective.
3. The principal shall verify that the student has not been identified as a student with a disability or is suspected of being a student with a disability under the Individuals with Disabilities in Education Act before suspending the student for more than an aggregate of ten days in a school year.
4. The student shall be informed of the conditions of the suspension, such as the required conference with the parent or legal guardian prior to return, prohibition from coming on school property, and prohibition on attending scheduled school activities or school-sponsored events.
5. The principal shall execute a letter of suspension stating the condition of the suspension and the date that the student may return to school. Copies of the letter of suspension shall be given to the student, if possible, and mailed to the student's parent or legal guardian.

6. The parent or legal guardian shall be notified of the right to an appeal and the procedures for appeal.

#### **B. Emergency Suspension**

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

#### **C. Suspension in Excess of Ten Days**

The Superintendent's designee may suspend a student from school in excess of ten school days after the student and the parent or legal guardian have been provided written notice of the proposed action, the reason therefore, and the right to a hearing before the Superintendent's designee. The Superintendent's designee shall execute a letter of suspension, stating the condition of the suspension and the date that the student may return to school. In any case in which a student has been suspended by the Superintendent's designee after a hearing, the student and the parent or legal guardian may appeal the decision to the School Board. Such appeal must be in writing and must be filed with the Superintendent's designee within seven calendar days of the suspension decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The School Board will consider the appeal upon the record of the suspension hearing within 30 calendar days of the appeal.

#### **D. Expulsion**

The Superintendent or Superintendent's designee may recommend that a student be expelled.

Recommendations for expulsion for actions other than those specified in Va. Code §§ 22.1-277.07 and 22.1-277.08 shall be based on consideration of the following factors:

1. nature and seriousness of the violation; degree of danger to the school community;
2. student's disciplinary history, including the seriousness and number of previous infractions; appropriateness and availability of alternative education placement or programs;
3. student's age and grade level;
4. results of any mental health, substance abuse, or special education assessments; student's attendance and academic records; and
5. other matters as deemed appropriate
6. No decision to expel a student shall be reversed on the grounds that these factors were not considered, and these factors may be considered as special circumstances for the purposes of complying with Va. Code §§ 22.1-277.07 and 22.1-277.08.

The principal shall notify the student and the parent or legal guardian in writing of the following:

1. proposed action and the reasons therefore; and
2. right of the student and the parent or legal guardian to a hearing before the Superintendent's designee.

If the Superintendent's designee upholds the recommendation of expulsion, the student shall be suspended until the School Board decides the matter. The Superintendent's designee may impose a

lesser sanction. In cases involving weapons as described in the Va. Code § 22.1-277.07 or drugs as described in Va. Code § 22.1-277.08, the Superintendent's designee may conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. If a determination is made that another disciplinary action is appropriate, then the

Superintendent's designee may implement that disciplinary action so long as it is taken in accordance with procedures related to student discipline in this regulation.

If the Superintendent's designee upholds the principal's recommendation of expulsion, the student and the parent or legal guardian may request a hearing before the School Board. Such request must be in writing and must be filed with the Superintendent's designee within seven calendar days of the decision to uphold the principal's recommendation. Failure to file a written request within the specified time will constitute a waiver of the right to a hearing before the School Board. In cases where there is no appeal of the recommendation for expulsion, the School Board will act on the recommendation for expulsion in the absence of the parent or legal guardian and the student. Upon a timely request for a hearing before the School Board, the Superintendent's designee shall notify the student and the parent or legal guardian of the time and place of the hearing.

### **E. School Board Hearing**

The procedure for the School Board hearing shall be as follows:

1. The School Board shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the School Board.
2. The School Board may ask for opening statements from the principal, the principal's representative, the Discipline Hearing Officer, and the student or the parent, legal guardian or representative and, at the discretion of the School Board, may allow closing statements.
3. The parties shall then present their evidence. The principal has the ultimate burden of proof and shall present evidence first. Witnesses may be questioned by the School Board members and by the parties (or their representatives). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination; provided, however, that the School Board may take testimony of a student witness outside the presence of the student in the discipline case, the parent, legal guardian or their representative if the School Board determines, at its discretion, that such action is necessary to protect the student witness.
4. The parties shall produce such additional evidence the School Board may deem necessary. The School Board shall be the judge of the relevancy and materiality of the evidence.
5. Exhibits offered by the parties may be received in evidence by the School Board and, when so received, shall be marked and made part of the record.
6. The School Board may, by majority vote, uphold, reject, or alter the recommendation.
7. The School Board shall transmit its written decision to the student, the parent or

legal guardian, the principal and Superintendent, including the reasons therefore, the length of the expulsion, the availability of community-based educational programs, alternative education programs or other educational options. The cost of any community-based educational program, alternative education program, or educational option that is not a part of the educational program offered by the division shall be borne by the parents.

The School Board may permit or require an expelled student to attend an alternative education program provided by the School Board for the term of the expulsion. 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 adult education program in the school division, the School Board shall advise the parent or legal guardian that the student may petition the School Board for readmission to be effective one calendar year from the date of expulsion and of the conditions, if any, under which readmission may be granted. Petitions for readmission must be submitted by the parent or legal guardian to the Superintendent or Superintendent's designee no fewer than 60 days and no more than 90 days prior to the expiration of the expulsion or within such other

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#### **PROCEDURE FOR APPEALING OUT-OF-SCHOOL SUSPENSION FOR TEN DAYS OR LESS PERIOD AS MAY BE ESTABLISHED BY THE SCHOOL BOARD IN THE NOTICE OF EXPULSION**

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A decision to suspend a student may be appealed by the student's parent or legal guardian. The student should not attend school during the appeal process. Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A parent or legal guardian may appeal a suspension to the principal of the school, and then to the Elementary or Secondary Director in the following manner.

1. A parent or legal guardian shall submit a written letter of appeal to the principal of the school within two administrative working days of notification of the suspension. The parent or legal guardian should state specifically the reasons for the appeal and consider the following before appealing a suspension:
  - a. whether the facts warrant the suspension,
  - b. if the consequences were appropriate for the behavior, and
  - c. whether school and county procedures were followed.

The principal shall review the suspension, all the evidence, and render a written decision as soon as possible but within three working days.

2. To appeal further, the parent or legal guardian shall submit written notice to the principal, within two administrative working days of the principal's decision to uphold the suspension, requesting that the principal forward the letter of appeal and all documentation to the Elementary or Secondary Director. The Director shall review the information, gather any additional information, or conduct a hearing if necessary, and render a written decision. For suspensions of ten days or less, the decision of the Director, as the Superintendent's Designee, shall be final.

#### **PROCEDURE FOR APPEALING OUT-OF-SCHOOL SUSPENSION OF MORE THAN TEN DAYS OR CHANGE**

## **IN PLACEMENT**

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The Discipline Hearing Officer may suspend a student from school in excess of ten school days or modify the student's school setting after the student and the parent or legal guardian have been provided written notice by the principal of the proposed action, the reason thereof, and the right to a hearing. A decision which alters a students' school setting or extends out of school suspension may be appealed by the student's parent or legal guardian. An appeal of a suspension shall not hold the suspension in abeyance. A parent or legal guardian may appeal a suspension in excess of ten days to the School Board in the following manner:

- A. When a student has been suspended more than ten days or whose school setting has been altered by the Discipline Hearing Officer, the student and the parent or legal guardian may appeal that decision to the School Board. Such an appeal must be in writing and must be filed within seven calendar days of the decision to suspend in excess of ten days. The parent or legal guardian should state specifically the reasons for the appeal and consider the following before appealing a suspension: (a) whether the facts warrant the suspension, (b) if the consequences were appropriate for the behavior, and (c) whether school and county procedures were followed. Failure to file a written appeal within the specified time will constitute a waiver of the right to appeal.
- B. The School Board shall, within 30 calendar days of the decision to suspend in excess of ten days, conduct a review of the record and render a written decision.

## **PROCEDURE FOR IMPOSING AND APPEALING OUT-OF-SCHOOL EXCLUSIONS**

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Any student who has been suspended for more than 30 days or expelled by a public or private school in or outside of Virginia, or for whom admission to a private school has been withdrawn may be excluded from attendance from Mecklenburg County Public Schools upon written notice to the student and the parent or legal guardian setting forth the reasons therefore and the opportunity for a hearing before the Superintendent's designee. The decision of the Superintendent's designee shall be final unless altered by the School Board, upon a written petition filed with the Superintendent's designee by student or the parent or legal guardian within five days of the decision of the Superintendent's designee to exclude. Upon a timely petition, the School Board shall review the matter on the record.

- In the case of a suspension of more than 30 days, the term of the exclusion may not exceed the duration of such suspension.
- In excluding any expelled student from school attendance, the School Board may accept or waive any or all of any conditions for readmission imposed upon the student by the expelling school board. The School Board shall not impose additional conditions for readmission to school.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, a period that shall be established by the Superintendent's designee, the student may again petition the School Board for admission. If the School Board again rejects the petition for admission, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which the student may petition the School Board again for admission.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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### **A. Definition**

For purposes of this regulation, a student will be considered disabled if identified as disabled by the Eligibility Committee and not subsequently terminated from the special education program or if, prior to the date on which the misconduct occurs, there is reason to suspect a disability.

### **B. Short-Term Suspension**

A student with disabilities may be suspended out of school for ten days or less at a time in accordance with regular suspension procedures. The imposition of any additional short-term suspension after the first ten days cumulative in a school year must be reviewed to determine whether it will result in a change in placement. If it is found to result in a change in placement, then the discipline procedures for a suspension of greater than 10 days must be followed.

The principal is to keep a tally of the total number of days of suspension received by each disabled student. When a student has accumulated more than ten days of suspension in any single school year, the principal must refer the student to the administrator of special education in the school for a review of the student's educational program and to consider whether the suspensions have effected a change in placement. More than ten cumulative days of short-term suspensions in a single school year may be a change in placement requiring a manifestation determination review, functional behavior assessment, behavior intervention plan, reevaluation, and procedural protections. A student with a disability may be removed from the student's current educational setting for a period of time that cumulatively exceeds ten school days in a school year for separate incidents of misconduct as long as the removals do not constitute a pattern. Isolated short-term suspensions for unrelated instances of misconduct may not be considered a pattern. Factors to consider in determining whether a change in placement has occurred are the length of each suspension, the proximity of the suspensions, and the total number of days suspended in a single year. If it is determined that this suspension would result in a change in placement, then the procedures in Section 3 for Long-term Suspension and Expulsion must be followed. In any case, once suspensions have totaled ten days in a single school year, the administrator of special education in the school shall convene an IEP committee meeting to develop a functional behavioral assessment plan, create a behavior intervention plan, and determine if any modifications in the special education program or updated evaluations are required.

#### **Customary procedures for notice of:**

1. Evaluation and of the IEP meeting, including procedural safeguards, must be followed.
2. Suspension from the bus may count as a day of suspension if the student does not receive the services specified in the IEP during the suspension.
3. In-school suspensions may count as a day of suspension if the student is not allowed the opportunity to continue progress in the general curriculum, receive the IEP services, or participate with non-disabled students to the same extent.

### **C. Long-Term Suspension and Expulsion**

If it is proposed that a student with a disability be expelled or receive a single suspension of more than ten days at a time, the following procedures must be followed in addition to the regular suspension and expulsion procedures:

The principal shall notify the Superintendent's designee immediately of the proposed disciplinary action.

Because long-term suspensions and expulsions are a change in placement, notice of the contemplated disciplinary recommendation, the reasons for the disciplinary action, and notice of procedural safeguards must be given to the parent or legal guardian the same day as the recommendation for discipline is made. The notice will be considered as given if mailed first class postage prepaid on the date the recommendation for discipline is made. The Principal or his/her designee is responsible for seeing that these notices are given.

A functional behavior assessment plan must be developed at an IEP meeting held within ten business days of the recommendation for discipline. A behavior intervention plan is developed or reviewed as soon as practicable after the completion of the functional behavior assessment. If an evaluation is required to conduct the functional behavior assessment, written permission from the parent or legal guardian will be required. The timeline for concluding the functional behavior assessment should be established during the IEP meeting.

The Manifestation Review Committee composed of the members of the IEP Committee and other qualified individuals must be convened within ten school days of the recommendation for a long-term suspension or expulsion. The committee should be composed of members familiar with special education or the student. At least one or more members of the committee must be knowledgeable about the student.

The following typically serve as members of the committee and additional members may be appointed by the Principal or his/her designee:

- principal and/or principal designee
- student's special education teacher
- school psychologist
- school social worker
- parent or legal guardian
- student's regular education teacher

The parent or legal guardian is to be notified of the manifestation review meeting and invited to participate. The Principal or his/her designee shall be responsible for notifying the parent or legal guardian of the time, date, place, and purpose of the meeting and must identify the individuals who will be attending the meeting. Accommodations in the scheduling should be made to permit the parent or legal guardian to attend, although timelines must be met. Documentation of efforts to notify the parent or legal guardian shall be maintained. If the parent or legal guardian declines to attend or fails to attend after having been given notice, the committee may meet without them. The parent or legal guardian may have representation during the meeting at his or her own expense, if desired.

The committee is to consider all relevant information including evaluation and diagnostic results, information supplied by the parents, observations of the student, the student's IEP, placement, and records. The committee will then decide whether the misconduct is a manifestation of the disability.

Minutes of the meeting shall be maintained. The minutes shall include those attending, the information considered, the consensus of the committee and the rationale for the decision.

The Principal or his/her designee shall give written notice to the parent or legal guardian of the

committee's decision and of procedural safeguards including the right to contest the committee's decision through a due process hearing.

If the committee determines that there is no manifestation, the student may be considered for a long-term suspension or expulsion through regular disciplinary procedures. The student still must be provided with a free appropriate public education, although in another setting.

If the committee determines that there is a manifestation, the student may not receive a long-term suspension or expulsion. The student may still be suspended for a maximum of ten days for this offense by following the short-term suspension requirements for students with disabilities.

The student may not be suspended from school for more than ten days while the manifestation committee process is being followed unless the parent or legal guardian gives permission for a longer suspension or for a change in placement that may be homebound instruction. In the absence of parental consent, authorization for a longer suspension or change in placement may be sought from the court or from a hearing officer. Students with disabilities (1) who bring weapons to school or possess weapons on school premises or at a school function or (2) knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance while at school or a school function may be removed from school for 45 calendar days. A student in these circumstances may be placed in an interim alternative education program without parental consent and regardless of whether the misconduct is a manifestation of the student's disability. This unilateral authority to remove the child from their IEP placement does not limit the authority of the administrator to recommend appropriate discipline.

While proceedings are pending to contest the imposition of discipline, and except as provided above, the student must remain in his or her current educational placement.

In those cases where the handling of discipline is specified in the student's IEP, the IEP's provisions shall supersede this regulation.

If prior to the misconduct occurring there is knowledge by the school that the student has a disability but has not yet been identified, the student is entitled to assert the protections afforded to identified students with disabilities.

A student, who is referred for identification as disabled after disciplinary measures are taken and for whom there was no knowledge of a disability prior to the misconduct occurring, is subject to the same disciplinary procedures as students without disabilities. The student is entitled to an expedited evaluation. Special education and related services will be provided if the student is found to be eligible. The manifestation review decision and the educational services provided to a student with disabilities while disciplined may be challenged in a due process hearing under applicable special education laws.

*Legal Ref.: Code of Virginia, 1950, as amended, §§ 18.2-56, 18.2-83, 18.2-85, 18.2-87.1, 18.2-308, 18.2-308.1, 18.2-380.7, 18.2-433.1, 22.1-70.2, 22.1-253.13:7.C.3, 22.1-276.3, 22.1-277, 22.1-277.07, 22.1-277.2, 22.1-279.1, 46.2-323, 46.2-334.001.*

## ► OTHER SCHOOL POLICIES AND PROCEDURES

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### **VISITORS**

All employees of MCPS will direct visitors to the main office. Upon entering the building, ALL visitors must report to the office, sign in with appropriate picture identification, and be issued a visitor's pass, which they must wear the duration of their visit. Upon leaving campus, visitors should return to office and sign out.

Former students and athletes are not permitted to visit teachers or coaches between 7:30 and 3:45.

### **BOOKBAGS**

Bookbags will be kept in lockers upon arrival to school.

### **DELIVERIES**

Any flowers, balloons, etc. delivered during the school day will remain in the main office until the close of school. The student will be notified that a delivery has been made and will be responsible for obtaining transportation home. Neither flowers nor balloons can be transported on any public school bus. Valentine's Day deliveries are not allowed. Furthermore, in our efforts to maintain the integrity of the instructional time, please know that the deliveries of food by parents for their student's lunch will be shared with the pupil at his/her assigned lunch period.

### **RESTROOMS**

Students are expected to use the restrooms during their breaks and lunch. Only emergency passes will be given during class time. If a medical condition exists requiring frequent restroom visits, a doctor's note is required to be on file.

### **INSURANCE**

Neither the school nor the school board has insurance for individual students. Parents and/or students are responsible for their own insurance coverage. Students may purchase at their option a comprehensive accident insurance policy. Information will be provided; however, payment is made directly to the company.

### **MEDICATION**

Students needing to take medication at school must fill out the necessary forms in the office and must bring medication and notes from home or from a doctor to the nurse's office. Medication will be kept and dispensed by authorized personnel. Refer to Student Code of Conduct and Attendance and the School Board Policy JHCD for more information on prescription and over the counter requirements.

### **FOOD AND BEVERAGES**

Students should keep food and beverages for lunch in lockers until their lunch time. **NO** open containers or cups will be allowed in hallways unless it is prior to block one for the sole purpose of breakfast or as students are going to lunch. Breakfast should be concluded and discarded by first bell.

### **SCHOOL NUTRITION PROGRAM INSUFFICIENT AND DELINQUENT ACCOUNTS POLICY EF-R**

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

The intent of Policy EF-R is to establish a process and procedure to handle situations when students eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt. For more information regarding the School Nutrition Program Insufficient and Delinquent Accounts, please see the School Board Policy EF-R on our website at [www.mcpsweb.org](http://www.mcpsweb.org).

### **STUDENT INPUT TO THE STAFF**

A student with a problem or a concern is encouraged to speak to an administrator, teacher, school counselor, or other faculty member.

### **DRIVER'S EDUCATION**

A certificate of completion of driver training education will be issued to students completing the program.

### **CTE COURSE FEES**

In order to help defray the cost of consumable materials used in class, a \$5.00 fee per semester will be charged to each student for each CTE course taken at the middle and high schools.

### **POSTERS AND OTHER DISPLAYS**

The placement of posters must be approved by administration.

### **LIBRARY**

Students may enter the library with a pass from a teacher or when accompanied by their teacher. Failure to abide by library rules may result in a temporary loss of library privileges.

### **SCHOOL RESOURCE OFFICER (SRO)**

The SRO works to develop a cooperative and supportive relationship with students and staff. The School Resource Officer assists the administration in investigating situations and has the authority to arrest individuals.

### **SEXUAL HARASSMENT POLICY**

It is the policy of the Mecklenburg County School Board to maintain a working and learning environment for all its employees and students, which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student, male or female, by doing such things as making unwelcome sexual advances or requests for sexual favors, engaging in other verbal or physical conduct of a sexual nature, or engaging in conduct which creates an intimidating, hostile, or offensive working environment. Anyone who is found after investigation to have engaged in sexual harassment of another employee or student will be subject to appropriate disciplinary action. Sexual harassment complaints are to be brought to the attention of administrator immediately. Please see the School Board Policy JFC-R, JFHA/GBA on our website at [www.mcpsweb.org](http://www.mcpsweb.org).

### **NOTICE OF DIRECTORY INFORMATION (FERPA)**

The Family Education Rights and Privacy Act (FERPA), a Federal Law, requires that Mecklenburg County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mecklenburg County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Mecklenburg County Public Schools to include this type of information for your child's education record in certain school publications. For more information regarding your FERPA rights, please see the School Board Policy JO on our website at [www.mcpsweb.org](http://www.mcpsweb.org).

#### **NOTICE OF THE ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. For more information regarding your PPRA rights, please see the School Board Policy KFB on our website at [www.mcpsweb.org](http://www.mcpsweb.org).

#### **STUDENT RIGHTS UNDER SECTION 504**

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a Federal Law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. For more information regarding your rights under Section 504, please see the School Board Policy JBA on our website at [www.mcpsweb.org](http://www.mcpsweb.org).

#### **PROSECUTION OF JUVENILES AS ADULTS**

Section 22.1-279.4 of the Code of Virginia states that School Boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes.

#### **HOMELESS STUDENTS**

The Mecklenburg County School Board is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless. The school division will coordinate the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve interdivisional issues. For more information regarding your rights, please see Policy JECA on our website at [www.mcpseb.org](http://www.mcpseb.org).

### **► DRILLS**

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Mecklenburg County Public School students participate in various drills. These drills include, but are not limited to: fire, tornado, earthquake, and intruder. Schools have crisis plans in place and should be explained to students prior to drills.

## ► HALL PASSES

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Students wishing to leave class must secure a hall pass from their teacher. The pass should be readily available for examination and verification by all school personnel for accessibility and admittance to the hallways and corridors. This procedure is required for any student to be in the halls while classes are in session. Any student in the halls without proper a hall pass may be sent to the office with a referral.

## ► LOCKERS

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All secondary schools charge a fee for lockers. The fee is \$10.00 per year. Lockers should be used to store books, gym clothes, paper, school materials, and school supplies. Money and valuables should be stored in lockers with locks that are locked. Students should be encouraged to not tell others the combination to their locks. Additionally, students should not share lockers or store other students' belongings in their locker. Each student is responsible for the care of his/her own locker, and each student is liable for any damage done to the assigned locker during the school year.

Students must purchase a school issued lock for the locker in the building. The cost of a lock is \$5.00. Students who are in PE classes should keep their belongings in a locker and buy an additional school lock.

***The administration may open a locker without prior permission or notice. The school is not responsible for lost/stolen items.***

## ► HONOR ROLL REQUIREMENTS

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"A" Honor Roll – All A's

"B" Honor Roll – Overall B or higher average using a four-point scale without rounding, no grade lower than a C

**Grading Scale:**

100-90	A
89-80	B
79-70	C
69-60	D
59-0	F
Incomplete	I

## ► PROGRESS REPORTS/REPORT CARDS

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**Progress/ Interim reports:** Student progress reports will be sent to parents of student's midway during each nine weeks period. Progress reports should be taken home, signed by a parent/legal guardian, and returned to the appropriate teachers. However, parents may be contacted at any time during a nine weeks period if a deficiency, which needs correction.

Parents are encouraged to call teachers and request a progress report, if they would like to check on their child's progress more frequently. Faculty and staff should encourage parents to remain up-to-date with grades, assignments, and course requirements. Parents may access grades at any time via Parent Portal.

## ► CHECK IN/CHECK OUT PROCEDURE

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Student safety is our **first priority**. In an effort to keep our students safe and to avoid unnecessary disruptions to school-wide activities, as well as classroom instruction, the following Check In/Check Out procedures are in place:

- All individuals wishing to checkout a student will need to present either a valid Driver's License or Identification Card and must be listed in SIS or on the student emergency information card as a parent, legal guardian, or an approved contact.

## ► TRESPASSING

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Students are not permitted on any Mecklenburg County School property during a suspension from school without the consent of the principal or assistant principal. Students who violate this policy may receive additional consequences up to and including notification to law enforcement.

## ► MAKE-UP WORK

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- Students are expected to make arrangements with their teachers to collect and to complete all class work assigned.
- Students who are assigned to ISS or serving a suspension are also required to complete all class work assigned.
- Students who participate in school-sponsored or community-sponsored athletics are also required to complete all class work assigned.
- All class work missed during an absence should be made up within five days.
- Exceptions and/or special circumstances may arise. Therefore, the teacher will address those situations on an individual basis.

## ► ACADEMIC EXTRA-CREDIT

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- Teachers may provide students with extra-credit activities only if those activities are appropriately aligned with the Virginia Standard Course of Study, provide opportunities for academic enrichment, and enhance classroom instruction.
- Extra-credit activities should not be used to replace missing assignments.
- Extra credit is not a requirement in any course nor should it be an expectation.

## ► TEXTBOOKS

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Textbooks are issued to each student. Lost or stolen books are the responsibility of the student. The state, county, or school is not responsible for lost, stolen, or damaged textbooks. Students are required to pay for the replacement of lost or stolen books. Replacement books will not be issued until payment is made in full.

Unpaid textbook fees from lost or damaged textbooks will be added to the student's account and must be paid before a diploma is issued to the student and final transcripts are mailed or provided to the student upon graduating from Bluestone High School/ Park View High School.

## ► INDIVIDUAL MEDIA CENTER USERS

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Students who need to use the media center materials may do so before and after school, or during the lunch period if they have a pass from one of their classroom teachers or the librarian. A student being sent from a classroom to the media center is required to have written permission from their classroom teacher. All students need to follow all media center rules. Substitute teachers are not permitted to send students to the media center. Students who have early release must obtain permission from an administrator in order to use the media center during a release period.

## ► STUDENT CELL PHONES & MEDIA DEVICES

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### Bluestone Middle School and Park View Middle School

If a student wishes to possess a cellular telephone or smart watch while on school property, the cell phone or smart watch should not be visible at any time. The student may not turn on or use the devices during the official instructional day unless instructed by the teacher to use it according to the BYOD policy. A student should not have a visible device when entering or exiting their car or bus in the morning or afternoons for the safety of each student in parking lots and loading and unloading areas.

<b>First offense:</b>	warning and conference with administrator
<b>Second offense:</b>	overnight suspension and parent meeting
<b>Third offense:</b>	two days of In School Suspension
<b>Fourth offense:</b>	one day Out of School Suspension

Any subsequent offense will result in loss of cell phone and smart watch privileges and conferencing with the Superintendent's designee.

#### *Bluestone High School and Park View High School*

If a student wishes to possess a cellular telephone or smart watch while on school property, the cell phone or smart watch may **only** be used before school, during lunch in the cafeteria, and after school. Use of cell phones or smart watch during instructional time is prohibited unless instructed by the teacher to use it according to the BYOD policy. If a student uses a cell phone or smart watch without permission from the teacher, the following consequences will occur:

<b>First offense:</b>	warning and conference with administrator
<b>Second offense:</b>	overnight suspension and parent meeting
<b>Third offense:</b>	two days of In School Suspension
<b>Fourth offense:</b>	one day Out of School Suspension

Any subsequent offense will result in loss of cell phone and smart watch privileges and conferencing with the Superintendent's designee.

## ► DISCIPLINE CONSEQUENCES

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All MCPS students will follow the policies, rules, and consequences as outlined in the ***Mecklenburg County Schools Student Code of Conduct and Attendance***

### **DISCIPLINARY ACTION**

General Notes:

1. The school board has tried to anticipate possible offenses. Not every possible act of misconduct may be listed. Failure to specify a behavior as an offense does not mean the behavior is acceptable and free from disciplinary action; some offenses may have additional consequences as stated by the Mecklenburg County School Board policy.
2. A student suspended from school may not participate in any school activity from the time of suspension until reinstatement in school activity, nor may he/she be on school property.
3. A student placed in ISS may not participate in any extracurricular activities, nor may he/she be on school grounds after hours until he/she has finished ISS assignments. This includes athletics, band, club activities, field trips practices, games, etc.
4. Every attempt will be made to notify parents/guardians of their son/daughter's misconduct.
5. Incomplete disciplinary action may be carried over from one academic year to the next. Seniors may be denied the privilege of participating in senior activities and/or graduation exercises.
6. All discipline offenses will be recorded in the student's scholastic record.

## ► STUDENT PARKING

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All student vehicles parked on the Bluestone and Park View High School campus must be registered in the principal's office and have an official parking pass. If the student drives more than one vehicle, all license numbers must be registered in the office. All vehicles must be registered with the school. Driving and parking regulations are included on the registration form. A fee will be charged for parking. Student parking privileges may be suspended by the principal or designee for excessive absences and/or tardies.

While parked on school property, vehicles are subject to search by school officials and/or law enforcement officials if reasonable suspicion exists that a vehicle contains unlawful or contraband items.

Failure to follow any and all student parking guidelines may result in the vehicle being booted or towed at vehicle owner's expense. Student parking privileges may also be suspended by the principal for disciplinary infractions or excessive absenteeism/tardiness.

### **PARKING OFFENSES**

<b>First Offense:</b>	Warning
<b>Second Offense:</b>	\$ 10.00 fine
<b>Third Offense:</b>	\$ 20.00 fine
<b>Fourth Offense:</b>	Tow and/or boot or suspension of parking privileges 10 calendar days-depending on time frame
<b>Fifth Offense:</b>	Suspension of driving privileges 30 calendar days
<b>Sixth Offense:</b>	Towing of vehicle and suspension of driving privileges for the remainder of the school year

*Notes: Suspension of driving privileges means the student may not drive or have a car on campus during school hours. Fines are to be paid and receipted by his/her school.*

A student may appeal a fine/ticket to the assistant principal. Subsequent appeals may be made to the principal.

Fines are considered late after 30 days. Unpaid fines will result in suspension of driving privileges until fine is paid and/or the student's name will be placed on the unpaid fines list. This may prevent the student from participating in after school extracurricular activities and includes prom/graduation.

## ► DRESS CODE

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Parents and students must assume the responsibility of the student's proper attire as outlined in the policy. If a student's dress or appearance is inappropriate, lacking in cleanliness, is not in good taste, or substantially disrupts class or learning activities, the student will be required to change his/her dress or appearance.

This policy serves as the warning in reference to the dress code.

Shoes shall be worn at all times.

Stretch leggings, jeggings, tights may be worn with a shirt, blouse, top, or t-shirt **IF** the shirt, blouse, top, or t-shirt is no shorter than fingertip length all the way around the student's body.

Pajama pants may not be worn.

No "Slacking" or "Sagging" of pants or shorts are allowed. All pants and shorts must be worn at the **waistline. No underwear may be revealed, nor should gym shorts or any other garments underneath the outer layer of clothing be visible.**

Jeans must be free of rips, tears, or holes that expose skin above the fingertips. If jeans have the rips, tears, or holes, skin must be covered.

Students should not wear hats, tiaras, crowns other head covering, earbuds, headphones, or sunglasses during the school day and during school sponsored activities that are held inside of the school building. These areas include classrooms, hallways, restrooms, cafeteria, gymnasium, media center, and any other areas as designated by the school administration. School administrators can make adjustments to the above based on school events (ex: spirit week), religious beliefs, customs, and/or medical reasons per individual student. No fish hooks or any other pins should be displayed on hats.

Mesh-styled shirts and blouses, clothes or jewelry imprinted with suggestive or vulgar language, shirts and blouses exposing the midriff, and any clothing over- exposing the body, including razor back shirts, thin- strapped tank tops, off the shoulder tops/blouses/t-shirts, and thin strapped blouses are not allowed.

Shorts, skirts, and dresses should be no shorter than 4 inches above the knee all the way around the student.

Tops and sleeveless shirts must be three fingers in width for ladies. **Jerseys with large arm holes are not permitted unless there is a t-shirt worn underneath.**

Students shall not wear clothing so that exposes excess cleavage.

No gang-related clothing, accessories, or symbols as identified by the **Local Law Enforcement Agencies** (Mecklenburg County Sheriff's Office) will be allowed on any school site or at any school sponsored activity.

Curlers, picks, combs (except for barrette style) or rakes in the hair, hoods, hats, caps, gloves, sweatbands, bandanas, scarves, wave caps, bonnets, tiaras, crowns, or sunglasses are not acceptable headwear accessories.

Scarves may be worn around the neck. Face painting and blankets are also not permitted.

Heavy chains may not be worn or brought to school on belts or wallets.

Students who are improperly dressed will be referred to school administrators or designee who will assist the student in complying with dress code standards.

### **CONSEQUENCES OF IMPROPER DRESS**

<b>First offense:</b>	hold in ISS until changed/parent phone call
<b>Second offense:</b>	one day of In School Suspension
<b>Third offense:</b>	overnight suspension/return with parent for conference
<b>Fourth offense:</b>	one day Out of School Suspension

## ► STUDENT RECORDS

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### **GENERALLY**

Secondary school transcripts contain information as specified by the Virginia Board of Education.

### **TEST RECORD**

Parents, guardians, or others with legal control of a student may elect, in writing, to have the student's test record excluded from the student transcript. The test record includes at least the highest score earned, if applicable, on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) test scores.

### **HIGH SCHOOL CREDIT-BEARING COURSES TAKEN IN MIDDLE SCHOOL**

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course.

## ► SENIOR INFORMATION

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Seniors who intend to participate in and to attend the Prom, Class Night, Graduation, and other additional Senior Class events held throughout the school year must be in good academic standing and cannot be in violation of the MCPS and BHS/PVHS attendance policy.

### **TRANSCRIPTS**

Bluestone High School and Park View High School recognizes that students periodically need transcripts for completion of scholarship applications, completion of enrichment or academic program applications, and completion of college admissions applications. Students must submit transcript requests at least 48 hours prior to the need for distribution.

A fee will be charged for anyone who requests a transcript who is no longer enrolled in MCPS. The fee will be \$3.00 per transcript.

## ► BRING YOUR OWN DEVICE (BYOD)

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Mecklenburg County Public Schools offers an open wireless connection. All individuals that take advantage of this open wireless connection agree to be bound by the Mecklenburg County Public Schools' rules and regulations set forth by the school board. All students and employees of Mecklenburg County Public Schools must submit all necessary forms and receive permission to use this open wireless. All persons that are given access to this open wireless system agree to be bound by the rules and regulations set forth in the BYOD Policy and Guideline Form. Mecklenburg County Public Schools are not responsible for any damage, lost data, upkeep, repair, or security of these devices. Accessing this wireless connection without permission and authentication is a direct infraction of school policy and will be dealt with as such. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device; **no personal wireless connections can be used.**

## **MECKLENBURG COUNTY PUBLIC SCHOOLS - BRING YOUR OWN DEVICE POLICY**

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Students and teachers may utilize their laptops or other devices at school. Cell phones may be used by students with teacher permission.

### **GUIDELINES:**

1. Any student/teacher who wishes to use a personally owned laptop or other digital device within Mecklenburg County Schools must read and sign this agreement and submit to the librarian. Only after all agreements are signed by student and parent and the student has a signed AUP on file, will the student be allowed to use a personal laptop. If a teacher brings his/her own device; they will just need to sign this document and have the librarian set them up an account.
2. The student/teacher takes full responsibility for his/her laptop or digital device and keeps it with him/her at all times. The school is not responsible for the security of the laptop or other digital device.
3. The student/teacher is responsible for the proper care of their laptop or other digital device, including any costs of repair, replacement or any modifications needed to use the laptop or other digital device at school. The school technicians will not work on personal computers. All participants must have up-to-date virus protection software loaded on their computer.
4. Violations of any Board policies, administrative procedures or school rules involving a student's/teacher's personally owned laptop or other digital devices may result in the loss of use of the laptop or other digital devices in school and/or disciplinary action.
5. Before using the laptop or any other digital device in any class, the student must inform the teacher and ask permission to use the device. The student must comply with teachers' request to shut down the computer or close the screen.
6. Personal laptops and other digital devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
7. The student may not use the laptop or other digital devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.
8. The student should only use their device to enhance learning, which could include note taking, research, or teacher led instruction. No personal laptops will be used for Benchmark or SOL testing. Also students should note that they will not be able to print from their laptop to a school's printer.
9. The student will use the BYOD wireless network. **Use of personal wireless connections (i.e. hot spot or wireless card) is not allowed.** Internet filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you are using belongs to the school and Internet access will be filtered.

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or laptop or other digital devices privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of his/her laptop or other digital device.

**Parent/Legal Guardian Name (Print):** \_\_\_\_\_

**Parent /Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name (Print):** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**MECKLENBURG COUNTY PUBLIC SCHOOLS – 2019-2020**  
**PARENT/STUDENT ACKNOWLEDGEMENTS OF STUDENT HANDBOOK**

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**Student Name (Print)** \_\_\_\_\_

**Student ID** \_\_\_\_\_

**Teacher Name (Print)** \_\_\_\_\_

**Grade** \_\_\_\_\_

This handbook has been drawn up to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/guardians have the responsibility for the actions of their children and should be involved in the education of their children. Students are responsible to be an active part of their school safety through involvement in the reporting of potential violent acts. All students will sign annually when they have reviewed the Student Handbook. The teacher or administrator will house the signature sheet.

Parent(s)/guardian(s) need to become involved in the education of their children and have the responsibility to provide the school with the current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities. Parents should take special notice of the Attendance section of this document as well as the Suspension and Expulsion provisions, which are in accordance with School Board Policy.

The school system must have proof that every student and every parent/guardian has had a chance to review the Student Handbook. Signed acknowledgement must be part of every student's record. Your signature means that you have received information about the Student Handbook and have been made aware of how to electronically access the Student Handbook at [www.mcpsweb.org](http://www.mcpsweb.org) (It does not mean that you agree or disagree with them.)

**Failure to return this acknowledgement will not relieve a student or the Parent(s)/Guardian(s) from responsibility to know the contents of the Student Handbook and will not excuse the student's non-compliance with the Handbook or Code of Student Conduct. Contact your local Principal or the District Office Student Services Department if you have questions or concerns.**

**Parent/Legal Guardian Name (Print):** \_\_\_\_\_

**Parent /Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name (Print):** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Virginia Department of Education Parent Notification Letter***  
***Right to Request Information of Teacher Qualifications As Required Under Title III Statewide Consortium Assurances***

**Mecklenburg County Public Schools**

Dear Parent or Guardian,

Mecklenburg County Public Schools (MCPS) is a member of the Virginia Title III Statewide Consortium. As a part of this membership, MCPS must inform you as a parent of a student attending our schools that you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or provisional status through which state qualification or licensing criteria have been waived.
- The teacher's college major and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information please contact the Title III Coordinator at (434) 738-6111 and we will provide the information to you in a timely manner.

Sincerely,  
Dr. Jeffrey Scales  
Title III Coordinator

