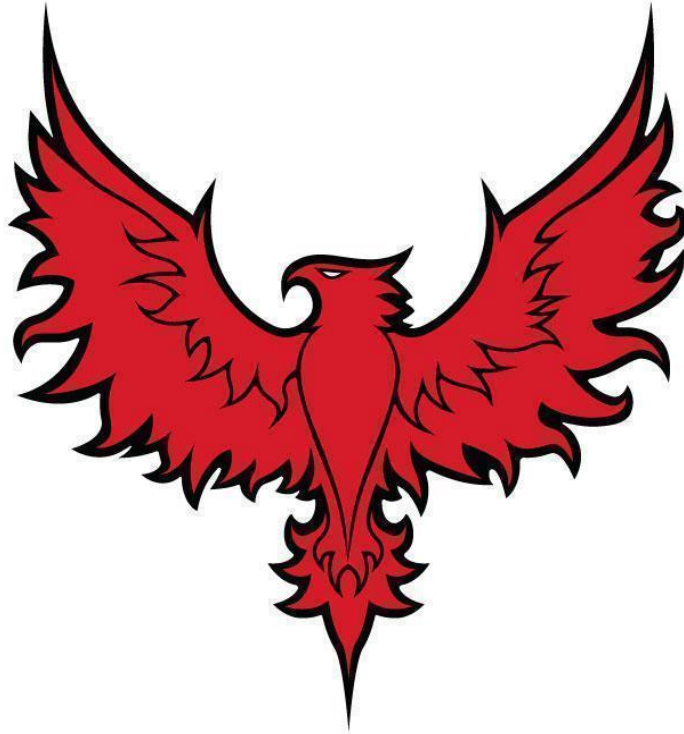


SCHOOL BOARD APPROVED (July 31, 2023)

# Student & Parent Handbook



## Mecklenburg County High School 2023-2024

25001 Hwy 58  
Baskerville, VA 23915

Phone: (434) 447-1295

## PURPOSE OF THIS HANDBOOK

This handbook is intended to be a comprehensive guide for our students and their families. This School Board approved handbook is designed to help students and parents understand expectations, learn about the high school, and help navigate the complexities of school. The online version provides links to be used for quick access to content either in the appendix or located elsewhere in the internet. This handbook is guided by policy and, in the event there is a conflict between this document and School Board policy, the policy shall prevail.

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## MCPS VISION STATEMENT

To provide a 21st century learning environment that fosters career literacy, academic enhancement, social-emotional growth, and community engagement that prepares students who contribute to the global society.

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## MCPS MISSION STATEMENT

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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**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.

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*Please Note the following:*

*“Parent(s),” as used throughout, means biological parent(s), adoptive parent(s), or legal guardian(s)/parent(s).*

*For purposes of this document, references to “School Board” should be understood to indicate the Mecklenburg County School Board.*

*This handbook is reviewed and approved annually by the School Board.  
The content of this handbook is subject to change to reflect best practice and/or policy changes.*

### **MECKLENBURG COUNTY SCHOOL BOARD MEMBERS**

<b>District 1</b> Sandra Crowder	<b>District 2</b> Gloria Smith
<b>District 3</b> Wanda Bailey	<b>District 4</b> Lindell Palmer
<b>District 5</b> Gavin Honeycutt	<b>District 6</b> Matthew Dunn
<b>District 7</b> Dora Garner	<b>District 8</b> Ricky Allgood
<b>District 9</b> Glenn Edwards	

**Dr. Scott Worner, Division Superintendent**  
**Miss Christy Peffer, Assistant Superintendent**  
**Dr. Paige Lacks, Executive Director of Curriculum & Instruction**  
**Mr. Brian Dalton, Executive Director of Facilities & Operations**  
**Paula Giammatteo, School Board Clerk/Executive Secretary to the Superintendent**

Division Office

175 Mayfield Dr.  
Boydton, VA 23917

Phone: (434) 738-6111

On the web:  
[www.mcpsweb.org](http://www.mcpsweb.org)

## Mecklenburg County High School SCHOOL ADMINISTRATIVE DIRECTORY

<b>Dr. Magie Wilkerson</b> Principal	<b>Mrs. Velva Kindley</b> Assistant Principal, Grades 9-12
<b>Mr. Sterling Williams</b> Assistant Principal, Grades 9-12	<b>Mrs. Amy Wright</b> Assistant Principal, Grades 9-12
<b>Mrs. Denise Hall</b> Student Services Administrator (6-12)	<b>Mr. Chris Martin</b> Athletic Director
<b>Mrs. <a href="#">Krystal Patton</a></b> CTE Administrator	

### PRINCIPAL'S MESSAGE

Greetings Phoenix,

I am honored and excited to serve Mecklenburg County High School and the Mecklenburg community as the principal of MCHS. Our school will provide significant opportunities to develop rich traditions, school pride, and history all while providing students with meaningful learning experiences. I am honored to work with such a talented and dedicated staff, an outstanding student body, and supportive network of parents and community members.

MCHS offers a variety of life-changing experiences in the areas of academic life, athletics, fine and performing arts, leadership, work based learning, and community outreach. Students, I urge you to take advantage of the many opportunities to enhance your high school experience.

Together, I know we will make this school year amazing. Go Phoenix!

Dr. Magie L. Wilkerson, Principal

### SUPERINTENDENT'S MESSAGE

It is my hope that the 2023-2024 school year offers to each student and their parents a renewed opportunity of learning and personal growth. Our teachers and staff are committed to providing the knowledge and experiences that will best prepare our students to obtain their potential as a scholar and citizen. We are in the process of renovating, or rebuilding our three older elementary schools: Clarksville Elementary (re-opening in the Fall of 2025), Chase City Elementary (with a hopeful re-opening in the Fall



of 2027, and LaCrosse Elementary (with a hopeful opening of a new facility in the Fall of 2029)

This handbook outlines in significant detail the expectations and opportunities that are available to our middle school students. We ask that each parent and guardian take time to read through it thoroughly to understand the opportunities and expectations for our students. Please let us know if you have any questions.

We look forward to working in partnership with you to secure the best education possible for your child.

Respectfully,



Dr. Scott Worner  
Superintendent

## Mecklenburg County Public Schools - SUCCESSFUL STUDENTS

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

- To be on time and present at school each day.
- To have regular classroom attendance and to be prepared to learn.
- To be responsible for their behavior – a student chooses how they react to different events and situations.
- To understand that inappropriate/disruptive classroom behavior interferes with teaching and learning.
- To respect the feelings and rights of others.
- To refrain from the use of physical force or the threat of physical force.
- To do what the teacher or adult in the building reasonably requests.
- To be aware of and follow all school and district rules and procedures.
- To refrain from using profanity and other offensive language and behavior.
- To be a student leader.
- To be an active learner, including completing homework, projects, etc. .

## PROFILE OF A VIRGINIA 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**.

## SCHOOL QUALITY PROFILES

The Virginia Department of Education collects annual data for each school and school division in the Commonwealth. The School Quality Profile (SQP) provides information about student achievement, school safety, teacher quality, college and career readiness, and other topics.

## MCPS HONOR CODE

We expect all students to perform work to the best of their ability and certify their work is their own using our **Honor Code**. The Honor code agreement can be found in the [appendix](#).

- o **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."
- o **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."
- o **For Group Projects:** "I accept responsibility for my role in ensuring the integrity of the work submitted by the group in which I participated."

Students will sign the Honor Code Agreement at the beginning of each school year. Students may also be asked to write the honor code each graded assignment or otherwise verify they are abiding by the honor code using the method directed by the teacher.

## CO-CURRICULAR & EXTRA-CURRICULAR OPPORTUNITIES AND ACTIVITIES

Involved students are often successful students! We want our students to participate in clubs, sports, and other activities where they will collaborate, communicate, and develop their citizenship skills.

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

**Students interested in Internships, Apprenticeships, and/or Marketing Co-op need to discuss this with their counselor and coach(es) to make sure they understand the impact this may have on their VHSL eligibility prior to enrolling in these opportunities.**

For detailed information on all student activities, including how to go about starting a new club or organization, please click here to access our [Student Athletics Handbook](#).

### Performing Groups

Concert and Marching Bands, Theater Arts, Dance

### Athletics

MCHS student athletes compete in seventeen VHSL sports. We are a VHSL AAAA in size and compete in the Piedmont District in Region 4D. We encourage our students to find a sport, try out, and help build that Phoenix pride.

Fall Sports	Winter Sports	Spring Sports
<ul style="list-style-type: none"> <li>● J.V. and Varsity Football</li> <li>● Girls' J.V. and Varsity Volleyball</li> <li>● Golf</li> <li>● Cross Country</li> <li>● Cheerleading</li> </ul>	<ul style="list-style-type: none"> <li>● Boys' J.V. and Varsity Basketball</li> <li>● Girls' J.V. and Varsity Basketball</li> <li>● Cheerleading</li> <li>● Boys' and Girls' Indoor Track</li> <li>● Scholastic Bowl</li> <li>● Wrestling</li> <li>● Forensics</li> </ul>	<ul style="list-style-type: none"> <li>● J.V. and Varsity Baseball</li> <li>● J.V. and Varsity Softball</li> <li>● Boys' and Girls' Track &amp; Field</li> <li>● Boys' Soccer</li> <li>● Girls' Soccer</li> </ul>

## Clubs and Organizations

The life of a school can be found in its many clubs and organizations! We have something for everyone - and students are encouraged to start new clubs as well.

<b>Career &amp; Technical Education (CTE)</b>	<b>Non-CTE</b>
DECA (Distributive Education Club of America)	GATE Art* <i>by invitation only</i>
FBLA (Future Business Leaders of America)	BETA
FFA (Future Farmers of America)	Key Club
FCCLA (Future Career Community Leaders of America)	Student Ambassadors* <i>by invitation only</i>
HOSA - Health Occupations Students of America	Spanish
JROTC (Junior Reserve Officer Training Corps)	Robotics
Skills USA	SODA (Students Opposed to Drugs and Alcohol)
Educators Rising	Pep Club
TSA (Technology Student Association)	SGA* <i>by student election</i>
Gifted CTE	Drama
Automotive	YOVASO (Youth of Virginia Speak Out)
	Help Save the Next Girl
	GSA (Genders & Sexualities Alliance)
	Mecklenburg Minds Matter
	Debate

## Calendar Information

Complete calendar can be found on the MCPS Website

<https://mcpsweb.org/wp-content/uploads/2023/01/2023-2024-MCPS-Calendar-app1.17.23.pdf>

# STUDENT RIGHTS

The Constitution and the laws of the United States and the Commonwealth of Virginia give students many legal rights and liberties. School Board policies and regulations provide students many privileges as well, according to their ages and maturity levels. *Students may exercise these rights and privileges as long as they do not interfere with the rights of others or the schools' ability to provide a safe learning environment.* A student with a problem or a concern is encouraged to speak to an administrator, teacher, school counselor, or other faculty members.

Mecklenburg County Public Schools students have the right to:

- Schools, offices, and classrooms that are caring, nurturing, and enhance positive relationships;
- Curriculum and instruction that promote opportunities for rigorous educational experiences;
- Attend schools that are welcoming, safe, and conducive to a positive learning environment for staff and students;
- Equitable and valuable educational experiences with respect to their individual level of understanding and capabilities;
- Advocate for due process when disputing a suspension or expulsion decision;
- Essential documents translated or interpreted in a language of their understanding when requested; and
- Courtesy, respect, and fairness from adults and other students to include their cultural beliefs and differences.

Students, staff, and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or other factors which may be harmful to others or to the school environment should be reported. Any attempted or actual retaliation for the reporting of Code of Conduct violations shall be addressed by corrective action, up to and including expulsion.

Students who have knowledge of drugs, weapons, violence, or other behaviors which may be harmful to others or to the school environment, may be subject to disciplinary action for failure to report such information to school authorities.

Students who discover something in their possession which is not permitted at school, should report to an administrator or other staff member immediately. School staff responsible for initiating follow-up action shall take into consideration that the student voluntarily brought this to the attention of staff. Students should contact an administrator, teacher, counselor, or other trusted adult immediately if they have information about, or believe that they have been, victims of misconduct which violates the Code of Conduct.

Student Rights under Section 504 information can be found in [Appendix M](#) at the end of this document.

Notice of the administration of surveys and questionnaires (PPRA) can be found in [Appendix L](#) at the end of this document.

Notice of Directory Information (FERPA) can be found in [Appendix L](#) at the end of this document.

## INTRODUCTION TO THE SCHOOL FAMILY

Administrators	Professional Teaching Staff	Educational Diagnostician
Paraprofessionals	School Social Workers	Education Specialist
Main Office Staff	School Psychologists	Hearing Impairment Teacher
School Counselors	Occupational Therapist	Vision Teacher
School Nurses	Physical Therapist	Home-based Teacher
School Resource Officer (SRO)	Speech Therapist	Home-bound Teacher
Non-Certified Staff: Drivers, Custodians, Food Service		

### Families as Partners

Recognizing the partnership between schools and families in making schools safe, effective learning environments and in promoting the social-emotional development of children is important. Mecklenburg County Public Schools emphasizes the significance of positive communication between families and educators and encourages avenues for families to communicate their concerns, provide suggestions, and access information regarding their children to create a positive partnership between families and schools, thus strengthening the school community.

### SCHOOL COUNSELING DEPARTMENT

It is the mission of Mecklenburg County High School's Counseling Department to provide a comprehensive school counseling program that offers social, emotional, and academic support for all students, coupled with an integration of career awareness and exploration, so as to utilize a holistic approach that provides students with necessary opportunities to grow as successful learners and citizens.

Through the collaborative efforts of school, home, and community, school counselors provide students with the tools they need to become responsible and productive citizens in the 21st century. Students, with the support of the counseling department and each of these stakeholders, will make strides towards becoming college and/or career ready as they acquire the personal, social, emotional, and academic skills needed to do so using the following standards:

- Academic Development – Students will acquire the academic preparation essential to choose from a variety of educational, training, and employment options upon completion of secondary school.
- Career Development – Students will investigate the world of work in order to make informed career decisions.
- Social-Emotional – Students will acquire an understanding of, and respect for, self and others, and the skills needed to be responsible citizens.

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

*Mecklenburg County High School Student & Parent Handbook June 2023*

<p align="center"><b>Ms. Colleen Neuer:</b> Counselor for Students in Grade 12</p>	<p align="center">Lead School Counselor DE Coordinator Master Schedule  Graduation</p>
<p align="center"><b>Ms. Clarice Smith:</b> Counselor for Students in Grade 10</p>	<p align="center">Student Ambassadors  Small Group Sessions</p>
<p align="center">Counselor for Students in Grade 11</p>	<p align="center">ALP students Governor’s School Liason  Military Liaison</p>
<p align="center"><b>Mrs. Emily Sanford:</b> Counselor for Students in Grade 12</p>	<p align="center">Counselor Website Scholarships  Senior Awards</p>
<p align="center"><b>Mrs. Michelle Weddle:</b> Counselor for Students in Grade 9</p>	<p align="center">9th grade transition  Small Group Sessions</p>

### Academic Counseling

School counselors help students with academic planning and implementation appropriate to each student’s abilities, interests and life goals. These may include college, career, and/or military options. Counselors also provide a sequential program for college/postsecondary decision-making and involve educational and community resources to assist with a student’s development.

### Support Counseling

School Counselors will establish and conduct groups for students to support their needs as well as plan and deliver lessons throughout the academic year. Some students may benefit from working in a group setting with peers who are experiencing similar life events.

### One-on-One Counseling

For students struggling emotionally, socially, or academically, meeting one-on-one with a counselor may be a great step. The counselors take short-term, solution-focused approaches when helping students overcome challenges that keep them from success at school. If a student is in need of further assistance, the counselors can help families and students connect with the appropriate community resources to find the help that they need.

**Students:** If a student would like to meet with their school counselor, they may come before or after class or with a teacher’s permission and note. If the student’s counselor is not available when they arrive between classes, the student should leave the counselor a message. The

counselor will then send a pass for the student to come back to the office when the counselor is available. It is recommended that all students schedule an appointment with their counselor. Students may also visit the school counseling website to access their school counselor.

**Parents:** If you would like to meet with your student's counselor, please make an appointment in advance to ensure they are available at your requested time. Our counselors frequently check their voicemail and email and should respond within 24 hours.

In the event that additional counseling is needed, School Counselors will make every effort to connect students with community resources.

## ACADEMICS

### Academic Dishonesty (Cheating)

MCPS believes that every student should be encouraged to be a responsible, trustworthy individual, capable of excelling to the best of their 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. Academic Dishonesty, however, is not acceptable at any secondary school. The consequences for academic dishonesty may be found in [Appendix E](#).

### Final Exam Policy

A final/semester exam will be given in all MCHS courses. A student required to participate in SOL testing in SOL courses will not be required to take an exam. A student not required to participate in SOL testing in SOL courses will be required to take an exam.

Exams will count ten percent (10%) of the final semester grade. Exams are to be a cumulative representation of the course and can be formatted in a variety of ways (project, writing, multiple choice assessment).

***Attendance during exam days is mandatory.*** Absences and make-ups must be approved by the school administration.

### Exemptions:

Seniors with a grade of "A" and no more than five (5) unexcused absences during the semester.  
Seniors with a grade of "A" and no more than ten (10) excused absences during the semester.

### Gifted and Talented Education (GATE)

We recognize that students of exceptional ability have the right to an education commensurate with their unique abilities. These exceptional children require a differentiated academic program that considers individuals learning styles and unique capabilities. Mecklenburg County Public Schools is committed to identifying gifted students in kindergarten through grade twelve, and to provide these students with services that challenge them to expand their critical and creative thinking abilities.

**Referral Process for GATE:** Parents, teachers, administrators, and school staff may refer students. Referral forms may be obtained from the school counselor or GATE contact at each school. Referrals can be submitted throughout the school year. Referrals should be returned to the classroom teacher, school counselor, GATE contact or the Gifted and Talented Education Coordinator. The timeline for an eligibility decision on each case is 60 instructional days from the date received by the Gifted and Talented Education Coordinator.



## Grading Procedures

Report cards will be issued at nine-week intervals. Students in grades 9-12 receive evaluations on a grade scale as follows:

A	90-100	D	60-69
B	80-89	F	Below 60
C	70-79		

Grades are available to parents through the parent portal throughout the nine weeks. Interim reports will be sent home to parents/guardians near the middle of each nine-week grading period.

## Standards of Learning (SOL's)

Using the link [www.doe.virginia.gov](http://www.doe.virginia.gov), students and their parents can access the content standards for classes in which the student is enrolled. On the main page for Standards of Learning (SOL) & Testing, parents can find news and announcements, changes being made to student testing, and other relevant information regarding the state standards.

## 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.

## Grade of Incomplete

An incomplete grade 'I' may be given to a student for a number of reasons. Students are required to complete the missing work that caused the 'I' and teachers are required to assign a grade other than 'I' prior to the end of the next grading period. If the missing work is not completed/made up, the mark of 'I' will revert to a mark of 'F'.

## Honor Roll Requirements

"AB" Honor Roll: No grade lower than a B

## Graduation Requirements

The Virginia Department of Education provides the most current details for high school diploma requirements. This is important information to help guide students towards the most appropriate diploma. <https://www.doe.virginia.gov/parents-students/for-students/graduation> More information can be found in the [Program of Studies](#).

## Homework

Homework is an integral part of academic course work at Mecklenburg County High School and is viewed as practice for success. On average, students and parents should expect homework each night. As part of daily homework assignments, students are expected to be prepared for class discussion, assessments, and all other class exercises. Assignments should be meaningful, with an emphasis on quality rather than quantity, and should be tailored to match the needs of all students. Homework should reinforce student learning and teachers should provide feedback on homework.

## MAKE-UP WORK

Students are fully responsible for completing any missed assignments. Each day of absence affords one school day of make-up work opportunity. Students have a maximum of five days to make up work missed during a period of absence. However, the period of time allowed to complete missed assignments may be extended at the discretion of the teacher. Specific make-up policies vary from course to course and will be made clear in the course syllabus.

Students who are assigned to out of school suspension (OSS) are expected to complete their work while suspended from school. Students, parents/guardians should request their work.

## ATTENDANCE POLICY AND PROCEDURES

### ATTENDANCE OFFICE DIRECT PHONE LINE (434) 447-1295, Extension 50013

Students are expected to attend all classes and to arrive on time for each class. Attendance, including arriving tardy to class, is a student's responsibility but we need parental support to ensure students attend school. Failure to attend school and all classes on time will put students at a disadvantage in their studies as there is a close correlation between attendance and learning. Attendance is a discipline and legal matter and will be handled as such.

### Absences

Regular attendance is necessary for maximum school achievement. In addition, punctuality and dependability in meeting assigned responsibilities are personal behavior habits valued in our society. In order to help students to develop desirable behavior patterns, as well as to increase students' classroom learning, MCPS requires that students be punctual and regular in school class attendance. MCPS has employed a system of support and intervention strategies to build positive attendance habits. When attendance problems exist, the school system resources are made available to aid in solutions to these problems. Teachers, parents and guardians should jointly stress to students that school attendance is critical in promoting high academic achievement.

An **excused** absence is one for which parents or guardians have prior knowledge, consent, and/or legitimate reason. Legitimate reasons may include: illness of the student, death in the family, doctor or dental appointment, observance of a religious holiday, or another reason acceptable to the principal or his or her designee. The principal or his or her designee determines whether or not absences will be excused and will require a physician's note in cases of chronic or long-term illness. Parents or guardians and students are encouraged to prearrange excused absences when possible.

An **unexcused** absence is one for which the parent or guardian does not have prior knowledge, consent, and/or legitimate reason. Examples of reasons that are not justified and will result in an unexcused absence include: family and/or student vacations, child care situations, nonschool-related activities, missed school bus, or other reasons unacceptable to the principal or his or her designee. This definition holds for all day and period absences.

When a student is absent, it is the responsibility of the parent/legal guardian to call the attendance office to give the reason for the absence by calling the attendance office. If a phone call is not made on the day of the absence, the parent must call within three days.

Absences will be counted as unexcused until a note or phone call is received with an acceptable excuse for the absence. All notes must be received within 3 days upon return. Notes received after three days of a student's return from an absence may not be accepted. Parent/guardian notes should include the student's full name, the date of the absence/tardy, the reason for the

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absence, and the parent/guardian daytime phone number. Students who are absent four or more consecutive days because of illness or medical problems are required to provide a doctor's note to have these absences excused.

**Students enrolled in high school credit courses who accumulate more than five (5) unexcused or ten (10) excused absences during a semester, including days missed because of late enrollment, may not be eligible for credit. 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.**

Please carefully read the entire attendance policy and help us ensure all students are in class on time for all class periods. This information can be found in [Appendix G](#).

### Truancy Prevention Procedures

The consequences of lost school days can add up one absence at a time on individual students. Below are the procedures for unexcused absences. Each absence requires a valid reason for being absent. Parents will receive a phone call from the school. 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 once the student reaches three unexcused absences. When the student reaches five unexcused absences a truancy prevention plan meeting will be held. If the student is absent for an additional day after the direct contact, a truancy 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. More information on the Truancy Procedures can be found in [Appendix G](#).

### Check In Procedure/Tardiness

In Mecklenburg County Public Schools, we emphasize the importance of each student being in the classroom on time every school day. Learning the responsibility of getting to class on time is an integral part of MCPS' standard of excellence, which prepares students for success. Students arriving late to class habitually will be subject to disciplinary action. Adequate time (5 minutes) is provided to move from one class to the next and there is no reason for students to be late. Classroom doors are locked at the tardy bell. Classes are to begin promptly at the tardy bell with meaningful activity.

**First block begins promptly at 7:45 AM.** Students who arrive late to first block or to school will be required to check in at the attendance office. They will need to give a reason for their tardiness. This reason will be used to determine if the tardy is excused or unexcused. Students will then be issued a tardy pass to join their class which is already in progress. Students will be responsible for making up any work missed in their absence.

### Check Out Procedure

Student safety is our **first priority**. A principal shall not release a student during the school day to any person not authorized to assume responsibility for the student. All students, including declared 18-year-olds, must comply with established release procedures. Students are not to leave the school building for any reason during the day without checking out in the attendance office. After checking out, students must leave the building using the front entrance doors and may not re-enter the building. Students feeling ill must see the nurse and be cleared to leave from the clinic prior to leaving school and check out in the attendance office. Parent/guardian

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must provide written notification, a hard copy or verifiable email for early dismissal if someone other than the parent, guardian, or emergency contact is picking up the student. MCPS requires written notification or verifiable email that states the time and the reason for dismissal and must include a daytime phone number where the parent/guardian can be reached. All notes, whether for someone else to pick up the student or for early dismissal, will be verified with parent/guardian before students will be allowed to leave school. Parents must contact the school and give permission in order for their student to leave the school grounds for any reason.

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 the Student Information System or on the student emergency information card as a parent, legal guardian, or an approved contact.

# OTHER MCHS INFORMATION

(arranged alphabetically by topic)

## ACCIDENT/INJURY ON CAMPUS

It is MCPS's desire for everyone to be safe and injury-free while on our property or in our vehicles. From time to time, however, accidents do occur. Any accident that occurs on campus or in a vehicle should be immediately reported to the school administration. This expectation applies to all employees, visitors, and students, even if there is no apparent injury sustained.

## ADDRESS CHANGE/MOVING

Parents must notify the School Counseling Office when their home address changes. If families move out of Mecklenburg County, children are no longer eligible to attend Mecklenburg County Schools and will be withdrawn.

If a student moves, they must bring in 2 proofs of residency from the following.

- One proof of residency from: current utility bill (electric, water, gas, cable/satellite), voter registration, auto registration, payroll stub, personal property tax receipt, W2, bank statement (2 months) **All have to be current within 3 months.**
- An additional proof of residency from: mortgage statement, deed, sales agreement, tax bill, or lease agreement.

## ADULT STUDENTS

In Virginia, when a student turns 18, they are considered an adult. This is called reaching the "age of majority." As a MCHS student, however, they are still expected to follow all school rules and adhere to the Code of Conduct.

## AWARDS & RECOGNITION

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

### Senior Academic Awards

Seniors who demonstrate exceptional work ethic throughout their tenure at Mecklenburg County High School will be recognized at the Senior Awards assembly in the spring.

### Athletic Awards

Students who demonstrate exceptional work ethic in the area of athletics may be recognized at individual sports awards events.

### Honor Roll

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

## Graduation

**Speeches** will be given by the Valedictorian and Salutatorian. If there is a tie for Valedictorian, then Co-Valedictorians will be declared and both will speak. If a clear Valedictorian is declared and there is a tie for Salutatorian, then the Valedictorian and BOTH Salutatorians will speak. Students will prepare speeches prior to graduation to be reviewed by administration. MCPS does recognize Honor Graduates at the Senior Awards Assembly based on a **GPA of 3.8**. Initial student GPA is calculated at the end of the first semester of the senior year and recalculated again with final grades.

## APPRENTICESHIPS/INTERNSHIPS

Work-based learning opportunities are provided for students in grades 9-12. Students may participate in Internships, Externships, Apprenticeships, Clinical Rotations, Cooperative Education, Mentorships, Service Learning, and School Based Enterprises. Information for work-based learning may be found [here](#). Additional information can be obtained from your guidance counselor.

## ASSEMBLIES

Assemblies, such as awards programs and public awareness assemblies, are annual school events. The administration and staff have put a great deal of time and effort into providing events that are educational, interesting, and important to students' education. Whether attending a pep rally, class meetings, or listening to a guest speaker, it is expected that all students conduct themselves respectfully and in a manner that reflects positively on themselves, their families, and Mecklenburg County High School. At all times, student behavior should be refined and courteous.

## ATTENDANCE ZONE

### Non-Resident

Students may attend a school within Mecklenburg County even if the student's residence is not in Mecklenburg County. This request is due by April 29, 2023, for returning students and June 20, 2023, for new students. This only applies for grades K-12. PreK students are not eligible for non-resident enrollment. There is an annual fee for non-resident students. [The application can be found here.](#)

### Homeless Students

The Mecklenburg County School Board is committed to educating all children and youth in our community. 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.mcpsweb.org](http://www.mcpsweb.org).

## BEHAVIOR EXPECTATIONS and STUDENT CODE OF CONDUCT (SCC)

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 good citizenship and appropriate behavioral traits that demonstrate an understanding of respect for themselves and others. In order to maintain this environment, each student must be held accountable for their

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 below in the [appendix](#) or on our website at [www.mcpsweb.org](http://www.mcpsweb.org).

## BULLYING/HARASSMENT PREVENTION

The definition of bullying according to the Virginia Department of Education is: **Bullying** is any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is **repeated over time** or causes severe emotional trauma. "Bullying" includes cyberbullying. **Cyberbullying** refers to any threats by one student toward another typically through emails or on websites (e.g., blogs, social networking sites). Electronic communication that supports deliberate, hostile, hurtful messages intended to harm others is a form of bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

A student, individually or as part of a group, shall not harass or bully others. Bullying behavior may include physical intimidation, taunting, name calling, and insults; comments regarding the race, gender, religion, physical abilities or other characteristics associated with the targeted individual; and falsifying statements about the targeted individual or associates. Bullying behavior may be verbal or non-verbal. Mecklenburg County High School does not tolerate bullying/harassment. If you witness someone being bullied/harassed, or if you are being bullied/harassed, please report it to your school counselor, teacher, or an administrator immediately. The principal shall notify the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

Some key elements of bullying are:

- Intentionally aggressive behavior designed to inflict harm
- Repetitive behavior planned into the future
- Interpersonal relationship marked by an imbalance of power

## CAFETERIA/FOOD SERVICES

Mecklenburg County's Food Service employees work hard to provide healthy, flavorful, and nutritious breakfast and lunch for our students every day. All Mecklenburg Schools provide breakfast and lunch free of charge for all students thanks to the USDA's Community Eligibility Provision (CEP) program. We know the importance of good nutrition to student learning and encourage all students to enjoy the meals prepared every day with care.

Eating lunch in the cafeteria with friends and peers is a privilege. The cafeteria is a place where general rules of good conduct are practiced – polite, mannerly, and respectful behavior is expected at all times. Students are to clear the tables of all trash, and deposit items into the appropriate trash cans. Students may not leave school grounds for lunch or bring in outside food or drink from commercial establishments.

Outside Food/Drinks are not to be delivered to our campus during the operational school day. Students may bring their own lunch to school, but we ask parents or visitors to refrain from bringing outside food or drink. Students who bring their own food to school should have food in a lunch box.

Students have an online account through Myschoolbucks.com where parents can add funds to the child's account for additional meals, beverages, snacks, and other a la carte items.

# CELL PHONES and ELECTRONIC DEVICES

High School students may NOT use personal electronic devices, such as cell phones, game systems, VR devices, cellular enabled watches, etc., during instructional time (*from the tardy bell beginning class until dismissal from that classroom/gymnasium/shop/lab/field/auditorium*). Each secondary school classroom has a cellphone caddy into which all devices may be placed upon entry into classrooms. Students **MAY** use their devices **APPROPRIATELY** on the school bus and in the cafeteria.

However, if the use is interpreted as distracting, derogatory, or creates issues that impede order any time during the school day, that device may be confiscated and will only be returned to the student's parent or guardian. Repeated confiscation of personal electronic devices are subject to progressive disciplinary action.

Any student, who uses a cellular telephone or other personal device for unlawful activity while on school property, or while attending any school function or activity, will be subject to disciplinary action that may include out-of-school suspension or a recommendation for expulsion.

Mecklenburg County Public Schools is not responsible for lost, stolen, or damaged personal cellular telephones or other personal electronic devices.

## Consequences for Improper Use of Cell Phones and/or Electronic Devices at School or Activities:

First Offense:	Device confiscated* until end of the day - returned to student with a written warning (parent/guardian contacted)
Second Offense: (parent/guardian	Device confiscated* until parent/guardian retrieves it contacted)
Third Offense:	Device confiscated* until parent/guardian retrieves it, student assigned to In-School Suspension (parent/guardian contacted)
Fourth and Subsequent Offenses:	Device confiscated* until parent/guardian retrieves it, student suspended from school for insubordination (parent/guardian contacted)

Additionally, students using a personal cell phone, or other electronic devices to record or take photographs (first offense) without an administrator's permission is prohibited and will result in confiscation\* of the device, an out of school suspension (parent/guardian contact).

\*Generally, an administrator will confiscate the item, not the teacher - unless the situation warrants it.

## CLOSED CAMPUS

Students may not leave the school building or campus during the day without prior approval and/or properly checking out through the Attendance Office. Students may not leave the building utilizing any door except the main door at the Attendance Office. Students who choose to leave the school building or grounds without permission will be subject to search upon their return, disciplinary measures, and revocation of parking privileges. Students visiting any portion of the agricultural campus will have proper documentation and supervision at all times.



# COMMUNICATION

## Conference Request

If you would like to have a parent/teacher conference with a single teacher, please contact the teacher directly. If you would like to meet with multiple teachers, please contact your school counselor and they will help to set up that parent/teacher conference. If you would like to have a conference with the principal or other administrator, please contact that person directly.

## Incident Weather

MCPS seeks to maximize instructional days while balancing risks of student transportation. Generally, MCPS will not cancel or delay school due to fog, but does urge extra care on those frequent days when fog is present. If incident weather is forecast, MCPS may declare a day of virtual learning prior to the event and all students will take home assignments for up to two days of self-directed work. In certain situations, MCPS may delay the start of school or end the school day early. Whenever possible, all announcements concerning school closings or late openings will be posted on our website and social media or callouts made no later than 6:00 a.m. Announcements will be made on all local radio, television stations, the Mecklenburg Public School website ([www.mcpsweb.org](http://www.mcpsweb.org)), the Mecklenburg County Facebook page, and on the School Messenger System.

## Parent Portal

Parents have access to student grades and attendance 24 hours a day through the [Parent Portal](#). A parent can request access by contacting the school. It should be used to access grades throughout the marking period.

## Remind

REMIND is also a resource widely used in MCPS for parental notifications from teachers as well as administrators. This is a text messaging service that parents must opt into for each individual class in order to receive notifications. All coaches and club sponsors are required to use Remind in lieu of text messaging and social media.

## School Facebook Page

Students and parents can visit our school's Facebook page for timely updates and pictures.

## School Messenger

Mecklenburg County Public Schools is pleased to again provide the rapid notification service, School Messenger, to our students and their families at *no charge*. School Messenger allows school principals and division administrators the opportunity to use digital messaging technology to quickly provide telephone, cell phone, and pager notification messages to parents and faculty in the event of school closings, delays, and emergencies. The School Messenger system can also be used to send school related messages about meetings, practices, public services, and other important, but less serious matters to individuals or select groups.

The system uses the main phone number provided on the School Emergency Card when students register to notify parents/guardians in the event of a school delay, closing, or emergency and to receive other school related messages. It is imperative that the school is informed when parents/guardians change a contact number or address for any reason. In the event that a student has more than one parent/guardian who needs to receive School Messenger messages, the parent should contact their child's school for further guidance.

## COURSE CHANGE (Drop/Add) REQUEST

Much attention is given to careful course selection and creating a master schedule which allows the greatest number of students the best schedule possible. Following the completion of registration, schedule changes will be limited. Any student wishing to make a revision in their schedule must do so within the drop/add period specified.

Requests to add or drop courses after the opening of school will be handled by a school counselor. In making a decision on the schedule change request, the school counselor will consider extenuating factors such as clerical error, recommendation, course difficulty, space availability, medical justification, and student performance in the course.

*Requests to drop a course after the 5th day of the semester or the 10th day for a yearlong course, will be handled on a case by case basis by school administration.*

Please note: If a course change request is approved and the requested course is the equivalent to the course being dropped (e.g., transferring from honors Biology to Biology), the grade earned in the original class will transfer to the new class.

## CRISIS PLAN AND EMERGENCY DRILLS

It is the intent of Mecklenburg County Public Schools to provide a safe and secure environment for learning and, if needed, to restore the learning environment as quickly and safely as possible following traumatic incidents.

The division continually updates the emergency response crisis management (ERCM) and school safety plans for all schools. These plans include protocols and procedures concerning the following phases of ERCM: prevention/mitigation, preparedness, response, and recovery for multiple types of incidents that may occur at or may impact schools.

In order to assure that proper procedures are being followed, schools will be required to perform functional tests (drills) and assessments of each phase. Assessments and drills will be performed with students present and when they are not present. Some assessments and drills will be announced and some will be unannounced. Prior notice will be given to parents when required by law.

In order to assure everyone's safety in the event of a drill or incident, it is important for students, parents, faculty and staff, visitors, and first responder organizations (law enforcement, fire, and rescue squads) to follow established protocols and procedures.

Be aware that:

- Students are not permitted to use cell phones or other personal communication devices at school and especially not during a drill or actual emergency.
- Only authorized law enforcement, fire department, rescue squad, and other officially designated persons should respond to any school during an incident.
- Parents/guardians are encouraged not to call the school during a crisis event, and should not come to school to remove their children during a crisis or threatened event unless informed to do so by school administration.
- In the event of an actual emergency, the school administrator or central office administration will notify parents and the public of the following: the situation, what

is being done to protect students, if and when the school will close, and when and how students will be reunited with their families.

## DANCES AND PROM

Dances (excluding Prom) are closed to individuals who are not MCHS students. All MCHS rules and expectations apply at these events. Specific rules and procedures for dances, including Prom, will be shared prior to these events.

Students may invite outside guests to the Prom but must follow the rules and procedures:

- Guests will pay a charge as determined by the MCHS Prom committee.
- Guests at the age of 14 must attend high school.
- Guests must not exceed the age of 20.
- All guests must present a valid picture id with date of birth at prom entrance.
- Mecklenburg County students will complete a guest form prior to prom for approval.
- Student discipline, attendance, and/or debts may be a factor in determining eligibility for attendance.

Outside guests or those who are former students must not have been expelled from any school system or have a significant criminal background. Current MCHS students must not be serving an out-of-school suspension at the time of prom. Students attending prom are expected to dress in formal attire. School/staff support may be available to address individual clothing needs.

## DEBT (STUDENT)

Students who have lost books, damaged property, or failed to pay other appropriate and approved required fees may accumulate debt from year to year. Individual student debt records are maintained by the school bookkeeper, and students and families may verify the amount owed upon request. Students may not attend prom, dances, purchase a parking pass, or participate in graduation until all debts are paid.

## DELIVERIES

Students may not receive deliveries at school. This includes, but is not limited to flowers, balloons, gifts, and food.

## DISCIPLINE CONSEQUENCES & PROCEDURES

Students may be disciplined by school administration per School Board policy JFC for violations of the [Student Code of Conduct](#) (included in the appendix). The discipline procedures, including the process for suspensions, expulsions, and appeals, are included in [Appendix C](#).

## DISCRIMINATION

Discrimination is treating someone unequally based on a certain characteristic in a way that interferes with a person's education and/or academic performance. Discrimination based on a person's sex, sexual orientation, race, creed, color, national origin, gender, gender identity, ethnicity, religion, disability, ancestry, marital or parental status or any other unlawful basis is illegal.

## DISCRIMINATORY HARASSMENT

Discriminatory harassment is verbal, physical, written, graphic, or electronic conduct that disparages or shows hostility toward an individual or group of individuals based on a certain characteristic (referenced above). Examples of discriminatory harassment include: epithets,

various slurs such as racial, deadnaming, and misgendering, negative stereotyping, jokes, written, printed or graphic material that contains offensive, demeaning, or degrading images or comments. Discriminatory harassment may create an intimidating or offensive learning environment that interferes with a student's education and/or academic performance.

## 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. Bedroom slippers are NOT acceptable footwear for school.
- Stretch leggings, jeggings, tights, bike shorts, or similar clothing 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 visible, nor should gym shorts or any other garments underneath the outer layer of clothing be visible.
- Sleeveless garment straps 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's body.
- 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, 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.
- Blankets should NOT be brought to or worn at school..
- 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 with student contract
- Third Offense:** Required parent//guardian conference
- Fourth Offense:** One Day of Out-of-School Suspension

The guidelines listed in Appendix B:Student Code of Conduct serve as the warning in reference to the dress code.

**DRIVER EDUCATION**

MCPS is pleased to offer driver education, both the classwork and driving component, for our students. A certificate of completion of driver training education will be issued to students completing the program.

**DUE PROCESS**

In disciplinary cases potentially resulting in out of school suspension, all students have the right to due process and to fair procedures in determining facts and imposing sanctions. Students have the right to education, so removing that right by way of short or long term suspension entitles them to due process. Due process, most simply stated, means that a student will be told plainly what they are accused or suspected of doing and then given the opportunity to explain their side of the story, verbally and/or in writing, prior to the administrator making any decision on sanction or punishment.

**DUAL ENROLLMENT AND GOVERNOR’S SCHOOL**

Dual Enrollment and Governor’s School opportunities are offered through the high school. Please see the Mecklenburg County Public School Program of Studies for more information regarding these programs.

Mecklenburg County Public Schools pays tuition on behalf of the students participating in these programs. Failure of the student to comply with the rules established for each program will result in the parents/guardians being expected to reimburse Mecklenburg County Public Schools for any costs associated with each program. You may review the complete [DE information guide](#) here.

# EMERGENCY CONTACT INFORMATION

Parents are asked each year to verify the emergency information on the Student Verification Form. The importance of these forms cannot be overemphasized. They let school officials know about student health issues and provide contact information that is used to reach parents if an emergency arises.

Please complete and quickly return your student's Student Verification Form. Also, be sure to contact the school to update your child's information whenever there is a change in

- your child's health
- your address, email address, cellphone, home phone, work phone or workplace
- the people authorized to pick up your child if you cannot be reached during an emergency

**It is imperative that your child's information be kept current.** In some cases, your child will need to be picked up by a parent or designee so that a decision can be made on the treatment needed. Adequate facilities and staffing are not available to allow us to isolate sick or injured children for an extended amount of time; therefore, your prompt response is essential.

## FAMILY LIFE EDUCATION

The Virginia Board of Education provides standards of learning and curriculum guidelines for a comprehensive, sequential family life education curriculum from kindergarten through grade 12. The guidelines include instruction as appropriate for the age of the student in family living and community relationships; abstinence education; the value of postponing sensual activity; the benefits of adoption as a positive choice in the event of an unwanted pregnancy; human sexuality; human reproduction; forms of contraception; dating violence; the characteristics of abusive relationships; steps to take to avoid sexual assault, and the availability of counseling and legal resources, and in the event of such sexual assault, the importance of immediate medical attention and advice, as well as the requirements of the law, the etiology, prevention and effects of sexually transmitted diseases; and mental health education and awareness. All such instruction shall be designed to promote parental involvement, foster positive self-concepts, and provide mechanisms for coping with peer pressure and the stresses of modern living according to the students' developmental stages and abilities. Parents and guardians have the right to review the family life education program offered by their school division, including written and audio-visual educational materials used in the program. Parents and guardians also have the right to excuse their child from all or part of the family life education instruction. A copy of Virginia's Family Life Education may be obtained at <https://www.doe.virginia.gov/teaching-learning-assessment/instruction/family-life-education>

## FEES

Students may be charged fees for certain classes. Those fees are reviewed and approved annually by the school board. In order to help defray the cost of consumable materials used in class, some courses charge a fee per semester. The fee schedule can be found in the [Appendix](#). Students may not attend prom, dances, purchase a parking pass, or participate in graduation until all debts are paid.

## FERPA: NOTICE OF DIRECTORY INFORMATION

For more information regarding FERPA rights, please see the School Board Policy JO on our website at [www.mcpsweb.org](http://www.mcpsweb.org). More information can also be found in the [appendix](#).

## FINANCIAL AID (FOR COLLEGE)

Parents and students can visit [www.fafsa.gov](http://www.fafsa.gov) for scholarships, financial aid, and for assistance in filling out the Free Application for Federal Student Aid. Students and families are encouraged to engage early with the student's school counselor for assistance in identifying and applying for numerous local, state, and national grants, scholarships, or other financial aid.

## FIELD TRIPS

Field trips are learning activities that should be designed to further or continue instruction and learning outside of the classroom. Students are not to be excluded from field trips due to debt or inability to pay the prescribed fee. If you have difficulty paying field trip fees, please contact the administration.

## GANG-RELATED ACTIVITIES

Criminal street gangs are defined in Va. Code § 18.2-46.1. Gang-related activity will not be tolerated in any school or at any school activity. Symbols of gang membership are expressly prohibited. Examples include clothing that symbolizes association, rituals associated with, or activities by an identified group of students. All suspected gang activity should be reported to the school's resource officer or other law enforcement representative. Being a member of a gang is illegal. Taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is strictly prohibited. Students exhibiting gang-related dress/paraphernalia/behavior may be photographed. Parents or guardians of students who exhibit gang-related behavior will be contacted by school personnel for a conference. Parents or guardians will receive a letter warning them of the consequences of their student's involvement in gang activities. Further instances will result in progressive discipline up to, and including, a recommendation for expulsion.

## HALL PASSES

Any student who leaves the classroom during class must have a pass. At MCHS, E-Passes will be used. Teachers and administrators have access to the electronic passes at any time. Students are required to submit a pass and gain teacher permission before leaving the classroom. Students are not to leave class during the first 15 minutes of class or the last 15 minutes of class unless there is an emergency. 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. Teachers, security, and administrators will work cooperatively to enforce this practice.

## 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.

## INSURANCE

Neither the school nor the school board provides 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 is available; however, payment is made directly to the company.

## INDIVIDUAL STUDENT ALTERNATIVE EDUCATION PLAN (ISAEP)

The Individual Student Alternative Education Plan (ISAEP) program is designed for students who are at least 16 years of age and enrolled in a high school program who are having difficulty finding success in a regular classroom environment. Students and parents/guardians seeking specific information about the ISAEP program should contact the local school division.

### PROGRAM COMPONENTS

- High School Equivalency (HSE) preparation (Currently, the only board-approved HSE examination in Virginia is the GED® test.)
- Career and Technical Education & Work-Based Learning
- Career Counseling
- Economics and Personal Finance

### ELIGIBILITY REQUIREMENTS

- Initial Principal-Parent Student (PPS) meeting
- Student evaluation and/or assessment
- 7.5 grade equivalent or higher on a recognized standardized measure of reading achievement
- Achieve a minimum score on the GED practice test

Graduate Equivalency Diploma (GED) students are required to attain a minimum score of 145 on each of the four GED Ready™ practice test subtests before being allowed to take any subject on the operational GED® test. Passing the GED® test does not constitute completion of the ISAEP program or of the state's compulsory education requirements. All components of the ISAEP must be completed in order to meet these requirements. For more information on the ISAEP program, please refer to the [Program of Studies](#).

More information can be found on the [VDOE website](#).

## LIBRARY/MEDIA CENTER

Mecklenburg County Middle and High Schools share a common library media center. The collection of almost 12,000 printed books is supplemented by web resources such as resources through our Mecklenburg County Public Library system for student research and information. Our library media center is designed and staffed to support student learning and our librarians teach students how to use library resources and research topics properly. Individual students who need to use the media center materials may do so before and after school, or during the lunch period with a pass from one of their classroom teachers or the librarian. A student being sent from a classroom to the media center must have written permission from their classroom teacher. All students are to follow all library media center rules. 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.

## LITERATURE/POSTER DISTRIBUTION/SOCIAL MEDIA

Clubs, organizations, and individual students enrolled in the school must receive approval from Mecklenburg County High School Administration prior to the distribution or display of literature, flyers, posters, social media, etc. Clubs, organizations, and individuals NOT directly connected to



the school must receive the approval of the principal or designee to distribute or post any literature or poster on the school premises or on social media.

## LOCKERS

Students are not assigned traditional lockers, but there are a limited number available for student use on a first come/first served basis. Requests to utilize corridor lockers should be submitted to the Lead Office Assistant. The fee for corridor lockers is \$15 and includes a combination lock. Additional storage lockers are available for use in the cafeteria area and requests to utilize cafeteria lockers should be submitted to the Lead Office Assistant. Gymnasium/locker room lockers will be issued by HPE teachers. Lockers and their contents are the sole responsibility of the student to whom the locker was issued and should not be shared. Items of great value and money should not be kept in lockers or brought to school. Lockers are the property of the school and thus may be opened and examined if there is reasonable suspicion to believe that the locker contains illegal drugs, contraband, weapons, stolen property or other such material. Personal locks are not permitted on lockers. Our fee schedule may be found in [Appendix N](#).

Please see the following people to reserve a locker

Cafeteria Lockers	Lead Office Assistant
Corridor Lockers	Lead Office Assistant
Boys Locker Room Lockers	Boys Locker Room Coach
Girls Locker Room Lockers	Girls Locker Room Coach

## LOST AND FOUND

Students should take all found items to the main office. If a student loses anything, check in the main office. Items not claimed by the end of each semester will be donated to charity or discarded. Mecklenburg County Public Schools is not responsible for any lost or stolen items.

## MANDATORY REPORTING

All school employees are required by law to immediately report suspected child abuse or neglect to the relevant law enforcement or child protection agency. From time to time, employees may see or hear things that cause them to believe a student may be ill treated. They are considered "mandated reporters," and are required by law to report suspected cases of abuse or neglect.

## MINUTE OF SILENCE

The school observes a minute 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. There should be no movement throughout the building during the minute of silence, including walking through the hallways. The minute 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 minute of silence. Students and employees are prohibited from praying aloud during the minute of silence.

## MONEY

Students are discouraged from bringing large sums of money to school. All money from fund-raising activities, ticket sales, etc., must be turned in to adult sponsors at the beginning of each day. Payments to the school of any kind should be made by check and made payable to "Mecklenburg County High School". Money for breakfast, lunch, etc. can also be added to your

child's account online. Please contact the main office for more information on how to add money to [myschoolbucks.com](http://myschoolbucks.com)

## NURSE

Mecklenburg County is fortunate to have a nurse in each of our schools. They administer hearing and vision screenings, provide health education, care for sudden onset illness, manage chronic illnesses, update immunization records, and administer approved medications. Students can self carry and self administer epipens, asthma inhalers, and diabetic supplies, per our policy and with doctor and parent approval. Parents/Guardians with students with any special health needs or concerns should work closely with the school nurse to ensure proper documentation of those needs so that key people will be informed of that need.

Normally, if a child is too sick to be in class, they are too sick to be in school. **Your child must be symptom free (fever, vomiting, diarrhea, etc.) for 24 hours (without medication) before returning to school. They must be fever free without a fever reducing medicine.**

## Health Screenings

Our health professionals will conduct vision and hearing screenings in 10th grade to assist in early identification of problems. If you have concerns about your child's hearing or vision, please contact your school nurse.

## Injury and/or Illness

If it is determined that a student is ill or has sustained an injury that requires more than assistance given in the classroom, that student will be brought to the nurse's office immediately for further evaluation by the school nurse. If parent contact is necessary, every effort will be made to notify the parent or responsible party listed on the student's emergency card.

## Immunizations

If your student's shot records are not up to date, they will not be permitted to attend school until proof of immunizations are provided. The mcps website contains information regarding requirements for public health information.

## Medications

It is recommended that students take medications at home whenever possible. Students that need to take medication at school must have a parent fill out and sign the necessary forms. The forms may also need to be signed by the doctor. Medication will be kept and dispensed by authorized personnel. Students can self carry epipens, asthma inhalers, and diabetic supplies per our policy and with parent and doctor approval. Please see the School Board Policy JHCD on our website at [www.mcpsweb.org](http://www.mcpsweb.org) for more information on prescription and over the counter requirements. All medication must be picked up at the end of the academic year or it will be destroyed per our guidelines. All forms must be completed annually.

## PARENT CONFERENCES

There will be two scheduled parent-teacher conference dates each year following the first and third nine weeks. Parents/Guardians can schedule individual conferences with teachers, should the need arise, at any time during the academic year by contacting the teacher directly.

## PARKING (STUDENT)

On-campus parking is a privilege that is available to students who have no financial obligations at a cost of \$30 per parking space for the year or \$15 for a semester. To obtain a parking sticker, a completed application form and payment must be submitted to Mrs. Bobbie Wright. Upon approval, a parking tag will be issued. Vehicles parked on campus without a valid parking tag will be subject to ticketing, towing, or booting. Students with chronic attendance or discipline problems may have their parking privileges revoked. All student vehicles parked on the Mecklenburg County High School campus must be registered in the principal's office and have an official parking pass. If the student drives more than one vehicle, all license numbers must be registered in the office. All vehicles must be registered with the school. Driving and parking regulations are included on the registration form.

Student parking privileges may be suspended by the principal or designee for excessive absences and/or tardies.

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

Failure to follow any and all student parking guidelines may result in the vehicle being booted or towed at vehicle owner's expense. Student parking privileges may also be suspended by the principal for disciplinary infractions or excessive absenteeism/tardiness. [Please click here for the parking permit application.](#)

### Parking Offenses

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

*Note: Suspension of driving privileges means the student may not drive or have a car on campus during school hours. Fines are to be paid and receipt provided by their school.*

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

## PESTS

When head lice are found on a student at school, the parent will be contacted and given information about treating lice. Parents should check and treat everyone in the home for head lice. As per VDH recommendations, students diagnosed with live head lice will not be sent home early from school. They can go home at the end of the day, be treated, and return to school and class after appropriate treatment. Nits may persist after treatment, but successful treatment should kill crawling lice. The school nurse will check the child on return to school to confirm there are no live head lice present. Parents will be notified if live head lice or nits are still present. A nit comb should be used again if nits are still present. Most chemical treatments do not kill nits (eggs), and nits can hatch causing a reinfestation.

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Although bedbug infestations are on the rise in the United States, few have been observed in Mecklenburg County schools. One bedbug is not an infestation. If a bedbug is found, school staff members will follow cleaning and monitoring procedures and will notify parents as appropriate. Students will not be sent home for bed bugs.

## PETS/SERVICE ANIMALS

Animals are effective and valuable teaching aids, but safeguards are required to reduce the risk for infection and injury. Classroom pets can provide opportunities to achieve a variety of learning objectives. Service animals may be used on campus and some classes may interact with animals. MCPS has established administrative guidelines for animals on campus, please check with your principal.

## PLEDGE OF ALLEGIANCE (Policy IEA)

The Pledge of Allegiance, as established in 4 U.S.C. § 4, is recited daily in each classroom of the Mecklenburg County school division. During the recitation of the Pledge, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform.

No student is compelled to recite the Pledge if the student or the student's parent or legal guardian objects on religious, philosophical, or other grounds to the student participating in this exercise.

Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts those who are reciting the Pledge.

Appropriate accommodations are made for students who are unable to comply with the procedures described herein due to disability.

## PROGRAM OF STUDIES

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The Program of Studies has been created to provide you with pertinent information regarding scheduling guidelines and available course options. The regulations and course descriptions should assist in preparing a schedule for the upcoming school year and in planning a personalized plan of studies for the future.

<https://sites.google.com/mcpsweb.org/mcpsprogramofstudies/home>

## RESTROOMS

Students are expected to use the restrooms during their breaks and lunch. Restroom passes will be issued at the teacher's discretion during class time. If a medical condition exists requiring frequent restroom visits, a doctor's note is required to be on file. Prohibited activities in restrooms include but are not limited to eating, drinking, and cell phone use, etc. It is strongly recommended that students wash their hands after using the restroom. Toilet stalls are for one person at a time.

## SALE OF GOODS

Only approved clubs and organizations at Mecklenburg County High School may sell goods as scheduled through the Student Activities Administrator. No individual may sell for personal profit.

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## SAT/ACT

Students can register for the SAT at [www.collegeboard.com](http://www.collegeboard.com) or for the ACT at [www.act.org](http://www.act.org). Information pertaining to testing accommodations for the SAT or ACT can be obtained from the school counselor and/or the Department of Exceptional Programs.

## SEX OFFENDERS

### **Sex Offenders are NOT Allowed on School Property.**

Every adult convicted of a sexual offense is prohibited from entering or being present on school property during school hours and during school-related and school-sponsored activities. MCPS [Policy KN](#) states nonviolent sex offenders must have principal approval in advance to attend school functions. [Policy KNA](#) regarding Violent Sex Offenders may only access school property in certain circumstances but are otherwise barred from school property.

## SEXUAL HARASSMENT

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 to harass another employee or student 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](http://www.mcpsweb.org).

## STUDENT SAFETY

A student with safety concerns are encouraged to speak to an administrator, teacher, school counselor, or other staff members.

## STUDENTS WITH DISABILITIES

The Mecklenburg County School Board provides a free, appropriate public education for all children and youth with disabilities, ages 2 through 21, inclusive, who are residents of Mecklenburg County. To the maximum extent appropriate, students with disabilities are educated with children without disabilities.

Referral process for Special Education: Parents, teachers, administrators, and school staff may refer students by contacting the Special Education Chairperson at the student's school and request a comprehensive study meeting. The timeline for an eligibility decision on each case is 65 instructional days from the date received by the Office of Student Services.

## SUBSTANCE ABUSE PREVENTION

Students or parents can bring questions or concerns regarding substance abuse to a school counselor.

## SUICIDE PREVENTION

Suicide Prevention Lifeline: Available 24 hours in English and Spanish 1-800-273-8255

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Local Crisis number for Emergency Health Services is 1-833-377-7272 (8:30 AM to 5:00 PM )

## SURVEYS AND QUESTIONNAIRES (PPRA)

The Protection of Pupil Rights Amendment (PPRA) governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the student or the student’s parent;
- mental or psychological problems of the student or the student’s family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student’s parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

For more information regarding your PPRA rights, please see the School Board Policy KFB on our website at [www.mcpsweb.org](http://www.mcpsweb.org).

## TECHNOLOGY

### Blended and Integrated Learning

Mecklenburg County Public Schools provides Chromebooks to students at all grade levels. In addition to using the computers throughout the school day, students have the opportunity to use their Chromebooks outside of school and engage in anytime, anywhere learning. This blended learning initiative puts thousands of Chromebooks into the hands and/or homes of MCPS students. Mecklenburg County Public Schools has created a digital teaching and learning environment to better prepare students for college and careers.

A key component of this digital ecosystem is our learning management system, Canvas. In addition to engaging students in self-directed and relevant learning, this approach allows the teacher to help more students individually when needed rather than teaching large groups at the same pace through the same content. This method of instruction, which combines technology with face-to-face teaching, is called blended learning. When all students have mobile computing devices, teachers are more apt to provide small group and individualized instruction rather than lecturing to an entire class. When every student has a device, students have additional opportunities to develop higher order and critical thinking skills.

School-issued Chromebooks allow students more choice in directing their learning, help them create products that demonstrate their knowledge and provide easy access to up-to-date information; all of this leads to increased student engagement and academic achievement. With anytime and anywhere learning, education extends beyond the classroom and the traditional school day. With increased access to collaborative tools like Google Drive, students will find it easier to manage their materials. Instead of using printed workbooks that are quickly outdated, students can access current information.

Computer-fluent students rapidly shift from being consumers of information to becoming producers of creative and innovative work. As a result, students are more likely to take greater pride in their knowledge and schoolwork and are more likely to see the value of education, thereby

reducing the dropout rate and raising the community's level of education. This method of learning can be used during designated Virtual Learning days.

Students must use their school issued device. No personal computers or chromebooks will be allowed on the school network.

For more information about virtual courses, please visit the [Program of Studies](#).

## Canvas

Canvas is a Learning Management System. All teachers use Canvas for online instructional management and course communication. Additionally, Canvas integrates with the many applications students use for learning. Computers and internet access are vital in education because they are vital in almost all 21st century careers. When teachers leverage rich, interactive digital content in their instruction, students are provided with greater opportunity to personalize and tailor learning to their personal and immediate needs.

## Chromebook Initiative

For the 2023-2024 school year, Chromebooks are being issued to students in Grades K-12. Students will be assigned a Chromebook, charger, and case for the school year. Because they are considered as essential as pencils and paper, they 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 with the Chromebook Policies and Procedures as outlined in the Code of Conduct, the District's Acceptable Use Policy, and any applicable laws.

Violations such as searching inappropriate websites and not following specific directions with the use of the Chromebook may result in disciplinary actions and loss of privileges. Abuse of mobile learning devices will result in the parents assuming the cost of repairs. For the MCPS Chromebook Initiative, please refer to the Mobile Responsibility Handbook. **Students must use their school issued device. No personal computers or chromebooks will be allowed on the school network.**

All students and parents are responsible for signing the mobile learning device agreement and Acceptable Use Agreement each year.

## MCPS Wireless Connection

Trying to access 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.**

## TEXTBOOKS AND LIBRARY BOOKS

Textbooks adopted for use by Mecklenburg County Public Schools are selected from Virginia's state approved/adopted text list. When there are multiple selections to choose from, a committee is created to review and provide recommendations as to which textbook(s) to choose. Some texts are available electronically only, some hard copy only, and some are available in multiple formats.

The Mecklenburg County School Board provides textbooks required for course instruction for each child attending public schools; however, the school board may assess a reasonable fee or charge for damages (including, but not limited to, marks made with pencils or pens, torn pages, and damages to the cover or spine) or loss of school property when such property has been used by

students without charge. Fees assessed will be based on the prices for the current school year. Furthermore, fees may be assessed for damages or loss of classroom resource books and library books.

Unpaid textbook fees from lost or damaged textbooks/books 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 Mecklenburg County High School.

## TOBACCO

Smoking, vaping, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property. This ban on tobacco and tobacco product use applies to students, employees, and all guests at all times - whether or not school is in session. For more information regarding tobacco use, please see the School Board Policy JFCH/GBEC on our website at [www.mcpsweb.org](http://www.mcpsweb.org).

## TRANSCRIPTS

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

## 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.

## TRANSPORTATION PROVIDED BY MCPS

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 or other MCPS provided transportation 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. All transportation and school rules and regulations apply from the bus stop/pick up point to drop off - sometimes known as portal to portal coverage. The driver is in charge of the MCPS-provided vehicle and students who ride in the MCPS-provided vehicle. The student must accept the authority of the driver and cooperate with their request. At any time, a parent conference may be required by the principal or their designee before a student can return to the bus or other MCPS provided transportation. Riding in a MCPS-provided vehicle is a privilege. **MCPS-provided transportation is a privilege not a right.** Parents, guardians, and caretakers of students attending Mecklenburg County Public Schools and utilizing school transportation (school buses or other MCPS provided transportation ) must:

1. Discuss transportation safety rules with their children on a regular basis.
2. Assure their children are *appropriately supervised* the entire time at the bus stop for transportation to school and be present or have arranged for other appropriate supervision upon arrival back to the bus stop at the end of the school day.
3. Students may not ride a bus that is different from their assigned bus.
4. Communicate MCPS provided transportation bus concerns to building administration. **No conferences at the bus.**



5. Refrain from entering county public transportation vehicles.

*MCPS will annually survey all families electronically to determine transportation needs. A parent must indicate they plan to use MCPS transportation for us to build efficient transportation routes. This information must be provided annually by families to MCPS.*

Additionally, MCPS audits transportation usage regularly. If a student misses ten consecutive days of MCPS-provided transportation, that student's seat may be reassigned to another. The family will receive notification of this change. In order to re-establish MCPS-provided transportation, the parent must contact the Transportation Office.

More information about transportation regulations and infractions can be found in [Appendix I](#).

## UNAUTHORIZED AREAS

We have a large and shared campus with over two thousand students. Various parts of the campus are off-limits to students during all or parts of the school day without expressed permission from administration, faculty, or staff. Being in an unauthorized area and/or unauthorized time will result in disciplinary action.

## VANDALISM AND PROPERTY DAMAGE

Each student and all employees are 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, they should report it to a teacher or the office immediately.

## VIDEO SURVEILLANCE

As a component of a comprehensive safe school plan, video surveillance, with or without audio capability, may be used in the common areas of certain schools and in MCPS vehicles to maintain the security of students, staff members and visitors. Surveillance equipment may or may not be monitored at any time. Video recordings may be used for disciplinary purposes and will be retained if used in such a manner. Law enforcement representatives, in the course of a criminal investigation, may view video recordings. Students and parents/guardians may not have access to view surveillance footage due to privacy concerns.

## VISITORS

All employees will direct visitors to the attendance office. Upon entering the building, ALL visitors (i.e. non-MCHS employees or students) must report to the attendance office, sign in with appropriate picture identification, and be issued a visitor's pass, which they must wear the duration of their visit. Visitors are only allowed in the designated area indicated on the visitor's name badge during sign in. Persons who fail to do so may be considered trespassers and are subject to legal action. Upon leaving campus, visitors should return to the office and sign out.

*As a general rule, student visitors will not be permitted during the school day.* No person whose presence or action interferes with or disrupts the operations of the school, its students, or its activities may enter or remain in any school building or property.

For more information on the Check In or Check Out procedures, please go to [Attendance](#).



# Appendix A: Glossary of Terms

**Abstain:** To choose not to do or have something, especially something you like or enjoy, because it is bad for your health or morally wrong.

**Battery/Assault:** Intentional touching or striking of another person against their will, or intentionally causing bodily harm to an individual; occurs when one individual physically attacks another individual; includes an attack with a weapon or one that causes serious bodily harm to the victim.

**Bona Fide:** Genuine. Real. In good faith.

**Bullying:** Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyberbullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

**Controlled Substances:** Drugs or substances found in the Drug Control Act (Section 54.1-3400 of the Code of Virginia), including all prescription drugs, regardless of whether the drug is considered to be a controlled substance under federal law. For student disciplinary purposes, controlled substances include, but are not limited to, cocaine, hallucinogens such as MDMA (ecstasy), and the actual and any generic formulations of: Adderall, Codeine, Oxycontin, Percocet, Ritalin, Valium, Vicodin, Zoloff, and any other prescription drugs for pain, depression, hyperactivity, or attention deficit disorders.

**Cursing:** Profane, obscene or abusive language, whether or not directed at any person in a threatening or intimidating manner. Cursing or verbal abuse directed at any person may result in referral to law enforcement officials.

**Discrimination:** Denying a person the benefit of any education program activity on the basis of race, sex, color, age, religion, sexual orientation, gender identity, national origin, genetic information, pregnancy status, childbirth or related medical condition, marital status, veteran status, and disability violation of applicable law.

**Discriminatory Harassment:** Verbal, electronic, or physical action that denigrate or show hostility toward an individual because of age, race, color, religion, national origin, marital status, sexual orientation, gender identity, disability, or any other legally protected class. Harassment may create an intimidating, hostile, or offensive learning environment, and/or interfere with an individual's academic performance. Sexual harassment is prohibited.

**Disruptive Behavior:** Means a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.

**Distributing or Distribution:** Includes, without limitation, giving, sharing or selling, or intending or attempting to do so, as well as facilitating any of the above.

**Drug Paraphernalia:** All equipment, products, and materials of any kind that are either designed for use or that are intended by the person charged for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, strength testing, analyzing, packaging, repackaging, storing containing, concealing, injecting,

ingesting, inhaling, or otherwise introducing into the human body a controlled substance. ([Code of Virginia, Section 18.2265.1](#))

**Exclusion from Class:** Students may be pulled from a class/learning session for a short period of time for cooling off. This time from class is tracked and monitored and entered into the student discipline record.

**Expulsion:** Any disciplinary action imposed by the School Board or a committee thereof, as provided in school policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

**Firearm:** -- Means (1) any weapon, including a starter gun that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material; (2) the frame or receiver of any such weapon; or (3) any unloaded firearm in a closed container. "Firearm" does not include any pneumatic gun, as defined in subsection E of § 15.2-915.4.

**Functional Behavioral Assessment (FBA):** Conducted by a team in order to develop a hypothesis about the function of the problem behavior when a student behaves in a way that significantly interferes with the student's learning and/or the learning of others. This leads to the development of a Behavioral Intervention Plan (BIP).

**Gang:** A group of two or more persons, whether formal or informal, and however identified, which individually or collectively engage in activities that are illegal, destructive, disruptive, or intimidating. Such does include, but is not limited to, a criminal street gang. The group may, but need not necessarily, have an identifiable name, sign, symbol, or colors.

**Hate Speech:** Any form of expression intended to humiliate or incite hatred against a group or class of persons based upon their actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability.

**Hazing:** Recklessly or intentionally endangering the health or safety of a student or inflicting bodily injury on a student in connection with, or for the purpose of, initiation, admission into, or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student so endangered or injured participated voluntarily in the relevant activity. The Code of Virginia prohibits hazing and imposes criminal penalties. ([Code of Virginia Section 18.256](#))

**Hearing Officer:** The Hearing Officer conducts discipline hearings and determines outcomes on behalf of the Division Superintendent; makes discipline recommendations to the School Board and represents the Division Superintendent at School Board hearings; maintains records and statistics related to expulsion, exclusion, and reassignment recommendations and outcomes; decides suspension appeals; provides resource assistance and training to school-based and central office administrators;

**Imitation/Look alike Controlled Substance:** A drug or substance in which the substance or container bears the name, markings, or likeness to, or is represented to be, a controlled substance including a prescription drug.

**Individualized Education Program (IEP):** A written plan for every student receiving special education services that contains information such as the student's special learning needs and the specific special education services required by the student.

**Inhalant:** Any substance that gives off vapors or fumes and that is inhaled for a high.

**In-School Suspension:** A student may be removed from the student's regular schedule of classes and assigned to a classroom for the entire day for a reasonable period of time. The student is detained in the room for the day.

**Manifestation Determination Review (MDR):** A process for determining whether a behavior was caused by, had a substantial relationship to a student's disability, or was the direct result of the failure to implement the IEP.

**Marijuana:** Any part of the cannabis plant, whether growing or not, its seeds, resin or residue, or any extract and any of its various form, other than THC-A or cannabidiol oil, provided that a written certification for use was issued by a licensed practitioner in accordance with the Code of Virginia.

**Marijuana, Synthetic:** A substance which is a controlled substance. On occasion, this substance is referred to as "Spice, K-2, or JWH-018." For the purposes of the SR&R, the term synthetic marijuana also includes any substances that bears a likeness to, or is represented to be, synthetic cannabinoids or synthetic marijuana.

**Nicotine Vapor Product (often called a vape):** Any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

**Obscene:** Words or pictures that are offensive, rude, shocking.

**Paraphernalia:** All equipment, products, and materials of any kind that are either designed for use or that are intended by the person charged for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, strength testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or a controlled substance.

**Parent:** Any parent, guardian, legal custodian, or other person having control or charge of a child.

**Plagiarize:** To steal and pass off the ideas or words of another as one's own; use without crediting the source.

**Possession:** The actual or constructive possession of a specific object or substance. Such possession may be sole, joint, or collective.

**Prescription Drug:** Any medication that requires a doctor's prescription.

**Privacy:** Keeping information about a person that can be used to identify the person because it is unique (e.g., full name, address, etc.) out of the public domain.

**Profanity:** The use of swear words.

**Reasonable Suspicion:** A belief based upon objective facts and the rational inferences that may be drawn from such facts or based on direct or reported observation. Factual foundations may include, but are not limited to, observation of the student's behavior, appearance or performance

such as bloodshot eyes, dilated pupils, staggering, odor of alcohol, erratic behavior or other behavior uncharacteristic of the student, agitation, explosiveness, altercations or violence, excessive absenteeism and tardiness, lethargy, or apparent consumption of alcohol or controlled substances.

**Referral to Law Enforcement Officials:** Violations of law may be handled by referring the case to law enforcement officials in addition to the use of other disciplinary measures. All incidents involving assault; assault and battery; sexual assault; death; stabbing, cutting or wounding; alcohol, marijuana, or synthetic cannabinoids, 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 Va. Code § 22.1- 279.3:1.

**School Board:** The Mecklenburg County School Board or a designated committee thereof.

**School Property:** Any property owned, leased, or used by the School Board, including any vehicle operated by, or on behalf of, the School Board, such as school buses, cars, and vans.

**School Resource Officer (SRO):** A certified law enforcement officer hired by the Mecklenburg County Sheriff's Office to provide law-enforcement and security services to MCPS schools.

**Sexual Assault:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent;

**Sexual Misconduct:** Misconduct that includes unwelcome sexual advances, regardless of sexual orientation; requests for sexual favors; and other inappropriate verbal, electronic, or physical conduct of a sexual nature but that is not within the scope of "sexual harassment"

**Short-Term Suspension:** Means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed nine school days.

**Special Assignments:** As a consequence of certain behaviors, students may be required to research a topic, write about a topic, or potentially attend a program or event.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to A. fear for their safety or the safety of others; or B. suffer substantial emotional distress.

**Student Activities:** These include extracurricular activities, co-curricular requirements, and athletics. Students participating in athletics, performing arts, clubs, competitions, practices, and any other activity that provides opportunities for participation outside of normal school hours, in addition to any student who is a spectator or audience member at a school sponsored activity are included in this definition.

**Superintendent's Designee:** Means a 1) trained hearing officer or 2) professional employee in the administrative offices of the school division who reports directly to the Superintendent and who is not a school-based instructional or administrative employee.

**Suspension from Extracurricular Activities:** A student's privilege to participate in all or certain extracurricular activities or school-sponsored activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Suspension from extracurricular activities may be imposed in conjunction with other penalties. A student holding a leadership position, such as club and organization offices, and a student representing the school or school organization in contests, special delegations or honorary positions will give up the leadership

position and opportunity to represent the school or its organizations beginning with the date of suspension. Additionally, team rules or organization constitutions or by-laws at the individual school level may deny participation beyond the term imposed by the school administration.

**Suspension from School:** A student may be suspended from school for violation of this regulation as set forth in Va. Code §§ 22.1-277, 22.1-277.04, 22.1-277.05. A student shall not be permitted to participate in any school-sponsored activities while suspended. The principal may impose up to a ten-day suspension as deemed appropriate. A recommendation for suspension in excess of ten days or expulsion will be forwarded to the Superintendent's designee. Regularly scheduled school days that have been canceled by the Superintendent due to unforeseen circumstances do not count toward completing the assigned out-of-school suspension. Except as provided in subsection C of Va. Code § 277 or Va. Code §§ 22.1-277.07 or 22.1-277.08, no student in preschool through grade three is suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education. Suspended students will be able to access and complete graded work during and after the suspension.

**Suspension of Computer Privileges:** Prohibited from access to computer networks and server resources.

**Threat:** An expression of intent to harm someone that may be spoken, written, or gestured. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to an actual or prospective victim and regardless of whether the actual or prospective victim is aware of the threat existing in any fashion, whether orally, visually, in writing, or electronically.

**Threat Assessment:** A structured process to evaluate the seriousness of a student's threat, support any victims or potential victims, and take preventive or corrective measures to maintain safety.

**Tobacco Product:** Means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product: does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug and Cosmetic Act.

**Vape** – Any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

**Vaping:** The act of inhaling and exhaling an aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device such as ehookahs, mods, Juul pens, or vape pens.

**Video Surveillance:** As a component of a comprehensive safe school plan, video surveillance, with or without audio capability, may be used in the common areas of certain schools and on school buses to maintain the security of students, staff members and visitors. Surveillance equipment may or may not be monitored at any time. Video recordings may be used for disciplinary

purposes. Law enforcement representatives in the course of a criminal investigation may view video recordings.

**Vulgar:** Lack of culture, refinement, taste. Coarse or crude.

**Warning and Counseling:** Warning and counseling are used where appropriate to assist a student to understand that the student's conduct interferes with the educational process, threatens the rights of others, or is contrary to school policy or regulations and needs to be corrected.

**Weapons ( Possession or Use):** Shall include, but is not limited to, guns, firearms, blank guns, starter guns, pellet guns, air guns, toy guns, tear gas guns, chemical weapons, knives, metallic knuckles, blackjacks, explosive devices, joined rings, and other objects which may be used as weapons or imitation weapons. For the purpose of the GunFree Schools Act, nothing herein shall be construed to prohibit possession of a weapon under circumstances that are expressly permitted by the Code of Virginia.



## APPENDIX B: STUDENT CODE OF CONDUCT (School Board Policy JFC)

### Introduction

The Virginia Constitution confers upon a local school board the authority to supervise the operation of the public schools under the school board's control. This authority includes the power to supervise and discipline students.

The Mecklenburg County School Board seeks to protect the rights of all its students to an education commensurate with their abilities, interests, values, and goals by providing safeguards for the health, safety, and rights of the individual student and school employee, and for the protection of school property. Mecklenburg County is committed to providing a safe and orderly school environment. All students must be aware of both their rights and responsibilities. Our general discipline guidelines are included in this student code of conduct (SCC), but additional school rules, details, procedures, and definitions are included in the Student and Parent Handbooks (SPH). Students and their parents should review and discuss the SCC and the SPH in detail to ensure complete understanding.

Training and educating the youth in Mecklenburg County schools is a duty that must be shared by all members of the school community - students, professional teaching staff, administrators, specialized instructional support personnel, and parent(s). All members of our school community bear responsibility to equitably and consistently support and enforce the rules of the school as well as the integrity of the educational process.

It is the duty of the parent to prepare the child to assume responsibility in the school environment; this includes responsibility for learning and exhibiting conduct that does not infringe upon the safety and rights of another. The school has the right to expect age-appropriate reasonable and self-disciplined behavior from each student. Mecklenburg County students are responsible for their own behavior and are expected to act in a manner that is a credit to themselves, their families, and our school. During the first few weeks of school, the Mecklenburg County Public Schools Student Code of Conduct (SCC) will be reviewed with all students. Generally, everyone is expected to be courteous, cooperative, and respectful to all and to follow basic conduct, dress, deportment, and safety regulations both within the school building, when traveling to and from school, and when representing our school. At mid-year, the SCC will once again be formally re-visited with students during school hours.

The Virginia Code § 22.1-78, states: "A school board may adopt bylaws and regulations including but not limited to the proper discipline of students, including their conduct going to and returning from school." The School Board's general rules governing student conduct are included in this Student Code of Conduct (SCC) and additional details, expectations, and potential consequences are addressed in the Mecklenburg County Public Schools' Student and Parent Handbook (SPH). The SPH is annually reviewed and approved by the Mecklenburg County School Board.

The provisions of this SCC apply whenever students are involved, such as:

- During regular school attendance and whenever present on school property or virtually;
- At school activities on property owned by the School Board;
- When riding in school buses or other MCPS transportation and at bus stops;
- In cases involving off-site, school-sponsored activities such as field trips, sporting events, and club activities; and
- When conduct by a student occurs off school grounds or school property and outside school hours if the conduct is detrimental to the safety of the school or the

well-being of students or staff, adversely affects school climate or discipline, or disrupts the learning environment. These standards shall also apply to conduct off school property, when the act leads to:

- (1) notification pursuant to Va. Code Sec. 16.1-305.1 or a conviction for an offense listed in Va. Code Sec. 16.1-260; or
- (2) a charge that would be a felony if committed by an adult. The Superintendent may, for good cause, approve a deviation from the procedures set forth in the SCC in its present form, so long as the basic rights of students, parent(s), the community at large, and/or school personnel are not violated. Good cause means protecting the health, safety, welfare, and educational opportunities of the students in the school system.

***Please note.***

“Parents(s),” as used throughout, means biological parent(s), adoptive parent(s), or legal guardian(s).

For purposes of this publication, references to “School Board” should be understood to indicate the Mecklenburg County School Board.

**A. Responsibilities**

The School Board holds students to a high standard of conduct to ensure an atmosphere conducive to teaching and learning, that is free of disruption and threats to person or property, and that is also supportive of individual rights. Students and staff have the primary responsibility to create a climate of mutual respect, honesty, and trust in each school to protect individuals and allow each student to reach their potential. These standards apply to students while in or on school property including on any school bus or other school vehicle, when at any school-sponsored activity or field trip regardless of location, and when going to and returning from school. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the safety of the school or the well being of students or staff, adversely affects school climate or discipline, or disrupts the learning environment. These standards shall also apply to conduct off school property, when the act leads to:

(1) notification pursuant to Va. Code Sec. 16.1-305.1 or a conviction for an offense listed in Va. Code Sec. 16.1-260; or

(2) a charge that would be a felony if committed by an adult.

While discipline is ultimately the responsibility of the individual, the implementation of an effective discipline program requires a cooperative and consistent team effort. An equitable, proactive, and preventive approach to discipline shall be made to establish and clarify behavioral expectations, effectively assess individual needs, and identify factors that may be contributing to misconduct. The building principal is the instructional leader and is also responsible for the development of school-based age appropriate behavior expectations that are consistent with the policies and regulations of the School Board and the Student Code of Conduct (SCC). Administrators, teachers, and support personnel all work together to ensure the rights and responsibilities of each student in the School Division. The educational team is responsible for:

- Providing a safe and positive school environment;
- Providing a favorable environment for learning;

- Encouraging student self-discipline;
- Providing an atmosphere of mutual respect;
- Treating each student as an individual in accordance with their unique needs;
- Encouraging, monitoring, and evaluating the progress of students;
- Initiating and maintaining open lines of communication with parents;
- Discussing the SCC with students at the beginning of each school year and providing periodic review during the school year;
- Formulating and implementing school rules and regulations in compliance with the policies and regulations of the School Board and the SCC throughout the school setting;
- Providing both instruction and access to the SCC to all new students upon enrollment/registration throughout the school year;
- Developing a plan of action, whenever possible, based on the needs of the student and the school environment as a whole; and
- Maintaining the educational records of individual students to include a record of disciplinary actions involving the student. Such records may contain information on police arrest or court action if the student is involved in unlawful behavior. Whenever charges are placed with juvenile court authorities, it may be considered an “arrest” even if the student is not physically taken into custody by police.

School administrators (principals and assistant principals) are responsible for appropriate follow-up action whenever students, teachers, or parents report misconduct that violates the SCC. Teachers, counselors, and other educational support staff are responsible for helping students obtain the assistance they may need from administrators. Staff response to each student complaint should be documented and maintained.

The principal of the school and those to whom the principal delegates the authority for the discipline of students, including teachers, are responsible for the consistent and uniform application of all School Board policies and regulations and the rules of the individual school which together set forth the standards for student conduct. The Student and Parent Handbook (SPH) details student rights and responsibilities as well as outlines behavioral expectations and potential consequences for inappropriate behavior.

The principal or the principal’s designee or the superintendent or superintendent’s designee shall determine the appropriate disciplinary measures for each case of misconduct by a student, except where consequences are predetermined by specific School Board policy or by law. Determinations of disciplinary measures shall include, but not be limited to:

- consideration of the nature and seriousness of the offense;
- degree of danger to the school community;
- the student’s age and grade level;
- results of any mental health, substance abuse, or special education assessments;
- student’s attendance and academic records;
- relative impact of a violation on the entire student body as well as on the individual;
- school and county-wide regulations and rules;
- appropriateness and availability of an alternative education program;
- student’s cumulative discipline record to include the seriousness and number of previous infractions; and
- such other matters as the principal or the principal’s designee deems appropriate.

Principals shall inform, consult with, or refer to the Superintendent or Superintendent’s designee any discipline matters that involve situations of extreme danger, acts of violence, threats to the school, and any discipline matters that involve unusual circumstances or may need special handling. The principal shall notify the parent or legal guardian of each student suspension and

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may also require a conference with the parent or legal guardian for readmission. All disciplinary actions shall be taken in accordance with due process requirements. Administrative decisions for suspension, expulsion, exclusion, or placement at an alternative learning location have an appeal process may be found in the Student and Parent Handbook.

Recognizing the partnership between schools and families in making schools safe, effective learning environments and in promoting the social-emotional development of children is important. Mecklenburg County Public Schools emphasizes the significance of positive communication between families and educators and encourages multiple avenues for families to communicate their concerns, provide suggestions, and access information regarding their children to establish a positive partnership between families and schools, thus strengthening the school community.

*Under Virginia law, parents have 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. [Virginia Code § 22.1-279.3 (A)];
- Review and acknowledge the Student Code of Conduct (SCC), promote proper student conduct, assist the school with the discipline of the student, and meet with school officials, if requested, to discuss matters related to discipline and school;
- Complete an annual review of the SCC and other necessary legal acknowledgments immediately prior to the start of school or during the first weeks of the school year;
- Ensure that the student is appropriately dressed for school as determined by the dress code;
- Provide such books, materials, supplies, instruments, uniforms, and equipment as are required for effective participation in the school program;
- Know promotion and graduation requirements as published each year for middle and high school students in the Program of Studies;
- Provide and maintain up to date emergency contact information, including a telephone number, to the school to ensure that the school will have immediate contact with the parent in case of an emergency;
- Provide a certified copy of the student's birth certificate, and/or immigration documentation, physical examination, and record of the completed series of immunizations upon initial entry to school;
- Understand that drugs and weapons, as described in the SCC, will not be tolerated at school activities on property owned by the School Board, when going to and from school and bus stops, on school buses, at bus stops, and in cases involving off-site, school-sponsored activities such as field trips, sporting events, and club activities; and that violators are subject to corrective action, up to and including expulsion;
- Reference the legal notices to students and parents.

## **B. Reporting Allegations of Student Misconduct**

Students, staff, and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or misconduct which may be harmful to students, staff, property, or the school environment should be reported. Any attempt of retaliation for the reporting of Student Code of Conduct (SCC) violations shall be addressed by corrective action, up to and including expulsion. Likewise, any attempt to discourage any individual from reporting a SCC violation or from participating in an investigation shall be addressed by corrective action, up to and including expulsion. Students who have knowledge of drugs, weapons, violence, or behaviors which may be harmful to others or to the school environment, may be subject to disciplinary action for failure to report such information to school authorities. Following are some suggestions for reporting such information:

- Students should contact a school administrator, teacher, or counselor immediately if they have information about (or believe that they have been victims of) misconduct which violates the SCC.
- Students should report harassment or other forms of discrimination to a school administrator or to the Title IX Officer at 434 738-6111.
- Students who discover something in their possession which is not permitted at school, should report to an administrator or other staff member immediately. Any follow-up action shall take into consideration that the student voluntarily brought this to the attention of staff.

**C. Students may be disciplined as specified in the following applicable paragraphs:**

**1. 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 application of school disciplinary measures. All incidents involving assault; assault and battery; sexual assault; death; stabbing, cutting or wounding; alcohol, marijuana, synthetic cannabinoids, 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 Va. Code § 22.1-279.3:1. The principal or the principal's designee also shall notify the parent or legal 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.

**2. Violation of School Regulations**

- Continued or willful disobedience;
  - Defiance of authority of any employee of the school system;
  - Trespassing upon the property of any Mecklenburg County school;
  - Willful interruption or substantial disturbance of any school;
  - Leaving school grounds without the prior written permission of the principal or the principal's designee;
  - Having on one's person a laser pointer or visible portable communication device;
  - Absence from school or class without a valid excuse;
  - Misrepresenting oneself using email, or logging into or attempting to log into a school computer system server using an account not assigned to the student by the computer system administrator;
  - Cheating, plagiarism, or otherwise representing the work of others as one's own; and
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- Any other conduct that interferes with the orderly operation of the school.

### **3. Threats To Persons**

- Conduct of such character as to constitute a danger to the physical well-being of others; A threat, oral or in writing (including electronically transmitted communication producing a visual or electronic message), to kill or do bodily harm, regardless of whether the person who is the object of the threat actually receives the threat, if the threat would place the person who is the object of the threat in reasonable apprehension of death or bodily harm;
- Physically striking or otherwise committing an assault upon any teacher, administrator, other employee, or any other person;
- Cursing, bullying, or verbally abusing any person;
- Sexual misconduct, whether consensual or not;
- Verbal or physical harassment based upon another's race, ethnicity, gender, sexual orientation, appearance, religion, or disability;
- Profane language or conduct, obscene language or conduct, or demeaning remarks directed at students or staff;
- Use or possession of any type of weapon, either operable or inoperable, or a look-alike weapon; violation of this regulation will result in out-of-school suspension and may include a recommendation for expulsion;
- Defiance or insolence directed at a teacher or other staff member to include insubordination or disregard of a verbal instruction or direction;
- a student who brings a firearm as defined in Va. Code § 22.1-277.07(E), or Title 18, Section 921 of the United States Code, or as prohibited by Va. Code § 18.2-308.1 on school property or to a school-sponsored activity must be expelled for a minimum of 365 days. The Superintendent's designee may determine, based on the facts of the particular case that special circumstances exist and that another disciplinary action is appropriate. Nothing herein shall prohibit the permanent expulsion of such students.
- Use or possession of any object deemed by the principal to be a threat to the safety or welfare of the student or other persons.

### **4. Threats to Property**

- Taking or attempting to take another person's personal property or money, including school- owned property or money;
- Damaging or attempting to damage school property or the property of others;
- Unauthorized occupancy of any part of the school or school grounds, or failure to leave promptly after having been directed to do so by the principal, other school employee, or law enforcement officer;
- Willfully damaging or attempting to damage software, operating systems, or data files stored on school computer systems; and
- Any threat, false or not, or attempt to bomb, burn or destroy in any manner a school building or any portion thereof.

#### **D. Consequences:**

Mecklenburg County subscribes to the idea of progressive discipline: students who have repeatedly violated a school rule are subject to progressively substantial disciplinary measures for violation of that rule. For example, the initial discipline for a violation may be a warning. If the same violation were repeated, the next disciplinary measure assigned may be counseling. If further violations of the same offense occur, a student may receive In-School-Suspension (ISS), Out-of-School Suspension (OSS), or a disciplinary hearing.

We believe school is about more than just receiving a quality education – there are many things going on in and around the school day, in addition to academics, that make school such a wonderful place. Disciplinary infractions can diminish those opportunities because of the penalties assigned for the infraction, but the punishment is also intended to teach. Violation of the SCC may mean a student is unable to participate in the many activities associated with school. School transportation as well as participation in all clubs, sports, and school organizations, however, are privileges that may be lost due to violation of school rules.

Community service is another common disciplinary tool dispensed at the discretion of the administration where students may work to improve the campus or other similar physical work.

If a student is suspended from school, the principal may require a re-entry conference with the student and their parent(s) prior to re-admission to discuss improvement of the student's behavior.

If a parent fails to comply with the requirements of this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

There is, therefore, a range of consequences for the discipline areas outlined in 1 through 4 above, listed in alphabetical order, that may be used alone or in combination as determined appropriate by the principal or authorized enforcing authority:

- Alternative Placement
- Behavior Contracts
- Counseling
- Confiscation of Prohibited Item
- Community Service
- Exclusion from Class
- Expulsion from school
- In-School Suspension
- Long-Term Suspension
- Parent Conference
- Referral to Law Enforcement
- Restitution
- Special Assignments
- Suspension of Computer Privileges
- Short Term Suspension
- Suspension from Extracurricular Activities
- Warning/Student Conference

#### **E. Disciplinary Authority Under Certain Circumstances**

The Superintendent's designee 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.

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.

Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse

ECAB	Vandalism
IIBEA/GAB	Acceptable Computer System Use
IIBEA-R/ GAB-R	Acceptable Computer System Use
JFHA/GBA	Prohibition Against Harassment and Retaliation
JGA	Corporal Punishment
JGD/JGE	Student Suspension/Expulsion
JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
JN	Student Fees, Fines and Charges

Adopted June 20, 2022



# APPENDIX C: MCHS DISCIPLINE GUIDELINES AND PROCEDURES

Mecklenburg County High School is committed to providing a safe and orderly school environment. All students must be aware of both their rights and responsibilities. Our discipline practices are based upon the MCPS student code of conduct and included below as an appendix. Students and their parents should review and discuss the code of conduct and its guidelines in detail to ensure complete understanding.

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 they be on school property. The High School Student Handbook/Code of Conduct applies to all activities and sports hosted by MCPS or at events where MCPS High School participates.
3. A student placed in ISS may not participate in any extracurricular activities, nor may they be on school grounds after hours until they have finished ISS assignments. This includes athletics, band, club activities, field trips, practices, games, etc.
4. Every attempt will be made to notify parents/guardians of their son/daughter's misconduct.
5. Incomplete disciplinary action may be carried over from one academic year to the next. Seniors may be denied the privilege of participating in senior activities and/or graduation exercises.
6. All discipline offenses will be recorded in the student's record.

## In-School Suspension

Assignment of students to In-school Suspension (ISS) by building administrator(s) is not subject to appeal.

## Suspension for Nine Days or Less

The principal, any assistant principal, or in their absence, any designated certified staff member may suspend a pupil for nine school days or less using the following procedures:

- The student shall be informed 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 student shall be informed of the conditions of the suspension, such as the required conference with the parent/guardian prior to return, prohibition from coming on school property, and prohibition on 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 given to the student, if possible, and mailed to the student's parent/guardian.
- The parent/guardian shall be notified of the right to an appeal if applicable 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 Nine Days or Less shall be given as soon as practicable thereafter.

### **Suspension Ten or More Days**

In certain circumstances, an incident may warrant a suspension greater than nine days. In case of such an incident, the principal shall call the Superintendent's designee and inform them of the incident and consequence(s). Any student suspended for ten days out of school will result in a referral to the division's Hearing Officer. The Building Principal, or their designee, shall execute a letter of suspension, stating the condition of the suspension and the requirement that the student appear before the Hearing Officer before they return to school. The ten day suspension with a discipline hearing may not be appealed - the case will be made at the hearing. The division's Hearing Office shall contact the student/family to notify them of the date of the hearing.

Following the discipline hearing, the Superintendent's designee, the Hearing Officer, 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, and the reason therefore. In any case in which a student receives additional days of suspension or receives an alternative placement by the Superintendent's designee after a hearing, the student and the parent/guardian may appeal the decision to the School Board.

### **Make Up Work for Suspensions**

Students in grades 9-12 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 their 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 their 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.

### **Discipline Hearing**

The superintendent's Hearing Officer or designee shall conduct all disciplinary hearings. Any suspension of a student for ten days shall require the student and their parent/guardian to appear for a disciplinary hearing.

#### **The procedure shall be as follows:**

- The principal or their designee shall provide the hearing officer with the discipline hearing packet, which includes a detailed incident report (include pictures and video when available), a summary of the student's prior discipline, the student's statement, witness statements, and a summary of the student's attendance and academic performance.
- The Hearings Officer or designee shall contact the student and their parent/guardian to notify them of the hearing requirement, the date, time, and location of the hearing.
- At the hearing, the Hearing Officer will state the reason for the hearing.
- The student will be asked to share their account of the incident and answer any questions the Hearing Officer may have.
- Following the student's statement, the Hearings Officer may question both the school representative(s) and the student. Questioning will relate to the current infraction as well as prior discipline, attendance, and grades.
- Once all questions have been answered, the parent/guardian will be given an opportunity to share any information they have regarding the incident.

- No decision will be made at the hearing. The Hearing Officer will review the evidence, render a decision, and inform the school and parent.

### **School Board Hearing**

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

- The School Board shall determine who should be in 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 relevance 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 periodically review the progress of students who have appeared before them and may place reasonable requirements or stipulations on those students who they return to a school setting. Any such stipulations will be captured in the decision letter following the appeal.

### **Procedure for Appealing Out-of-School Suspension for Nine Days or Less**

A decision to suspend a student nine or fewer days may be appealed by the student's parent/guardian. The student may 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 by an assistant principal to the principal of the school. A parent/guardian may appeal a suspension (or upheld suspension appeal) 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. The principal may uphold the suspension, reduce the suspension, or increase the suspension.

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. The assistant superintendent may uphold the suspension, reduce the suspension, or increase the suspension. For suspensions of nine 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 Discipline Hearing Officer. A decision which 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 from the date of written notification of the decision to suspend in excess of ten days or to change the student's placement. 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.

#### **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 Superintendent's designee shall notify the student and the parent/guardian in writing of the following:

- proposed action and the reasons therefore; and
- of the requirement that the student and the parent/guardian appear before the School Board.

If the Superintendent's designee recommends 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.

### **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 nine days or less at a time in accordance with regular suspension procedures. The imposition of any additional short-term suspension after the first nine 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 nine 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, 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 IEP meetings, including procedural safeguards, must be followed.
2. Suspension from the bus-counts as a day of suspension if the student does not receive the services specified in the IEP during the suspension.
3. In-school suspensions 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 nine 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 their designee is responsible for seeing that these notices are given.

A functional behavior assessment plan must be developed at an IEP meeting held within ten (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 meeting.

The Manifestation Review Committee composed of the members of the IEP 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 their 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 their 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 their 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, the IEP's provisions shall supersede this regulation.

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

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



## Appendix E: Academic Dishonesty (Cheating)

**Academic Dishonesty encompasses, but is not limited to, the following:**

- Attempted cheating
- Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students. Some examples are: deception; the use of talking, signs, or gestures during a quiz or test; copying from another student or allowing another student to copy; passing test or quiz information to members of another class period; improper use of electronic devices, study aids, notes, books, tutors, data or other information.

**Plagiarizing encompasses, but is not limited to, the following:**

- Presenting as one's own, the works or opinions of someone else without proper acknowledgement through documentation and bibliography/works cited page
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.

**Teachers will:**

- Take immediate action when cheating or plagiarism is discovered. These actions may include:
  - Counseling the student, and working together to establish consequences such as
    - Reducing the grade or score on the assignment or examination, possibly to zero.
    - Allowing the assignment to be redone, or the examination retaken under a strict time limit, but with a maximum of 63 points (out of 100) available.
  - Reporting the violation to the student's counselor and administrator as well coaches and activity sponsors as appropriate.
  - Contacting the student's parents. One suggested method: The teacher might tell the student to notify their parents and request that the parent call the teacher within 24 hours. If the teacher is not called, then the teacher calls the parents. This procedure puts the responsibility on the student to converse with the parent; such discussions may serve as a deterrent to further violations.
  - Specify the types of collaboration that are discouraged and those that are encouraged, so students will fully understand the difference between cheating or plagiarism and appropriate collaborations on joint projects. This also includes the appropriate times to use outside resources such as electronic devices, tutors, etc. for assistance and the appropriate times to work independently.
  - Teach or review correct use of documentation when assigning work.
  - Review the Code of Academic Integrity during the first week of the school year. Teachers are encouraged to review periodically the Code of Academic Integrity as related to a specific discipline and perhaps include a version of the code (to be signed by students) on the top of all major papers.

**Administrators will:**

- Ensure that all faculty, students and parents have knowledge of the Mecklenburg High School Code of Academic Integrity.
- Create a school-wide environment that encourages adherence to the Code of Academic Integrity. Encourage teachers to enforce the Code of Academic Integrity.
- Along with counselors, maintain cumulative records of reported violations of the Code of Academic Integrity.
- Facilitate Code of Academic Integrity violations conferences among the student/parent/teacher/counselor when follow-up action is appropriate.

# Appendix F: MCPS - HONOR CODE AGREEMENT 2022-2023

Mecklenburg County Public Schools holds our students to its HONOR CODE. 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 – 2022-2023**

# Appendix G: Attendance

## Guidelines and Procedures

Regular attendance is necessary for maximum school achievement. In addition, punctuality and dependability in meeting assigned responsibilities are personal behavior habits valued in our society. In order to help students to develop desirable behavior patterns, as well as to increase students' classroom learning, MCPS requires that students be punctual and regular in school class attendance. MCPS has employed a system of support and intervention strategies to build positive attendance habits. When attendance problems exist, the school system resources are made available to aid in solutions to these problems. Teachers, parents and guardians should jointly stress to students that school attendance is critical in promoting high academic achievement.

When students are absent without prior communication between the parent or guardian and the school, school personnel will notify the parent or guardian by phone or electronic communication and take appropriate action based on the individual circumstances. After three unexcused absences, a conference may be requested with the parent or guardian to discuss truancy prevention and procedures. After the fifth unexcused absence, a truancy prevention plan meeting is held to develop a Truancy Prevention Plan. At the sixth unexcused absence, a truancy conference is held to further discuss attendance barriers and plan additional interventions. If an additional unexcused absence occurs, the school may refer the student to the attendance officer to file a complaint with the Juvenile and Domestic Relations Court that the student is in need of supervision or services and/or will institute proceedings against the parent or guardian as described in Section 22.1-258 of the Code of Virginia.

An **excused** absence is one for which parents or guardians have prior knowledge, consent, and a legitimate reason. Legitimate reasons may include: illness of the student, death in the family, doctor or dental appointment, observance of a religious holiday, or another reason acceptable to the principal or his or her designee. The principal or the principal's designee determines whether or not absences will be excused and will require a physician's note in cases of chronic or long-term illness. Parents or guardians and students are encouraged to prearrange excused absences when possible.

An **unexcused** absence is one for which the parent or guardian does not have prior knowledge, consent, and/or legitimate reason. Examples of reasons that are not justified and will result in an unexcused absence include: family and/or student vacations, child care situations, nonschool-related activities, missed school bus, or other reasons unacceptable to the principal or his or her designee. This definition holds for all day and period absences.

A student who is absent for any portion of the day requires a note from their 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 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.) Suspensions are unexcused absences (but are not included in truancy totals). 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.

### Full Day Absences

When a student is absent, it is the responsibility of the parent/legal guardian to call the attendance office to give the reason for the absence by calling the attendance office or email the attendance clerk. If a phone call is not made on the day of the absence, the parent must call within 3 days.

Absences will be counted as unexcused until a note or phone call is received with an acceptable excuse for the absence. All notes must be received within 3 days upon return. Parent/guardian notes and email should include the student's full name, the date of the absence/tardy, the reason for the absence, and the parent/guardian daytime phone number. Students who are absent four or more consecutive days because of illness or medical problems are required to provide a doctor's note to have these absences excused.

If a student accrues fifteen (15) absences in any one class (excused and/or unexcused) throughout the year, the administration may require medical verification for any future absences to be excused. Proof or verification of absences and tardies may be required by an administrator for an unusual pattern of absences or tardies. Parents are reminded that whenever an absence is anticipated for a future date, such as required family trips, college visits, etc., it must be pre-arranged with the attendance office (see details below).

Parents/Guardians will receive a phone call during the school day as well as after school, from the attendance office when their student has an unverified absence from a class. Parents/guardians should call the attendance office the next school day to clarify the absence, after 10:30 AM please.

## Pre-arranged Absences

Whenever an absence is planned for the future, such as required family trips, college visits, religious holidays, etc., it must be pre-arranged with the attendance office. Requests for pre-arranged absences are limited to a maximum of five (5) school days excused absence upon approval by a student's administrator. Examples of valid reasons would be: college visits, religious holidays, or planned hospitalization. Absences for days 6-15 may be UNEXCUSED. **After 15 consecutive missed school days a student will be withdrawn from school.** Approval is not automatic and will be granted on a case-by-case basis. Excessive unexcused absences may lead to lost credit for missed work, changes to the student's class schedule, or a reassignment to audit status. A request MUST be submitted to the Office at least three (3) school days prior to the requested absence.

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.

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, they are not to leave before the end of the school day without permission from the principal or their 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.

A student must be present for at least two (2) full blocks (or in the event a student has another type of schedule (IEP/504), at least half the day) to be counted "present" for the day.

## Excessive Absences

If students enrolled in high school credit courses accumulate more than five (5) unexcused or ten (10) excused 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 will be accepted as excused documentation for a student missing days from school per semester. All absentee notes must be turned into the office the day the student returns to school. Failure to do so may result in an undocumented absence.

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

At Each Absence:

- Phone Call to Parent:

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

- Phone Call to Parent/ 3 Day Letter Sent
- Parent Conference

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

- Phone Call to Parent/ 5 Day Letter Sent
- Meeting Scheduled for Parent/Guardian to come in and create TPP. ~~Invite Truancy Officer.~~
- Complete and sign Truancy Prevention Plan (TPP)

At 6<sup>th</sup> Unexcused Absence:

- Phone Call to Parent/ 6 Day Letter Sent
- Second Parent/Guardian Conference scheduled
- Truancy Conference Held and Minutes of conference placed in Truancy Record.

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

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

# Appendix H: MCPS Acceptable Use Policy (IIBEA)

## Student Inappropriate Use of Technology

The school board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) a prohibition against use of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to: a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256; b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
- (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords; provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (8) a component of internet safety for students that is integrated in the division's instructional program.

Use of the school division's computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee. Each user of the division's computer system and a parent/guardian of each student user shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the division's computer system. The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The school board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the internet. Furthermore, the school board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted: December 15, 2014 Revised: July 29, 2019; July 19, 2021

Click Here for the [Acceptable Use Agreement Form](#)

# Appendix I : MCPS Transportation

## Standards of Conduct for Students Riding Buses

Please read Standards of Conduct for Students Riding School Buses with your child. It is important that you and your child understand the standards covering appropriate conduct while riding a bus whether for regular home-to-school service or for other activities.

SIGN THE PARENT AND/OR GUARDIAN SIGNATURE SHEET LOCATED IN THIS BOOKLET AND RETURN TO THE PRINCIPAL, who will retain it on file. If a student is unable to read these instructions, the parent's or guardian's signature will indicate that this regulation has been explained to the student.

### STANDARDS

Acceptable classroom standards of conduct shall be expected of bus passengers and drivers shall ensure that pupils observe regulations at all times. Among other things, students shall not smoke, yell, scream, swear, push, fight, bully, or take advantage of any other student; extend hands, arms, or heads or objects from bus windows; carry on the bus any drugs, weapons, water pistols, live reptiles, animals, insects, or oversized items (including school instruments) that would block an aisle, cause loss of passenger seat space, obstruct the driver's view, or create a safety hazard.

### DISCIPLINE

A driver may temporarily issue an assigned seat for disciplinary purposes in response to student safety. A driver may recommend suspension of bus transportation for a pupil who will not heed the driver's warning as to behavior. The principal shall take final action in such cases. During a period of suspension, the School Board shall not be responsible for transporting the pupil to school. A driver may not remove a child from the bus or refuse transportation to a child on a bus without proper authorization by the principal, except in cases in which the safety of pupils is jeopardized. The principal shall be notified of such extreme cases immediately. Drivers shall report all disciplinary cases to school principals on form TR-12. Vandalism of the bus may be cause for disciplinary action. Video cameras and audio recorders may be in use.

### MEETING THE BUS

Students Must:

- Be at their bus stops at least five minutes before the regular pickup time, but no earlier than ten minutes before the pickup time. Remain at the stop until buses arrive. Be picked up and released at their designated (assigned) bus stops.
- Demonstrate appropriate conduct at the bus stops including proper care for private property at that location.
- Not stand on the traveled portion of the roadway or parking lot while waiting for the bus or engage in play or other activities that will endanger themselves or their companions or possessions while waiting beside the road.
- Not approach a bus arriving at the bus stop until it has come to a complete stop with the entrance door open.



- Not run alongside a moving bus. Wait to cross a traveled portion of the roadway, or to board a bus, until the bus is stopped and other vehicles approaching or following the bus have stopped. The bus driver will signal students to cross a roadway when it is safe to do so.
- Report any illness or injury sustained on or around the bus immediately to the driver.
- Follow the directions of safety patrols who are assigned to a bus stop or a bus. Safety patrols help bus drivers and work under the direction of the school sponsor and the bus driver.

## **CONDUCT ON THE BUS**

Students Must:

- Recognize that the bus driver is the authority on the bus and obey and be courteous to them and fellow students.
- Go directly to a seat and remain seated unless otherwise directed by the driver.
- Not tamper with the emergency door.
- Not slap others or wave or shout at pedestrians or other vehicles.
- Not throw objects about the bus or from a window (or throw objects at the bus from outside).
- Carry onto bus only unbreakable objects that can be safely held in the pupil's lap.
- Not share, sell, or consume food or beverages.
- Not talk on the cell phone, except in the case of an emergency situation.
- Present written request from parents or guardians, subject to approval of school principal, to go home on an alternate route.

## **LEAVING THE BUS**

Students Must:

- Remain seated until the bus comes to a full stop.
- Exit the bus in an orderly manner.
- Leave the bus stop area only when safety permits; that is, when crossing a roadway, cross at a distance of approximately ten feet from the front of the bus after the driver signals it is safe to do so.

Parents or guardians are encouraged to walk with students to and from bus stops or school. Special education students and students in designated programs must be met at the bus by responsible adults. Kindergarten students riding the afternoon school buses will be returned to school unless they are met at the bus door by a parent, a guardian and/or caregiver, or sibling, middle school or higher and asked for by name.

## APPENDIX J: Student Searches

### Search and Seizure (School Board Policy JFG)

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school or any item described as unauthorized in school rules available beforehand to the student.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property. Searches may be conducted wherever the student is involved in a school-sponsored function.

#### PERSONAL SEARCHES

A student's person and/or personal effects (e.g. purse, water bottle, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be:

- justified at its inception and
- reasonably related in scope to the circumstances justifying the search.

An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A personal search may include requiring a student to be scanned with a metal detector.

A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

Strip searches involve an extreme intrusion into the rights of a student and may only be conducted when an extremely serious situation exists requiring immediate action because of an imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness. School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or superintendent's designee, unless the health or safety of the student is endangered by the delay.

### **LOCKER AND DESK SEARCHES**

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

### **AUTOMOBILE SEARCHES**

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

### **COMPUTER SEARCHES**

The school computer system, as defined in Policy GAB/IIBEA Acceptable Computer System Use, is school property. Students are only authorized to use the school's computer system and other similar educational technology consistent with the educational mission of the school and in accordance with Policy GAB/IIBEA Acceptable Computer System Use. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

### **CONSENT SEARCHES**

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive themselves to be at risk of punishment for refusing to grant permission for the search.

### **SEIZURE OF ILLEGAL MATERIALS**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

# Appendix L: Required Notifications

## Availability of School Division Policies and Regulations

Each division must make an annual announcement at the beginning of the school year advising the public that current copies of all division policies and regulations are available on the division's website. The announcement should also state that printed copies of school division policies and regulations are available to citizens who do not have online access. VSBA Policy BF Board Policy Manual; Va. Code § 22.1-253.13:7.E.

## Budget

Upon approval of the school division's budget by the appropriating body every year, the school board must publish the approved annual budget, in line item form, including the estimated required local match, on the division's website. The document must also be made available in hard copy as needed for citizens for inspection. Va. Code § 22.1-93.

## Child Nutrition Programs

Each division which participates in the Free and Reduced Price Meals and Free Milk in Schools programs must notify parents and the public about the programs. VSBA Policy EFB Food Services; 42 U.S.C. § 1758; 7 C.F.R. 245.2, 7 C.F.R. 245.5. Divisions must

also provide notice that they do not discriminate on the basis of handicap. 7 C.F.R. 15b.7.

Parents of all children in attendance at school must receive a notice containing an application form and the following information:

- eligibility criteria for benefits
- application procedures
- an explanation that an application for benefits cannot be approved unless it contains complete documentation including, for households applying on the basis of income and household size
  - names of all household members
  - income received by each household member, identified by source of the income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation and social security and other cash income)
  - the signature of an adult household member
  - the social security number of the adult household member who signs the application or an indication that he/she does not possess a social security number
- an explanation that households with children who are members of currently identified food stamp, FDPIR (food distribution program for households on Indian reservations) or TANF

(Temporary Assistance for Needy Families) households may submit an abbreviated application for benefits for those children with the following information: the child's name and appropriate food stamp or TANF case number or FDPIR case number or other identifier and the name and signature of an adult household member

- an explanation that the information on the application may be verified at any time during the school year
- how a household may apply for benefits at any time during the school year as circumstances change
- a statement to the effect that children having parents or guardians who become unemployed are eligible for free or reduced price meals or for free milk during the period of unemployment if the loss of income causes the household income during the period of unemployment to be within the eligibility criteria
- a statement to the effect that in certain cases foster children are eligible for free or reduced price meals or free milk regardless of the income of the household with whom they reside and that households wishing to apply for such benefits for foster children should contact the school
- the statement: "In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability"
- an explanation that Head Start enrollees and foster, homeless, migrant, and runaway children are categorically eligible for free meals and free milk and their families should contact the school for more information
- how a household may appeal the decision on the application; and • a statement that Special Supplemental Nutrition Program for Women, Infants and Children (WIC) participants may be eligible for free or reduced price meals

The public notification must be made at the beginning of each school year. It must contain the same information given to parents and must be provided to the informational media, the local unemployment office and to any major employers contemplating large layoffs in the area from which the school draws its attendance.

The public announcement must contain a copy of the letter or notice sent to parents.

The U.S. Department of Agriculture's document entitled Eligibility Manual for School Meals contains an explanation of the required notices. The document also contains a chart describing to whom, and under what conditions, information regarding free and reduced eligibility status may be disclosed.

[https://fns-prod.azureedge.net/sites/default/files/cn/SP36\\_CACFP15\\_SFSP11-2017a1.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP36_CACFP15_SFSP11-2017a1.pdf)

In addition, schools must post a report of the most recent food safety inspection in a publicly visible location. A copy of the inspection report must be provided to members of the public upon request. 7 C.F.R. § 210.13(b).

The U.S. Department of Agriculture (USDA) directs divisions which participate in the National School Lunch Program or School Breakfast Program to have a written and clearly communicated system to address meal charges in place. SP 23-2017. The USDA directs the division's system regarding unpaid meal charges to be delivered to all households at the start of the school year and to households that transfer into the school division during the school year. VSBA Policy EFB Food Services.

## Code of Student Conduct, Compulsory Attendance Law, Parental Responsibility and Involvement

Within one calendar month of the opening of school, each division must, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student

- a notice of the requirements of Va. Code § 22.1-279.3 regarding parental responsibility and involvement (Va. Code § 22.1-279.3.C(i));
- a copy of the school division's standards of student conduct (VSBA Policy JFC-R Standards of Student Conduct) JFC Student Conduct); Va. Code § 22.1-279.3.C(ii)); and
- a copy of the compulsory school attendance law and the enforcement procedures and policies adopted by the school board (Va. Code § 22.1-279.3.C(iii)).

Each parent must sign and return to the student's school a statement acknowledging the receipt of the above materials and each school must maintain records of such signed statements. Va. Code § 22.1-279.3.C.

The materials sent to parents must include a notice that by signing the statement of receipt, parents expressly reserve their rights protected by the constitutions or laws of the United States or the Commonwealth and that parents have the right to express disagreement with a school's or school division's policies or decisions. Va. Code § 22.1-279.3.C.

## Cost per Pupil

The superintendent must prepare and distribute notification of the estimated average per pupil cost for public education in the division for the upcoming school year. The notice must also include actual per pupil state and local education expenditures for the previous school year. The notice may include federal funds spent for public education in the division. The notice must be made available in a form provided by DOE and published on the school division's website or in hard copy on request. The notice should be printed on a form prescribed by the Board of Education and distributed to school divisions for publication. VSBA Policy DIA Reporting Per Pupil Costs; Va. Code § 22.1-92.

## Counseling

Parents must be notified annually regarding the academic and career guidance and personal/social counseling programs which are available to their children. The notification must include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs. 8 VAC 20-620-10. (See VSBA Policy IJ Guidance and Counseling Program).

## Credits Required for Graduation

Each division must notify the parents of rising eleventh and twelfth grade students of

- requirements for graduation pursuant to the standards for accreditation, and
- requirements that have yet to be completed by the individual student for graduation.

VSBA Policy IKF The Virginia Assessment Program and Graduation Requirements; Va. Code § 22.1-253.13:4.A.

The division must notify parents of students with disabilities who have an IEP and who fail to meet the graduation requirements of the student's right to a free and appropriate education to age 21, inclusive. Va. Code § 22.1-253.13:4.B.

The division must notify parents of students who fail to graduate or to achieve graduation requirements as provided in the standards for accreditation and who have not reached 20 years of age on or before August 1<sup>st</sup> of the school year of the right to a free public education. If the student is one for whom English is a second language, the division will notify the parent of the student's opportunity for a free public education in accordance with Va. Code § 22.1-5. Va. Code § 22.1-253.13:4.C.

## Dual Enrollment, Advanced Placement Classes and Special Programs

Students and their parents must be notified of the availability of dual enrollment, advanced placement classes, career and technical education programs, including internships, externships, apprenticeships, credentialing programs, certification programs, licensure programs, and other work-based learning experiences, the International Baccalaureate program and Academic Year Governor's School Programs. The notification must include the qualifications for enrolling in classes, programs and experiences, and the availability of financial assistance to low-income and needy students to take the advanced placement and International Baccalaureate examinations. Notification must also be given to students and parents of the division's agreement with a community college in the Commonwealth to enable students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma. VSBA Policy IGBI Advanced Placement Classes and Special Programs; Va. Code § 22.1-253.13:1.D.11.

## Eating Disorders Awareness Information

Every school board must annually provide information to parents of pupils in grades five through 12 regarding eating disorders. The information must be consistent with guidelines developed by the Virginia Department of Education. Va. Code § 22.1-273.2. A sample information sheet for parents is available on the Virginia Department of Education's website at

[http://www.doe.virginia.gov/support/health\\_medical/office/index.shtml](http://www.doe.virginia.gov/support/health_medical/office/index.shtml) under the heading "Eating Disorders Parent Information Sheet".

### Mecklenburg County Public Schools

Post Office Box 190 • 175 Mayfield Drive • Boydton, Virginia 23917

Phone: (434) 738-6111 Fax: (434) 738-6679

## Eating Disorders

Dear Parent of Students in Grades Five through Twelve:

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

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It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

After reviewing the information on the reverse side of this letter, if you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources listed below.

- Academy for Eating Disorders (AED)  
<http://www.eatingdisorderhope.com/information>
- Families Empowered and Supporting Treatment of Eating Disorders (F.E.A.S.T.)  
[www.feast-ed.org](http://www.feast-ed.org)
- National Eating Disorders Association  
[www.nationaleatingdisorders.org](http://www.nationaleatingdisorders.org)  
Toll free, confidential Helpline, 1-800-931-2237  
Text, confidential Helpline, (800) 931-2237

Additional resources may be found at:

- Virginia Department of Education <https://www.doe.virginia.gov/programs-services/student-services/specialized-student-support-services/school-health-services>, under school health guidance, resource, & required training.

## Emergency Procedures

Each school's written procedures to follow in emergencies such as fire, injury, illness and violent or threatening behavior must be outlined in the student handbook and discussed with staff and students in the first week of each school year. VSBA Policy EB School Crisis, Emergency Management and Medical Emergency Response Plan. 8 VAC 20-131-260.D.

## English Learners

School divisions receiving federal funds to provide a language instruction educational program must, not later than 30 days after the beginning of the school year, inform the parents of English learners of the following:

- the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program
- the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement
- the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
- how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child



- how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation
- the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners and the expected rate of graduation from high school (including four year adjusted cohort graduation rates and extended-year adjusted cohort

graduation rates for such program) if federal funds are used for children in high schools

- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child
- information pertaining to parental rights that includes written guidance detailing
  - the parents' right to have their child immediately removed from such program upon their request and
  - the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available
  - information pertaining to parental rights that includes written guidance assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the division

20 U.S.C. § 6312(e)(3).

For those children who have not been identified as English learners prior to the beginning of the school year, the division must give the notifications listed above to parents within the first two weeks of the child being placed in a language instruction educational program. 20 U.S.C. § 6312(e)(3).

In addition, parents of English learners will be notified regarding parental involvement opportunities in the same manner as notice is given regarding other Title I programs. 20 U.S.C. § 6312(e)(3).

## Fees

The school division's policy regarding student fees and the fee schedule must be provided to parents annually and posted on the division's website. VSBA Policy JN Student Fees, Fines and Charges; 8 VAC 20-720-80.B.

## FERPA (Family Educational Rights and Privacy Act)

School divisions must provide parents/guardians and adult students annual notice of their rights to inspect and review education records, amend education records, consent to disclosure of personally identifiable information in education records and file a complaint with the U.S. Department of Education. 34 C.F.R. § 99.7.

You may download the U.S. Department of Education's Model Notification of Rights for Elementary and Secondary Schools at: <https://studentprivacy.ed.gov/node/490>.

School divisions must give notice of the categories of information, if any, which they have designated as directory information. This requirement may be met by providing parents a copy of the division's FERPA policy (VSBA Policy JO Student Records). 20 U.S.C. § 1232g(a)(5)(B).

The division must allow a reasonable period of time after such notice has been given for a parent to inform the division that any or all of the information designated should not be released without the parent's prior consent.

You can download the model Notice for Directory Information here:

<https://studentprivacy.ed.gov/resources/model-notice-directory-information>

## Gifted Education Plan

Each division is required to make its comprehensive plan for the education of gifted students accessible through the division's website. The division must also ensure printed copies are available to citizens who do not have online access. 8 VAC 20-40-60.

## Graduation Requirements

At the beginning of each school year, every school must provide to students in all grade levels a notice of all requirements for Board of Education-approved diplomas. VSBA Policy IKF The Virginia Assessment Program and Graduation Requirements; 8 VAC 20- 131-270.B.

Guidance from the Virginia Department of Education must be provided to parents of students with disabilities regarding the Applied Studies diploma and its limitations at a student's annual EP meeting corresponding the grades three through 12 when curriculum or statewide assessment decisions are being made that impact the type of diploma from which the student can qualify. Va. Code § 22.1-253.13:4.B.

## High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course in accordance with policies adopted by the local school board. Notice of this provision must be provided to parents with a deadline and format for making such a request. VSBA Policy JO Student Records; 8 VAC 20-131-90.

## Homeless Students

Each division must provide public notice of the education rights of the homeless students enrolled in the division. 42 U.S.C. § 11432(e)(3)(C)(i). The notice is to be disseminated in places where homeless students receive services, including schools, family shelters, and soup kitchens. 42 U.S.C. § 11432 (g)(6)(A)(vi). The notice must be in a "manner and form" understandable to homeless students and their parents/guardians, "including, if necessary and to the extent feasible," in their native language. VSBA Policy JECA Admission of Homeless Students; 42 U.S.C. § 11432(e)(3)(C)(iii).

The National Center for Homeless Students (funded by the U.S. Department of Education) has created posters that can be downloaded or ordered from <http://center.serve.org/nche/products.php#electronic>.

## Internet Privacy

Every school division that has an Internet website must make its Internet privacy policy statement conspicuously available on its website. At a minimum, the statement must address

- what information, including personally identifiable information, will be collected, if any;
- whether any information will be automatically collected simply by accessing the website and, if so, what information;
- whether the website automatically places a computer file, commonly referred to as a "cookie," on the Internet user's computer and, if so, for what purpose; and
- how the collected information is being used or will be used.

VSBA Policy KBE Internet Privacy; Va. Code § 2.2-3803.

## Learning Objectives

At the beginning of each school year, every school must provide to parents or guardians the learning objectives to be achieved at their child's grade level or, in high school, a copy of the syllabus for each of their child's courses. 8 VAC 20-131-270.B.

## National Assessment of Educational Progress (NAEP)

Parents of children selected to participate in any NAEP assessment must be informed before the administration of any assessment that their child may be excused from participation for any reason, is not required to finish any authorized assessment and is not required to answer any test question. 20 U.S.C. § 9622(c)(1)(A), 20 U.S.C. § 9622(d)(2).

Parents and members of the public must have access to all assessment data, questions and complete and current assessment instruments of any NAEP assessment except personally identifiable information and questions that may be reused in the future. School divisions must make reasonable efforts to inform parents and the public about their right of access to assessment data. If access is requested in writing, it must be provided within 45 days of the request and be made available in a secure setting that is convenient to both parties.

## Nondiscrimination

A number of federal statutes protect the rights of beneficiaries in programs or activities that receive financial assistance from discrimination. Specifically, the following statutes prohibit discrimination:

- Title VI on the basis of race, color and national origin
- Title IX on the basis of sex
- Section 504 on the basis of disability
- the Age Discrimination Act on the basis of age
- Title II prohibits state and local governments from discriminating on the basis of disability
- the Genetic Information Nondiscrimination Act (GINA) protects employees from discrimination on the basis of genetic information

In addition, the Boy Scouts of America Equal Access Act prohibits schools which have an open forum or limited public forum from discriminating based on the membership or leadership criteria of the Boy Scouts of America or the other designated youth groups. 20 U.S.C. § 7905.

The regulations implementing these federal statutes require school divisions to notify students, parents, and others, including, in some instances, unions or professional organizations that have contracts with the school board, that they do not discriminate on the basis of race, color, national origin, sex, disability, and age. Title VI, 34 C.F.R. § 100.6(d); Title IX, 34 C.F.R. § 106.9 34 C.F.R. 106.8; Section 504, 34 C.F.R. § 104.8; Age Discrimination Act, 34 C.F.R. § 110.25; Title II, 28 C.F.R. §

35.106; see also 34 C.F.R. 108.5 (re the Boy Scouts). The regulations contain some minor differences relating to the notices' required content, the persons and groups to whom notice must be given, and the methods used to publish them. However, you may download the U.S. Department of Education's Notice of Non-Discrimination, which describes the content and publication requirements for each notice required under each statute, at <http://www.ed.gov/print/about/offices/list/ocr/docs/nondisc.html>.

Employers are required to post a notice approved by the EEOC regarding GINA. VSBA Policy GBA/JFHA Prohibition Against Harassment and Retaliation; 42 U.S.C. § 2000ff 1; 29 C.F.R. 1635.10(c). A notice may be downloaded at

[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/eeoc\\_self\\_print\\_poster.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeoc_self_print_poster.pdf).

Pursuant to the Title IX regulations that became effective on August 14, 2020, schools are required to notify applicants for admission and employment, parents or legal guardians, and all unions or professional organizations holding collective bargaining or professional agreements with the school board of the name or title, office address, e-mail address, and telephone number of the division's Title IX Coordinator. 34 C.F.R. 106.8.

Students and employees must be notified of the name, office address and phone number of the division's Compliance Officer(s) under Section 504 (34 C.F.R. 104.8), the Americans with Disabilities Act (28 C.F.R. § 35.107) and the Age Discrimination Act (34 C.F.R. § 110.25). See also VSBA Policy JFHA/GBA Prohibition of Harassment and Retaliation.

In addition to the requirements of federal law discussed above, Virginia law requires employers to post in conspicuous locations, and include in employee handbooks, information concerning an employee's rights to reasonable accommodations for disabilities. The Division of Human Rights is required to develop and publish the required notice by November 1, 2021. The information must also be directly provided to new employees at the beginning of their employment and to any employee within 10 days of the employee giving notice to the employer that the employee has a disability. Va. Code § 2.2-3905.1.

## Parent and Family Engagement Policy

Districts and schools that receive Title I funds must distribute their parental involvement policy (VSBA Policy IGBC Parental Involvement) to parents of students in Title I programs. 20 U.S.C. § 6318 (a), (b).

## Postsecondary Education and Employment Data

Each school board's career and technical education program must include annual notice on its website to enrolled high school students and their parents of the availability of the postsecondary education and employment data published by the State Council of Higher Education and the opportunity for such students to obtain a nationally recognized career readiness certificate at a local public high school, comprehensive community college or workforce center. Va. Code § 22.1-253.13:1.D.3.d.

## PPRA (Protection of Pupil Rights Amendment)

The PPRA requires school divisions to provide notice of their policy controlling the administration of surveys on certain sensitive topics including political or religious beliefs and behavior involving sex or illegal conduct. This notice must be given directly to the parents of students enrolled in the division. The notice must be given at least annually at the beginning of the school year and within

a reasonable time after any substantive change in the policy. VSBA Policy KFB Administration of Surveys and Questionnaires; 20 U.S.C. § 1232h(c)(2)(A).

You may download the U.S. Department of Education's PPRA Model General Notice of Rights at <https://studentprivacy.ed.gov/resources/ppra-model-general-notice-rights>.

In addition, divisions must also directly notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities will occur:

- activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information
- the administration of any survey concerning sensitive information • any nonemergency, invasive physical examination or screening 20 U.S.C. § 1232h(c)(2)(B).

You may download the U.S. Department of Education's PPRA Model Notice and Consent/Opt-Out for Specific Activities at:

<https://studentprivacy.ed.gov/faq/what-protection-pupil-rights-amendment-ppra>.

These requirements may also be met by providing parents a copy of the division's policy on this topic (VSBA Policy KFB Administration of Surveys and Questionnaires).

## Promotion, Retention and Remediation Policies

At the beginning of each school year, every school must provide to parents and guardians a copy of the division's promotion, retention and remediation policies. 8 VAC 20-131-270.B.

## Prosecution of Juveniles as Adults

School boards must provide information developed by the office of the Virginia Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. The methods of providing the information may include, but are not limited to, announcements in schools, written notification to parents, publication in student handbooks, and inclusion with other materials distributed to parents at the beginning of each school year. VSBA Policy JFCL Notification Regarding Prosecution of Juveniles as Adults; Va. Code § 22.1-279.4. The information to be distributed is attached to Superintendent's Memo #057-12 (Feb. 24, 2012).

## Pupil/Teacher Ratios

School boards must annually on or before December 31, report to the public the actual pupil/teacher ratios, by school, for the current school year, in elementary school classrooms and also must report the actual pupil/teacher ratio in middle school and high schools in the division by school. Va. Code § 22.1-253.13:2.

## Release of Student Records to Armed Forces Recruiters and Educational Institutions

Divisions must notify parents that they will release the names, addresses and telephone numbers of secondary students to all recruiters or institutions of higher education that request them unless the parents specifically request that this information not be released. VSBA Policy JO Student Records; 20 U.S.C. § 7908(a).

## Report Cards/Quality Profiles

Divisions that receive Title I funds must prepare and disseminate specified information to parents. Federal law refers to the distribution of this information as a “report card”. The Virginia Board of Education, in the Standards of Accreditation as revised in January 2018, uses the term “School Quality Profile”. VSBA Policy CMA Quality Profiles; 20 U.S.C. § 6311(h)(2); 8 VAC 20-131-270.

The Virginia Department of Education posts the information required by federal law to appear in division and school report cards on its website and has stated that this posting satisfies the requirements of federal law.

## School Bus Rider Safety Rules

A copy of bus rider safety rules must be sent to parents at the beginning of the school year. The information must include a request that parents or their designee accompany young children to and from the bus stop. 8 VAC 20-70-110.

## Services for Students Identified as Deaf or Hard of Hearing or Visually Impaired

Each school board must annually post information distributed by the Department of Education describing the educational and other services available through the Virginia School for the Deaf and the Blind, the Virginia Department for the Deaf and Hard-of-Hearing and the Virginia Department for the Blind and Vision Impaired to the parents of those students who are identified as deaf or hard of hearing or visually impaired. School boards must also inform the parents of the availability of the information and ensure that packets of the information are available in an accessible format for review by parents who do not have Internet access. Va. Code § 22.1-217.01.

## Sex Offender Registry

Every school board must annually notify the parent of each student enrolled in the school division of the board’s policy regarding sex offenders (see VSBA Policy KN Sex Offender Registry Notification) and of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the website. Va. Code § 22.1-79.3.

## Special Education

Each division must, at least annually, conduct a public awareness campaign (also known as a child find program) to

- inform the community of the rights of persons, ages two to 21, inclusive, to a free appropriate public education and the availability of special education programs and services;
- generate referrals; and
- explain the nature of disabilities, the early warning signs of disabilities and the need for services to begin early.

8 VAC 20-81-50.B.

## Student Rights under Section 504

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and ensure benefits are equal to those provided to nondisabled students. For more information regarding your rights under Section 504, please see the School Board [Policy JBA](#) on our website at [www.mcpsweb.org](http://www.mcpsweb.org).

## Standards of Learning (SOLs)

At the beginning of each school year, every school must provide to parents or guardians a copy of the Standards of Learning applicable to their child's grade or course requirements and the approximate date and potential impact of the child's next SOL testing. 8 VAC 20-131-270.B.

## Student Achievement

Schools that receive Title I funds must provide parents individual reports regarding their student's level of achievement and academic growth on the state's academic assessments, if applicable and available, as soon as is practicable after the assessment is given. The reports must be in an understandable format and, to the extent practicable, be in a language that parents can understand. 20 U.S.C. §§ 6311(b)(2)(B)(x); 20 U.S.C. § 6312(e)(1)(B).

## Tobacco and Nicotine Vapor Products

Every school division must annually provide educational information to parents of students in grades K through 12 regarding the health dangers of tobacco and nicotine vapor products. The information must be consistent with guidelines developed by the Department of Education. Va. Code § 22.1-273.3.

## Teacher Qualifications

At the beginning of each school year, divisions that receive Title I funds must notify the parents of each student attending any school receiving Title I funds that the parents may request and the division will provide (in a timely manner) information regarding the professional qualifications of the student's classroom teachers, including whether the teacher 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, 2) is teaching under emergency or other provisional status and 3) is teaching in the field or discipline of the teacher's certification. The notification must also inform the parents that they may request information regarding whether the child is provided services by paraprofessionals and, if so, their qualifications. 20 U.S.C. § 6312(e)(1)(A).

School divisions are required to send notification to parents in Title I schools if their children are taught four or more weeks by a teacher who is not properly licensed in Virginia to teach the class to which the students are assigned. 20 U.S.C. § 6312(e)(1)(B)(ii).

Virginia Department of Education

Parent Notification Letter

[Right to Request Information on Teacher Qualifications](#)

As Required Under the

*Mecklenburg County High School Student & Parent Handbook June 2023*

## Elementary and Secondary Education Act of 1965, as amended

Dear Parent/Guardian,

On December 10, 2015, the Every Student Succeeds Act (ESSA) was signed into law. Section 1112(e)(1)(A) states that as a parent of a student in [school name], receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- Whether the teacher is teaching in the field of discipline of the certification or degree they received.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the superintendent of schools either by phone at (434) 738-6111 or in writing at P.O. Box 190, Boydton, VA 23917.

Sincerely,

Mecklenburg County Public Schools Superintendent

### Testing Transparency and Parent Opt Out

At the beginning of each school year, school divisions that receive Title I funds must notify the parents of each student attending any school receiving Title I funds that the parents may request, and the division will provide (in a timely manner), information regarding any state or division policy regarding student participation in any assessments mandated by 20 U.S.C. § 6311(b)(2) and by the state or division, which must include a policy, procedure or parental right to opt the child out of such assessment, where applicable. 20 U.S.C. § 6312(e)(2)(A).

In addition, divisions that receive Title I funds must make widely available through public means (including by posting in a clear and easily accessible manner on the division's website and, where practicable, on the website of each school in the division, for each grade, information on each assessment required by the state to comply with 20 U.S.C. § 6311, other assessments required by the state, and where such information is available and feasible to report, specified information regarding assessments required division wide by the division. 20 U.S.C. § 6312(e)(2)(B).

#### Voluntary Retirement Savings Programs (403(b) Plans)

Divisions which have 403(b) retirement plans must notify employees about the plan at least once each year. VSBA Policy GBR Voluntary Retirement Savings Program; 26 C.F.R. 1.403(b)-5.



## Wellness Policies

Divisions must inform the public about the content and implementation of the local school wellness policy. Divisions must also inform the public about progress toward meeting the goals of the policy and compliance with the policy by making the triennial assessment available to the public in an accessible and easily understood manner. [VSBA Policy JHCF](#) Student Wellness; 7 C.F.R. 210.31.

## Youth Health Risk Behavior Survey

The school board must notify parents of each student enrolled in a middle or high school selected for participation in the survey of student health risk behaviors pursuant to Va. Code § 32.1-73.8 that their child may be randomly selected to participate in the survey unless the parent denies consent for the student's participation in writing prior to administration of the survey. The notice must be in writing and be given at least 30 days prior to administration of the survey. The notice will inform the parent regarding

- the purposes and age-appropriateness of the survey,
- how information collected by the survey will be used,
- who will have access to such information,
- whether and how any findings or results will be disclosed, and
- the steps that will be taken to protect students' privacy.

Parents have the right to review the survey prior to its administration. [\(VSBA Policy KFB\)](#) Administration of Surveys and Questionnaires; Va. Code § 22.1-79.3.

## Public Hearings

### Budget

Before the school board approves its budget for submission to the appropriating body, the board must hold at least one public hearing to hear the views of the citizens. Public notice of the hearing must be given at least ten days before the hearing in a newspaper having a general circulation in the division. Va. Code § 22.1-92.

## Posting Requirements

### Alternatives to Animal Dissection

School boards must provide notice that they provide alternatives to animal dissection. This notice may be given in the relevant biological sciences syllabi, student course selection guides or local school division policies or directives. VSBA Policy IGAK Alternatives to Animal Dissection; Va. Code § 22.1-200.01; Superintendent's Memo No. 161 Aug. 6, 2004.

### Bill of Rights

The Bill of Rights of the Constitution of the United States must be posted in a conspicuous place in each school. VSBA Policy IEC Bill of Rights of the Constitution of the United States; Acts 2003, c. 902.

## Child Abuse Reporting

A notice must be posted in each school stating that

- anyone employed there who suspects that a child is abused or neglected is required to report such suspected cases of child abuse or neglect; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice must also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

VSBA Policy GAE Child Abuse and Neglect Reporting; Va. Code § 22.1-291.3.

## Comprehensive Plan (formerly Six-Year Plan)

Prior to the adoption of the division's comprehensive plan or revisions thereto, the plan or revisions must be posted on the division's Internet website, if practicable, and a hard copy of the plan must be made available for public inspection and copying. VSBA Policy AF Comprehensive Plan; Va. Code § 22.1-253.13:6.

Each school board must present a report to the public by November 1 of each odd numbered year on the extent to which the objectives of the division's comprehensive plan have been met during the previous two school years.

## National Motto

The statement "'In God We Trust,' the National Motto, enacted by Congress in 1956" must be posted in a conspicuous place in each school. VSBA Policy IEB National Motto; Acts 2003, c. 902.

## Online Courses and Programs

Divisions must post information regarding online courses and programs available through the division on their websites. The information should include the types of online courses and programs available, when the division will pay course fees and other costs for nonresident students, and the granting of high school credit. VSBA Policy IGBGA On Line Courses and Virtual School Programs; Va. Code § 22.1-212.25.

## Pregnancy, Childbirth and Related Medical Conditions

School Boards must post in a conspicuous location and include in any employee handbook information concerning an employee's rights to reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions. Such information must also be directly provided to new employees and to any employee within 10 days of such employee's giving notice to the employer that she is pregnant. Va. Code § 2.2-3909.

## Appendix M : CODE OF VIRGINIA

Current version of the [Code of Virginia § 22.1-279.3](#), Parental Responsibility and Involvement requirements:

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of

the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or their designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.
- E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.
- F. No suspended student shall be admitted to the regular school program until such student and their parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or their designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
  - a. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
  - b. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or their parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in parenting, counseling, or a mentoring program, as appropriate or that the student or their parent, or both, shall be subject to such conditions and

limitations, as the court deems appropriate for the supervision, care, and rehabilitation of the student or their parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

#### Current version of the [Code of Virginia § 22.1-254](#) Compulsory School Attendance

Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § 22.1-254.1. For additional details on the Virginia Compulsory School Attendance Law, refer to section 22.1-254 of the Code of Virginia.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § 22.1-253.13:1 and in § 22.1-254.01. The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or has achieved a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

- A. A school board shall excuse from attendance at school:
- a. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and
  - b. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension
- in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.
- B. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.
- C. A school board may excuse from attendance at school:
- a. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or
  - b. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.
- D. Local school boards may allow the requirements of subsection A to be met under the following conditions:
- E. For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:
- a. Career counseling;
  - b. Mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such preparatory program or approved alternative education program to such principal or his designee;
  - c. Mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, the Armed Services Vocational Aptitude Battery, or the Virginia workplace readiness skills assessment;
  - d. Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
  - e. Counseling on the economic impact of failing to complete high school; and
  - f. Procedures for re-enrollment to comply with the requirements of subsection A.
- F. A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall

be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

- G. Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.
- H. A school board may, in accordance with the procedures set forth in Article 3 (§ 22.1-276.01 et seq.) of Chapter 14 and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (iii) suspended pursuant to § 22.1-277.05; or (iv) expelled from school attendance pursuant to § 22.1-277.06 or 22.1-277.07 or subsection C of § 22.1-277, require the child to attend an alternative education program as provided in § 22.1-209.1:2 or 22.1-277.2:1.
- I. Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.
- J. The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ 18.2-77 et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.
- K. This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.
- L. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.
- M. The provisions of this article shall not apply to:
  - a. Children suffering from contagious or infectious diseases while suffering from such diseases;
  - b. Children whose immunizations against communicable diseases have not been completed as provided in § 22.1-271.2;
  - c. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
  - d. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
  - e. Children excused pursuant to subsections B and D.

- N. Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.
- O. The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

Current version of the [Code of Virginia § 22.1-279.4](#) Information Regarding Prosecution of Juveniles as Adults

The Virginia Department of Education provided this information via superintendent's memo on Feb. 24, 2012:

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

Section 22.1-279.4 of the Code of Virginia states: 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. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the Code.



# APPENDIX N: MCPS School Fee Schedule for 2023-2024

Special Fees – The cost of supplemental paperback books, which are purchased by students on a voluntary basis.

	<b>Elementary Schools</b>			
	<b>CASH</b>		<b>ONLINE STORE</b>	
Student planner, Replacement Cost, Grades 2-5 (CES, CCES, SHE)	\$5.00		\$5.50	
# Transcript/Non-academic Records Fee	\$5.00		\$5.50	
	<b>Middle School</b>			
Art (Supplies Only)	\$8.00	<i>Per Course</i>	\$8.50	<i>Per Course</i>
Instrumental Music (All Grades)				
Band Supplies	\$10.00	<i>Per Year</i>	\$10.50	<i>Per Year</i>
Rental of Instrument	\$25.00	<i>Per Year</i>	\$26.25	<i>Per Year</i>
FFA Dues	\$20.00		\$21.00	
CTE Supplies	\$5.00	<i>Per Course</i>	\$5.50	<i>Per Course</i>
# Transcript/Non-academic Records Fee	\$5.00		N/A	
Locker Fee - Corridor Only	\$15.00		\$16.00	
Locks - Need for Gym	\$5.00		\$5.50	
	<b>High School</b>			
Art (Supplies Only)	\$10.00	<i>Per Course</i>	\$10.50	<i>Per Course</i>
Accounting I Workpapers	\$30.00		\$31.50	
Advanced Accounting Workpapers	\$17.25		\$18.25	
Nursing Assistant Workbook	\$15.00		\$16.00	
Driver Education/Behind the Wheel	\$125.00	<i>Per Course</i>	\$130.25	<i>Per Course</i>
Instrumental Music				
Band Supplies	\$10.00	<i>Per Year</i>	\$10.50	<i>Per Year</i>
Rental of Instrument	\$25.00	<i>Per Year</i>	\$26.25	<i>Per Year</i>
Photojournalism (Supplies Only)	\$10.00	<i>Per Course</i>	\$10.50	<i>Per Course</i>
Student Parking Permit				
Per Year	\$30.00		\$31.50	
Per Semester	\$15.00		\$16.00	
FFA Dues	\$20.00		\$21.00	
CTE Supplies - Excluding Economics	\$5.00	<i>Per Course/ Semester</i>	\$5.50	<i>Per Course/ Semester</i>
# Transcript/Non-academic Records Fee	\$5.00		N/A	
Locker Fee - Corridor Only	\$15.00		\$16.00	
Locks - Needed for Gym	\$5.00		\$5.50	

# Note: A written request will be required for these documents

\*Note: A fee is charged for prom attendance for both juniors and seniors. School Clubs and organizations may also charge membership fees

**Fees are subject to change.**

## *Mecklenburg County Public Schools End of Year Technology Costs for 2022-2023*

### *Cash Payment*

Chromebook	<b>Damage 2nd Offense</b>	<b>Damage 3rd Offense</b>
	\$25	\$50
Chromebook Charger	<b>Damaged</b>	<b>Lost</b>
	\$25	\$25

### *Online Store Payment*

Chromebook	<b>Damage 2nd Offense</b>	<b>Damage 3rd Offense</b>
	\$26.25	\$52.25
Chromebook Charger	<b>Damaged</b>	<b>Lost</b>
	\$26.25	\$26.25

**Lost Chromebooks:** The charge for Chromebooks will depend on the years of service of the Chromebook. This will be determined on a case-by-case basis.

**Note:** All Chromebooks should be returned in their protective case.

*Damage/Intentional damage, loss, or theft (to be determined by administration and IT) will be subject to disciplinary action and fees. Drawing and adding stickers to the chromebook will be classified as an offense.*

*Fees are subject to change.*

# Appendix O: ACKNOWLEDGEMENTS OF STUDENT AND PARENT HANDBOOK

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

Teacher Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

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

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

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

**Failure to return this acknowledgement will not relieve a student or the Parent(s)/Guardian(s) from responsibility to know the contents of the Student Handbook and will not excuse the student's noncompliance with the Handbook. 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_