Middle School Handbook & Code of Conduct

2021-2022

MCPS

MECKLENBURG COUNTY PUBLIC SCHOOLS

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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****THE CONTENT IN THIS HANDBOOK IS SUBJECT TO CHANGE DUE TO COVID-19 GUIDELINES.****

SCHOOL BOARD MEMBERS

District 1
Brent Richey

District 2
Gloria Smith

District 3
Wanda Bailey

District 4
Lindell Palmer

District 5
Gavin Honeycutt

District 6
Rob Campbell

District 7
Dora Garner

District 8
Ricky Allgood

District 9
Glenn Edwards

Paul Nichols, **Division Superintendent**

Dear Parents/Guardians,

Mecklenburg County Public Schools (MCPS) is committed to serving each of our students with educational opportunities that will prepare them for success with their future. We are excited about the 2021-2022 school year as we return to a much more normal routine than we experienced in 2020-21 school year due to the COVID pandemic. It will be wonderful to have our students in school each day for direct interaction with our teachers and support staff.

MCPS has been the leader in academic advancement in Southside Virginia. Students in our Middle and High Schools will be fully engaged with the "Profile of the Mecklenburg Graduate." Therefore, they are not only prepared to meet state academic standards, but our graduates will be prepared for the 21st Century Global Workforce. A Mecklenburg graduate will possess key traits of the 5-Cs:

- Critical Thinking-solving complex local and global problems
- Creative Thinking-imagine alternatives through natural curiosity
- Communication-understand and analyze diverse points; speaking persuasively
- Collaboration and leadership-contribute and initiate new ideas; sharing the workload
- Character-foster integrity, honesty, fairness, and respect

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*

Stephanie Neal, *Principal*
Christopher Clarke, *Assistant Principal*

Park View Middle School

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

Lekeisha Horton, *Principal*
Tara Dunbar, *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, pregnancy, childbirth or related medical conditions, age, religion, marital or veteran's status, genetic information, disability, or any classification protected by applicable law in its programs, activities, or employment. The Director of Federal and Special Programs acts as the Compliance Officer as outlined in School Board Policy for the following areas: Title IX, Equal Employment Opportunity/Nondiscrimination, Equal Educational Opportunities/Nondiscrimination, Section 504, Prohibition Against Harassment and Retaliation, and Third Party Complaints Against Employees. The Assistant Superintendent serves as the Alternate Compliance Officer. Both the Compliance Officer and Alternate Compliance Officer may be contacted at the Mecklenburg County Public Schools' Central Office at 175 Mayfield Drive, Boydton, VA 23917, or by calling 434-738-6111.

2021-2022 MIDDLE SCHOOL CALENDAR REMINDERS

INTERIM REPORT CARDS
October 7, 2021
December 14, 2021
March 10, 2022
May 12, 2022

REPORT CARDS
November 18, 2021
February 10, 2022
April 14, 2022
June 16, 2022

PARENT TEACHER CONFERENCES
October 7, 2021
March 10, 2022

ELECTION DAY
November 2, 2021 (No School For Students)

END OF YEAR AWARDS ASSEMBLY
Bluestone Middle School – TBD

Park View Middle School – TBD

► PROFILE OF A MECKLENBURG GRADUATE

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

To be a successful 21st 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.

► 1:1 CHROMEBOOK INITIATIVE

For the 2021-2022 school year, Chromebooks are being issued to students in Grades K-12. Students will be able to keep their Chromebooks for the school year to take home and are considered as essential as pencils and paper, therefore will need to be brought to school each day. In the event that MCPS experiences unforeseen school closures due to weather, an emergency, a pandemic, or other cause, students will use their Chromebook to engage in learning remotely. Chromebooks are the property of Mecklenburg County Public Schools, are on loan in accordance -- both at home and at school -- with the Chromebook Policies and Procedures as outlined in the Code of Conduct, the District's Acceptable Use Policy, and any applicable laws.

► 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/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/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/guardian. A maximum of 5 parent/guardian notes will be accepted during each semester. In the event that there have been excessive parent/guardian notes already received for absences, a valid note may be required from a physician or other appropriate professional's office. ("Excessive parent/guardian notes," as determined by the school principal, are no more than five per semester.)
2. A written excuse from a parent/guardian should include the date(s) and reason(s) for the absence. Calling the school is acceptable notice if a note is sent upon the students'

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 (0) 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/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 and may result in denial of credit for the course.

Students are expected to physically attend school, unless they completed an application and received approval by administration to be a virtual learner prior to the start of the 2021-2022 school year. In order for an in-person learner to be counted "present" for the day, the student must physically attend school. Remote participation is highly encouraged on days when the student is not able to physically attend school; however, the student will be counted as having either an "excused" or "unexcused" absence (depending on the nature of the absence) because the student is not physically present.

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

If 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 District Court for students who are under age 18.

Only five (5) parent/guardian notes per semester will be accepted as excused documentation for a student missing days from school. 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.

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 PREVENTION PROCEDURES

For a student whose absences are not documented by a parent/guardian note or parent/guardian contacting the school, the principal or designee shall make reasonable effort to directly contact the parent/guardian to obtain an explanation for the absence. If the student is absent for an additional day after the direct contact, a conference shall be scheduled with the parent/guardian and student within ten (10) days and held no later than fifteen (15) days after the sixth (6) absence. Upon the seventh (7) absence, the principal or designee will notify the MCPS Truancy Officer to take the actions prescribed by Section 22.1-258 of the Code of Virginia. Actions include either or both of the following: 1) filing a complaint with the Juvenile and Domestic Relations Court alleging the student is a child in need of supervision or 2) instituting proceedings against the parent/guardian pursuant to Section 18.2-371 or Section 22.1-262, Code of Virginia.

TRUANCY PROCEDURE SCHEDULE FOR SCHOOLS

At Each Absence:

- Phone Call to Parent/Guardian: documented in SIS

At 3rd Unexcused Absence:

- Phone Call to Parent/Guardian 3 Day Letter Sent

At 5th Unexcused Absence:

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

At 6th Unexcused Absence: Scheduled within 10 days and held within 15 days

- Phone Call to Parent/Guardian 6 Day Letter Sent

- Second Parent/Guardian Conference scheduled (TC)
- Parent/Guardian Conference held—can be phone conference. Minutes of conference placed in Truancy Record.

At 7th Unexcused Absence:

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

► MAKE-UP FOR SUSPENSIONS

Students in grades 6-12 who receive an out-of-school suspension will be expected to keep up with missed classwork 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/guardian 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.

► MIDDLE SCHOOL COUNSELING DEPARTMENT

The Middle School Counseling Department is determined to help provide a successful and rewarding experience for students and parents/guardians. 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: School Counselor

- ➢ Conflict Resolution
- ➢ Student Registration and Transfers
- ➢ Career Pathways and Character Education
- ➢ 504 Coordinator (all grade levels)
- ➢ Master Schedule
- ➢ Testing Coordinator
- ➢ Major Clarity
- ➢ Report Cards

PARK VIEW MIDDLE SCHOOL COUNSELORS:

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

- ➢ Conflict Resolution
- ➢ Student Registration and Transfer
- ➢ 504 Coordinator (Students Last Names K-Z)
- ➢ Career Pathways and Character Education
- ➢ Master Schedules

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

- ➢ Conflict Resolution
- ➢ Student Registration and Transfer
- ➢ 504 Coordinator (Students Last Names A-J)
- ➢ Career Pathways and Character Education
- ➢ Major Clarity
- ➢ Report Cards

It is the responsibility of each student and/or parent/guardian 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.

► 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.

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.

► EXTRACURRICULAR OPPORTUNITIES AND ACTIVITIES

A student must not be 15 years of age before August 1st of the school year. Students must pass four (4) of five (5) classes each nine (9) 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
- ➢ ACE
- ➢ Soccer: Co-Ed
- ➢ Golf
- ➢ Football

Winter Season

- ➢ Basketball
- ➢ Cheerleading

Spring Season

- ➢ Track
- ➢ Softball
- ➢ Baseball
- ➢ Forensics

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 Government** - Student elected representatives to provide student government.
- ➢ **Junior Beta Club** - A national organization for students who meet the academic qualifications of a 3.5 GPA.
- ➢ **Gifted Arts** - An after school and summer art seminar.

Other club offerings for the school year may include Forensics/Debate, Spanish, and Destination Imagination.

DANCES

Dances are closed to individuals who are not BMS or PVMS students. 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

The faculty, staff, and administration are 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 demonstrate an understanding of respect for 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. For detailed information regarding Student Code of Conduct, please see School Board Policy JFC on our website at www.mcpsweb.org.

PARENTAL/GUARDIAN RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS

Each parent/guardian of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

Schools will schedule meetings with parents/guardians to develop Behavior Intervention Plans (BIP)/Student Intervention Plans (SIP) to assist those students with multiple behavioral incidents. Upon the failure of the parent/guardian to comply with schools to develop a BIP/SIP, under the provisions of Section G of the Code of Virginia §22.1-279.3, the School Board may, by petition to the Juvenile and Domestic Relations Court, proceed against the parent/guardian for willful and unreasonable refusal to participate in efforts to improve the student's behavior. Students with a history of misbehavior, who have a BIP/SIP in place and continue to misbehave, may have charges filed against them for code of conduct infractions.

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/guardians, 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:

First Offense:	Zero grade, parent/guardian notification, counseling
Second Offense:	Zero grade, one day of ISS, parent/guardian notification, counseling
Third Offense:	Zero grade, two days of ISS, parent/guardian notification, counseling
Fourth Offense:	Zero grade, one day of OSS, parent/guardian 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/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.

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.

TOBACCO POLICY

Smoking, vaping, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property. For more information regarding tobacco use, please see the School Board Policy JFCH/GBEC on our website at www.mcpsweb.org.

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 at 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/guardian and student will be notified, in writing, of the cumulative nature of the infraction.

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 are to be used individually or in any combination as determined appropriate by the principal or enforcing authority.

- Warning
- Counseling
- Confiscation of Prohibited Item
- Community Service
- Special Assignments
- Suspension from Extracurricular Activities
- Alternative Placement
- Recommendation for Long-Term Suspension
- Exclusion from Class
- In-School Suspension
- Overnight Suspension
- Suspension Out of School
- Detention in School
- Suspension of Computer Privileges
- Referral to Law Enforcement Officials
- Recommendation for Expulsion

VIOLATION OF LAW AND SCHOOL BOARD POLICY

Violations of law may be handled by referring the case to law enforcement officials in addition to the use of school disciplinary measures. All incidents involving assault; assault and battery; sexual assault; death; stabbing, cutting or wounding; alcohol, marijuana, controlled substances, imitation-controlled substances, anabolic steroids; threats against school personnel; the illegal carrying of a firearm onto school property; any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, or chemical bombs; or any threats or false threats to bomb will result in referral to law enforcement officials in accordance with the Code of Virginia §22.1-279.3:1. The principal or designee also shall notify the parent/guardian of any student involved in such an incident regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students.

PROSECUTION OF JUVENILES AS ADULTS

The Code of Virginia, §22.1-279.4 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.

Section 16.1-228 of the *Code of Virginia* defines a juvenile as "a person less than 18 years of age." Section 16.1-269.1 of the *Code of Virginia* permits juveniles, 14 years of age or older at the time of the alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. Section 16.1-241 of the Code of Virginia provides that for the purpose of transferring a juvenile to Circuit Court for trial as an adult, the child must have been age 14 or older at the time of the offense.

If a juvenile is transferred for prosecution as an adult on any one charge, all other charges of delinquency arising out of the same act will be transferred. (§16.1-269.6 of the *Code of Virginia*)

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

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

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18.

Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

DISCIPLINARY AUTHORITY UNDER CERTAIN CIRCUMSTANCES

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.

► DISCIPLINARY CONSEQUENCES

All MCPS students will follow the policies, rules, and consequences as outlined in this handbook.

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. The administration reserves the right to take disciplinary action and/or legal action as deemed necessary.
2. A student suspended from school may not participate in any school activity from the time of suspension until reinstatement in school, nor may he/she be on school property. The Middle School Student Handbook/Code of Conduct applies to all activities and sports hosted at MCPS Middle Schools or at events where MCPS Middle Schools participate.
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.
6. All discipline offenses will be recorded in the student's scholastic record.

Category 1 Offenses

- Tardies *(10 min. or more without teacher's knowledge of location will be considered skipping)*
- Minor Misconduct
- Improper Display of Affection *(hugging, kissing)*
- Inappropriate Dress

- Violation of Class Rules
- Eating/Drinking in Class
- Failure to Work in Class

Category 1 Consequences

- Consequences are based on case-by-case circumstances.

Category 2 Offenses

- Lying
- Presenting False Information
- Skipping Class/School
- Leaving Class Without Permission
- Gambling *(playing cards, rolling dice)*
- Improper Arrival and Departure from School
- Inappropriate Use of Internet
- Campus/Classroom Disruption
- Horseplay
- Defiant Behavior
- Being in an Unauthorized Area

Category 2 Consequences

- Consequences are based on case-by-case circumstances

Category 3 Offenses

- Disrespect
- Excessive Profanity
- Inciting/Provoking Fighting
- Lewd Behavior
- Forgery
- Physical Aggression/Physical Threat/Verbal Threat
- Gang Activity *(clothing with symbols, hand signs, gestures, initiations),* including Look-alike Gang Activity
- Hazing
- Fireworks/Stink Bombs, etc.
- Suspension from ISS
- Stealing
- Vandalism
- Possession/Distribution/Production of Indecent/Explicit/Illegal Materials
- Destruction of School Property

Category 3 Consequences

- Consequences are based on case-by-case circumstances

Category 4 Offenses

- Assault and Battery
- Stalking
- Burglary
- Possession of Dangerous Weapons
- Knives
- Extreme Batter Resulting in Injury *(Perpetrator Arrested)*
- Substance Abuse
- Possession by Consumption
- Possession and/or Distribution of Alcohol
- Prescription/Non-prescription Drugs
- Bomb Threat
- Possession/Distribution of Illegal Drugs *(Perpetrator Arrested)*

- Extreme Disrespect/Defiant Behavior Toward School Personnel
- Threatening School Personnel *(Verbal and physical)*
- Any Gang-related or Group Affiliation inside or outside of school, causing disruption of the school learning environment
- Look-a-like Weapons / Explosives / Incendiary Devices
- Possession/Distribution of Drug Paraphernalia/Look-a-like Drugs
- False Alarm

Category 4 Consequence

- 10 Days OSS and Notification to Sheriff's Office *(Charges may be Filed)*
- Possible Discipline Board Referral

Laptop Misuse: Major Offenses

- Physical Damage *(broken screens, broken power adaptors, missing keys, etc.)*

Laptop Misuse: Major Offenses Consequence

- Consequences are based on case-by-case circumstances
- Major Offenses expire 12 months from the Date of the Infraction

Laptop Misuse: Pornography, Gang Activity

- 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, they should NOT put it on the laptop.
- If students have any questions concerning whether something is pornographic, they should NOT put it on the laptop.

Laptop Misuse: Pornography, Gang Activity Consequence

- Consequences are based on case-by-case circumstances

Fighting

First Offense: 5-10 Days OSS and possible referral to Discipline Board.
Subsequent Offenses: 10 Days OSS and possible referral to Discipline Board.

Violation of Behavior Contract

First Offense: 5-10 Days OSS and Possible Referral to the Discipline Board

Bullying/Teasing/Harassment/Intimidation (physical, racial, verbal, sexual)

First Offense: Administrative Written Warning; receive a Bullying & Harassment Pamphlet (Greater if warranted)
Second Offense: 3-10 Days OSS
Third Offense: 5-10 Days OSS and Possible Referral to the Discipline Board

Tobacco (cigarettes or dip), Vape, Juul, E-Cigarette, etc. Violations

First Offense: 3 Days OSS
Second Offense: 5 Days OSS & Behavioral Contract
Third Offense: 10 Days OSS & Behavioral Contract and possible referral to the Discipline Board

(All offenses will have product confiscation and notification to Sheriff's Department for Tobacco Violations)

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/guardian 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. **Please note, bus stops are considered school grounds and offenses and consequences will apply.**

Parents/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 stops 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 bus driver.

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

SCHOOL BUS REGULATIONS

All Mecklenburg County School students are required to conduct themselves on school buses in a manner consistent with established standards of classroom behavior as prescribed in School Board Policy JFC – Student Code of Conduct (www.mcpsweb.org). The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents/guardians of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety, and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

If a student's riding privileges are suspended or revoked, the student's parents/guardians are responsible for seeing that the student gets to and from school safely.

The bus driver is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office.

Level I Offense	
• Students shall not talk loud, scream, or argue on the bus.	• Students are not permitted to eat or drink on any of the buses
• All students must be seated facing forward with both feet on the floor while the bus is in motion.	• Students shall not be up out of their assigned seats while the bus is in motion.
• Students shall not engage in conduct that is or is not intended to be disruptive to the driver, sub-driver, or another student.	• Students shall not hang any body parts or limbs or climb out of the bus windows while the bus is moving or stationary.

• Students shall comply with any oral or written instructions of the bus driver or sub-driver while on the bus.	
Level I Consequences	
First Offense:	Written warning by Bus Driver (Contact with student and/or Parent / Guardian)
Second Offense:	1 Day Bus Suspension
Third Offense:	3 Day Bus Suspension
Fourth Offense:	5 Day Bus Suspension
Fifth Offense:	10 Day Bus Suspension

Level II Offenses	
• A student shall not ride another bus after being suspended from any MCPS school bus.	• No camera or bluetooth speaker use of any kind allowed on buses at any time.
• Students shall not throw objects of any kind at anyone nor shall the student throw any objects out of any school bus window or door.	• Students shall not shine laser lights of any kind at the bus driver or sub-driver or other students.
• Students shall not be disrespectful to the bus driver or sub-driver.	• Students shall not Bully / Tease / Harass / Intimidate *(physical, racial, verbal, sexual)*
Level II Consequences	
First Offense:	2-4 Day Bus Suspension
Second Offense:	5 Day Bus Suspension
Third Offense:	10 Day Bus Suspension and conference required with parent/ guardian, bus driver, administrator, and bus supervisor before returning to the bus.

Level III Offenses	
• Students shall not use written or spoken language, gestures, or engage in conduct that is vulgar, profane, obscene, or disrupts the bus driver or sub-driver.	• If a student vandalizes a bus, restitution will be made before the student is allowed to return to the bus. *(up to $50)*
• Students shall not tamper with Emergency Exits *(windows or doors)* or equipment while bus is moving or stopped.	• Student shall not engage in pushing, shoving, tripping slapping, biting, choking, kicking, or spitting at another student or bus driver
Level III Consequences	
First Offense:	5-10 Days Bus Suspension or OSS
Subsequent Offenses:	10 Days Bus Suspension or OSS and conference is required with parent/guardian, bus driver,

	administrator, and bus supervisor. Possible referral to the Discipline Board.
Note: In certain Level III Offenses, the sheriff's department may be notified.	

Additional Level III Offenses

For definitions, see school board policy JFC at www.mcpsweb.org

Tobacco (cigarettes or dip), Vape, Juul, E-Cigarette, etc. Violations

First Offense: Confiscation of Product; 3 Days OSS

Second Offense: Confiscation of Product; 5 Days OSS

Third Offense: ***10 Days OSS and Possible Referral to Discipline Board (Notification to Sheriff's Department is Required for all Tobacco Violations)***

Level IV Offenses	
• Threatening a Bus Driver or Sub-Driver to include verbal or written threats that indicate harm or injury to an adult.	• Sexual Activity
• Students shall not possess, supply, handle, use or transport a weapon, look alike weapon or any object which may be used as a weapon while on the school bus and being transported to school related activities.	• Students shall not possess, supply, handle, use or transport ammunition or look alike ammunition, firearms or look alike firearms while on the school bus and being transported to school related activities.
• Students shall not possess, sell, purchase, distribute, be under the influence, or use drugs or drug paraphernalia (*illegal, controlled, or imitation*) while on the school bus and being transported to school related activities. *Prescription and over the counter drugs are considered the same if being sold or distributed.*	• Students shall not possess, sell, purchase, distribute, be under the influence, or use alcohol while on the school bus and being transported to school related activities
Level IV Consequence	
10 Day OSS and notification to the Sheriff's Office *(Charges may be Filed)*; Possible Discipline Board Referral	

Additional Level IV Offense

Fighting

First Offense: Up to 10 Day OSS and a conference may be required with a parent, bus driver, administrator, and superintendent or designee before returning to the bus.

Subsequent Offenses: Up to 30 Day Bus Suspension or remainder of the year. A conference is required with a parent, bus driver, administrator, bus supervisor, and superintendent or designee. Student may be referred for a Discipline Hearing.

PROCEDURES FOR SUSPENSION AND EXPULSION

Suspension for Ten Days or Less

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

- The student shall be apprised of the nature and facts of the alleged misconduct.
- The student shall be given an opportunity to explain the circumstances of the alleged misconduct from his or her perspective.
- 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.
- The student shall be informed of the conditions of the suspension, such as a conference with the parent/guardian prior to return, prohibition from coming on school property, and prohibition from attending scheduled school activities or school-sponsored events.
- 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 mailed to the student's parent/guardian.
- The parent/guardian shall be notified of the right to an appeal and the procedures for appeal.

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.

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/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/guardian may appeal the decision to the School Board.

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:

- nature and seriousness of the violation; degree of danger to the school community;

- student's disciplinary history, including the seriousness and number of previous infractions; appropriateness and availability of alternative education placement or programs;
- student's age and grade level;
- results of any mental health, substance abuse, or special education assessments; student's attendance and academic records; and other matters as deemed appropriate.
- 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/guardian in writing of the following:

- proposed action and the reasons therefore; and
- right of the student and the parent/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 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/guardian may request a hearing before the School Board. Such requests 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/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/guardian of the time and place of the hearing.

School Board Hearing

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

- 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.
- 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/guardian or representative and, at the discretion of the School Board, may allow closing statements.

- 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/guardian or their representative if the School Board determines, at its discretion, that such action is necessary to protect the student witness.
- 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.
- 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.
- The School Board may, by majority vote, uphold, reject, or alter the recommendation.
- The School Board shall transmit its written decision to the student, the parent/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/guardians.

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/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/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

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

A decision to suspend a student may be appealed by the student's parent/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/ guardian may appeal a suspension to the principal of the school, and then to the Assistant Superintendent in the following manner.

1. A parent/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/ 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/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 Assistant Superintendent. The Assistant Superintendent 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 Assistant Superintendent, as the Superintendent's Designee, shall be final.

PROCEDURE FOR APPEALING OUT-OF-SCHOOL SUSPENSION OF MORE THAN TEN DAYS OR CHANGE IN PLACEMENT

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

1. 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/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/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.

2. 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

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/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 the student or the parent/guardian within five (5) 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 expulsion or 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 OR STUDENTS IN THE COMPREHENSIVE STUDY REFERRAL PROCESS

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 a reason to suspect a disability.

B. Short-Term Suspension

A student with disabilities may be suspended out of school for ten (10) days or less at a time in accordance with regular suspension procedures. The imposition of any additional short-term suspension after the first ten (10) 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 ten (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 (10) 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 (10)

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 (10) 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 C for Long-term Suspension and Expulsion must be followed. In any case, once suspensions have totaled ten (10) 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/504 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 (10) 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/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 Student Behavior Assessment or Functional Behavior Assessment plan must be developed at an IEP/504 meeting held within ten (10) 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/guardian will be required. The timeline for concluding the functional behavior assessment should be established during the IEP/504 meeting.

The Manifestation Review Committee composed of the members of the IEP/504 Committee and other qualified individuals must be convened within ten (10) 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/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/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/guardian to attend, although timelines must be met. Documentation of efforts to notify the parent/guardian shall be maintained. If the parent/guardian declines to attend or fails to attend after having been given notice, the committee may meet without them. The parent/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/guardians, 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/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 (10) 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 (10) days while the manifestation committee process is being followed unless the parent/guardian gives permission for a longer suspension or for a change in placement that may be homebound instruction. In the absence of parental/guardian 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/guardian 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/504, the IEP/504'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

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 the office and sign out.

Former students and athletes are not permitted to visit teachers or coaches between 7:15 a.m. and 3:00 p.m.

FACE COVERINGS

In response to the COVID-19 pandemic, face coverings, covering both nose and mouth, will be a daily requirement to attend school when social distancing of 6 feet or more is not possible. Face coverings must follow the standards set in the Dress Code found on page 37 regarding language, pictures or characters, and gang affiliations.

BOOKBAGS

Bookbags will be kept in lockers upon arrival at 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.

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/ guardians 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. Please see the School Board Policy JHCD on our website at www.mcpsweb.org 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 lunchtime. **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. Students can bring clear plastic water bottles. Breakfast should be concluded and discarded by the first bell.

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 members.

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 schools.

POSTERS AND OTHER DISPLAYS

The placement of posters must be approved by administration.

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 an administrator immediately. Please see the School Board Policy JFC, JFHA/GBA on our website at 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.

NOTICE OF THE ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians 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.

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.

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.

► DRILLS

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

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 a proper hall pass may be sent to the office with a referral.

► LOCKERS

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 are responsible for any contraband found within their lockers.

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

Honor Roll: Overall B or higher average using a four-point scale without rounding

Grading Scale:

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

► PROGRESS REPORTS/REPORT CARDS

Progress/ Interim reports: Student progress reports will be sent to parents/guardians midway during each nine weeks period. Progress reports should be taken home, signed by a parent/guardian, and returned to the appropriate teachers. However, parents/guardians may be contacted at any time during a nine weeks period if a deficiency needs correction. Parents/guardians are encouraged to call teachers and request a report if they would like to check their child's progress more frequently. Faculty and staff should encourage parents/guardians to remain up-to-date with grades, assignments, and course requirements. Parents/guardians may access grades at any time via Parent Portal.

► CHECK IN/CHECK OUT PROCEDURE

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 check out 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

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

- ➢ Students are expected to make arrangements with their teachers to collect and to complete all classwork assigned.
- ➢ Students who are assigned to ISS or serving a suspension are also required to complete all classwork assigned.
- ➢ Students who participate in school-sponsored or community-sponsored athletics are also required to complete all classwork assigned.
- ➢ All classwork 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

- ➢ 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

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.

► MEDIA CENTER

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. Failure to abide by library rules may result in a temporary loss of library privileges.

► STUDENT CELL PHONES & MEDIA DEVICES

If a student wishes to possess a cellular telephone or smartwatch while on school property, the cell phone or smartwatch 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.

First Offense:	Warning and Conference with Administrator
Second Offense:	Overnight Suspension and Parent/Guardian Meeting
Third Offense:	Two Days of In-School Suspension
Fourth Offense:	One Day of Out-of-School Suspension

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

► DRESS CODE

Parents/guardians and students must assume the responsibility of the student's proper attire as outlined in the policy. A student's dress and appearance should not cause disruption, distract other students from their school work, or compromise health and safety. If a student's dress or appearance is inappropriate, the student will be required to change the student's dress or appearance. Note: School administration can make exceptions to the student dress code at their discretion for spirit days and special events.

These guidelines serve as the warning in reference to the dress code:

- Shoes must be worn at all times.
- Stretch leggings, jeggings, tights may be worn with tops that are no shorter than fingertip length all the way around the student's body.
- All pants and shorts must be worn at the waistline. No undergarments may be revealed, nor should gym shorts or any other garments underneath the outer layer of clothing be visible.
- Sleeveless garments must be three fingers in width.
- Clothing should not expose the student's midriff, chest, or private areas at any time.
- Shorts, skirts, and dresses should be no shorter than 4 inches above the knee all the way around the student.
- Earbuds and headphones should only be worn in classrooms at the teacher's discretion.

Students may *not* wear the following:

- Clothing, jewelry, and other personal belongings displaying language or images that are vulgar, lewd, or obscene; that reflects adversely on or disparage another's race, gender, gender identity, sexual orientation, religion, national origin, ancestry, or disability; that promote the use of drugs, illegal substances, or alcohol; that contains threats, gang symbols, symbols of groups associated with threatening or violent behavior, or groups that promote the unlawful use of weapons or other criminal behavior.
- Hats, hoods, bandanas, sweatbands, tiaras, crowns, face masks (that covers more than the mouth and nose), or head coverings of any kind while inside the school building, unless worn for religious or medical reasons.
- Sunglasses while inside the school buildings unless prescribed by a physician.
- Jeans with rips, tears, or holes that expose skin above the fingertips. If jeans have rips, tears, or holes, skin must be covered.
- Jerseys with large armholes unless there is a t-shirt worn underneath.
- Pajamas, sleepwear, swimwear.
- Spiked jewelry, chains, fish hooks, and items which could cause student injury.
- Clothing that is see-through, revealing, or resembles undergarments.

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

CONSEQUENCES OF IMPROPER DRESS

First Offense:	Hold in ISS until changed/parent/guardian phone call
Second Offense:	One Day of In-School Suspension
Third Offense:	Overnight Suspension/return with parent/guardian for conference
Fourth Offense:	One Day of Out-of-School Suspension

► STUDENT RECORDS

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/guardians may request that grades be omitted from the student's transcript and the student not earn high school credit for the course.

► BRING YOUR OWN DEVICE (BYOD)

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

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 devices 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/guardian 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 devices, including any costs of repair, replacement, or any modifications needed to use the laptop or other digital devices 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 videos 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 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/guardian, 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 devices.

Parent/Legal Guardian Name (Print):_____

Parent /Legal Guardian Signature: _____ Date: _____

Student Name (Print):_____ Student ID: _____

Student Signature: _____ Date: _____

MECKLENBURG COUNTY PUBLIC SCHOOLS HONOR CODE AGREEMENT

2021-2022

Mecklenburg County Public Schools will implement an HONOR CODE for students this school year. Students are expected to adhere to this code listed below.

FOR ASSESSMENTS:

"I affirm that I will not give or receive any unauthorized help on this exam, and that all work will be my own."

Student Signature: _____

FOR GRADED ASSIGNMENTS:

"I affirm that I have not given or received any unauthorized help on this assignment, and that this work is my own."

Student Signature: _____

FOR GROUP PROJECTS:

"I accept responsibility for my role in ensuring the integrity of the work submitted by the group in which I participated."

Student Signature: _____

Date: _____

Please return the Honor Code Agreement with the Handbook Acknowledgement for placement in the student's record.

MECKLENBURG COUNTY PUBLIC SCHOOLS – 2021-2022

PARENT/STUDENT ACKNOWLEDGEMENTS OF STUDENT HANDBOOK

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, attend school regularly, or take part in school activities. Parents/Guardians 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 acknowledgment 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 (It does not mean that you agree or disagree with them.)

Failure to return this acknowledgment 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 MCPS Central Office if you have questions or concerns.

Parent/Legal Guardian Name (Print):_____

Parent /Legal Guardian Signature: _____ Date: _____

Student Name (Print):_____ Student ID: _____

Student Signature: _____ Date: _____