

CHARLOTTESVILLE CITY SCHOOLS
STUDENT RIGHTS & RESPONSIBILITIES (SR&R)
2025-2026



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Preface

The purpose of this publication is to provide students, families, school personnel, and the public with a concise and comprehensive description of the minimum standards of behavior for all students enrolled in the Charlottesville City Schools (CCS). It defines appropriate student conduct and presents a menu of alternative interventions and responses to be employed by teachers and/or school administrators to address individuals who exhibit inappropriate behavior. Interventions are designed to assist with managing behaviors and minimize involvement of law enforcement in school discipline. Emphasis is placed upon behavioral expectations of Charlottesville students in clear and consistent language for common understanding and support in meeting the expectations.

The *Student Rights and Responsibilities* (SR&R) applies to all CCS students. It is enforced when they are:

- On school property
- Traveling to school or from school
- Traveling to, at, and from bus stops
- In vehicles of CCS
- In attendance at school or at any school-sponsored activity

In addition, this *SR&R* applies to incidents off school property as referred to in *Definitions - Alternative Placements/Suspensions/Expulsions*. This *SR&R* also applies to a student's conduct which interferes with the orderly operation of the school system or the safety/welfare of students, employees, or volunteers. Students who observe or are subjected to inappropriate actions as described in this *SR&R* are expected to report such incidents to their school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment.

This *Student Rights and Responsibilities* specifically outlines fifteen major categories of behavior and states consequences which may occur as a result of misconduct. The following factors are used in determining the consequences for a specific violation of the *SR&R*:

- Age, health, and disability or special education status of the student
- Appropriateness of student's academic placement
- Student's prior conduct and record of behavior
- Student's understanding of the impact of their behavior and attitude
- Student's willingness to repair the harm caused by their behavior
- Seriousness of the behavior offense and the degree of harm caused to the victim
- Impact of the incident on the overall school community
- Whether the student's violation threatened the safety of any student or staff member
- The possibility that a lesser intervention would adequately address the violation

When enforcing this *SR&R*, students and their property, including but not limited to, backpacks, purses, other containers, automobiles, lockers, desks, computers, and electronic devices may be searched. Metal detectors, surveillance cameras, and detection dogs may be used on school property and at school-sponsored activities in order to maintain a safe and productive learning environment. Search and seizure is defined in more detail in the definitions section of this *SR&R*. Videotape/film of students produced by the division security cameras in the school and on the school bus may be considered part of a student's educational record and therefore, viewing of a videotape must adhere to regulations of the Federal Educational Rights and Privacy Act (FERPA) and Virginia Code 22.1-287. Reference Policy JOF for additional information.

The Charlottesville City School Board complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Improvement Act of 1990, and the Individuals with Disabilities Education Act. The Charlottesville City School Division is an equal opportunity employer, committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. Students with disabilities shall be disciplined in accordance with School Board Policy JGDA.

Stakeholder Responsibilities

Rights and Responsibilities of Students

Students' rights include, but are not limited to:

- Attending school where your parent or legal guardian lives and receiving a free and appropriate public education
- Expecting that your school will be a safe and orderly place that is focused on providing equitable educational opportunities
- Being respected and treated courteously and fairly by other students and school staff
- Expressing your ideas verbally and/or in writing in accordance with policies and procedures of CCS
- Dressing in a way that expresses your personality while following the dress code of CCS
- Having opportunities to participate in school activities
- Having access to relevant information concerning drug and alcohol abuse
- Learning in an environment free from intimidation, harassment, or discrimination by employees or students on school property or at a school sponsored event, function, or activity

Students' responsibilities include, but are not limited to:

- Attending school daily, regularly, and on time, performing to the best of your ability, being prepared to learn and taking advantage of educational opportunities
- Being aware of all expectations regulating behavior and conducting yourself in accordance with these guidelines
- Expressing opinions and ideas, as well as, treating everyone in the school community with respect in accordance with policies and procedures of CCS
- Dressing in accordance with the school division's dress code
- Seeking information and services that can help you with academic, social, and/or emotional concerns
- Helping create a school environment that is free from intimidation, harassment, or discrimination
- Reporting and encouraging others to report any incidents of intimidation, harassment, or discrimination

Rights and Responsibilities of Parents/Guardians

Parents'/Guardians' rights include, but are not limited to:

- Being actively involved in their child's/children's education
- Being treated courteously, fairly and respectfully by all employees of CCS
- Receiving information about the policies and procedures of the Charlottesville City School Board that relate to your children's education
- Receiving regular reports (written or oral) from school staff regarding your children's academic progress or behavior, including but not limited to report cards, behavior progress reports, and conferences
- Receiving information and prompt notification of inappropriate or disruptive behaviors by your children and any disciplinary actions taken by administrators or school staff
- Receiving information about due process procedures for disciplinary matters concerning your children, including information on conferences and appeals
- Receiving information from school staff about ways to improve your children's academic or behavioral progress

- Receiving information about services for students with disabilities and English language learners, when applicable
- Receiving communication through provided translators

Parents’/Guardians’ responsibilities include, but are not limited to:

- Having children regularly attend school on time, and communicating reasons for absences and tardiness
- Informing CCS staff about any concerns and/or complaints in a respectful and timely manner
- Working with school administrators and teachers to address any academic or behavioral problems your children may experience
- Supporting CCS by communicating with your children about acceptable and expected school behavior
- Becoming familiar and complying with the policies of the Charlottesville City School Board, administrative regulations and the *Student Rights and Responsibilities*
- Providing and maintaining updated contact information to CCS and your children’s individual school(s)
- Supporting student completion of homework and participation in offered academic support programs
- Being respectful and courteous to staff, other parents, guardians and students at all times

Rights and Responsibilities of CCS Employees

CCS Employees’ rights include, but are not limited to:

- Working in a safe and orderly environment
- Being treated courteously, fairly, and respectfully by students, parents/guardians, and other school staff
- Communicating concerns, suggestions, and complaints to appropriate CCS administration or Central Office without fear of intimidation, reprisal, retaliation, etc
- Receiving professional development and training in accordance with our professional development policy
- Receiving the necessary resources to deliver quality instruction
- Modifying instruction, if consistent with the policies of the Charlottesville City School Board and other applicable laws and regulations
- Working in an environment free from intimidation, harassment, or discrimination by employees or students on school property or at a school sponsored event, function, or activity

CCS Employees’ responsibilities include, but are not limited to:

- Attending work daily, being punctual, and implementing well-planned, differentiated, rigorous, and engaging instructional plans daily according to the standards for professional practice
- Maintaining safe and orderly schools by using prevention and intervention strategies, and by following the *Student Rights and Responsibilities*
- Being respectful and courteous to students, parents and guardians, serving as role models for students
- Being knowledgeable about the policies of the Charlottesville City School Board and other applicable laws and regulations, and enforcing them fairly and consistently
- Being knowledgeable about federal and state laws, as well as, regulations about the disciplinary process for students with disabilities
- Communicating proactively and regularly with families about student progress, CCS policies, building expectations, and responding to complaints or concerns in a respectful and timely manner

Responses To Student Behaviors

This *Student Rights and Responsibilities* outlines behaviors that harm safe and loving school cultures. These behaviors require teachers and administrators to take the appropriate actions which should include interventions and/or consequences. The *SR&R* is generally descriptive of most types of inappropriate behavior, but should not be construed as an exclusive list or as a limitation upon the authority of the School Board or school officials to address other types of conduct that interfere with the proper functioning of schools. Restorative Justice in Education centers many practices that focus on building community, repairing harm and relationships, while also fostering a culture of accountability and healing. Restorative Practices may be used with students proactively or to respond to conflict or incidents as they occur.

Who Notifies the Parent/Guardian?

For each *SR&R* violation, a teacher, a principal, or principal's designee (CCS personnel) shall notify the student's parents/guardians, and may request a conference with parents/guardians when he/she deems such a conference is appropriate. The term "conference" includes, but not limited to, informal or formal meetings with the student and/or telephone conversations with parents/guardians regarding the student's conduct. A student who has been suspended three or more times during an academic school year will not be readmitted until a conference with the principal and parents/guardians has occurred. In addition, if the student is a student with disabilities and any disciplinary action would constitute a change of the student's educational (not physical) placement, a principal or designee must refer any student violating the *SR&R* to the IEP team for a Manifestation Determination Review.

The above paragraph only applies to students who are under eighteen (18) years of age and/or students over the age of 18 whose parents/guardians produce legal documentation demonstrating that the parent/guardian (1) retained control of the student's education after the student turned 18 or (2) the parent/guardian has the consent of the adult student to have access to and/or receive information about the student's discipline and disciplinary record.

Who Recommends Long-Term Suspension or Expulsion?

The Superintendent reserves the authority, either on the recommendation of a principal or on his/her own initiative, to impose or recommend to the School Board the suspension or expulsion of a student for any length of time, when required by the *SR&R*.

The Superintendent may also recommend suspension or expulsion when, in his/her opinion, the circumstances surrounding the violation warrant a consequence more severe than that stated in the *SR&R* or imposed by a principal or other persons, regardless of whether the violation is an initial or a repeated violation. For information regarding the discipline of students protected by the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) and Section 504 of the Rehabilitation Act of 1973, please refer to other sections of this document.

Note: *The School Board has the final authority on all disciplinary matters.*

Levels of Intervention and Response

Note: Each leveled response may include previous levels' discipline sanctions, behavioral interventions, and instructional supports.

Level 1: Intended to prevent further behavioral issues while keeping the student in school.		
Discipline Sanction	Behavioral Intervention	Instructional Support
• Community Service (age appropriate to correct the behavior) • Confiscation of item(s) • In-class time-out • Loss of privileges • Seat change • Teacher conference with students • Time-out in another classroom setting • Warning • Written reflection or letter of apology • None	(1) Parent contact: phone call, letter or conference with parent/guardian (2) Parent involvement in Intervention Planning (3) Referral to Specialized Instructional Support Personnel (ex: school counselor) (4) Referral to multi-disciplinary intervention team (ex: MTSS) (9) Participation in Restorative Practices (12) Administrative Conference with Student Other behavior supports: • Check-In and Check Out System • Classroom behavior contract / Behavior Monitoring Form • Mentoring • Progress Monitoring Sheet • Recognize / Reward Appropriate Behavior • Reinforcement of appropriate behaviors • Reteach or Modeling Desired Behavior	(6) Classwork / graded work provided in school for student if removed from class (7) Other Instructional Programs with face-to-face licensed teacher contact that have been established within the student's home school or at another location. Is not virtual. (ex: academic extended school day)
Level 2: Administrative responses and interventions at this level are designed to prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.		
Discipline Sanction	Behavioral Intervention	Instructional Support
• Administrator / Teacher / Counselor / Student conference (includes re-teaching or expected behavior) • Campus clean-up/ Community Service • Classroom removal - In School Support with behavioral interventions • Confiscation of item / device by administration • In-school suspension up to 3 days • Loss of privileges • Schedule / Class Change • Student Conference	(1) Parent contact: phone call, letter or conference with parent/guardian (3) Referral to Specialized Instructional Support Personnel (ex: school counselor) (4) Referral to multi-disciplinary intervention team (ex: MTSS) (5) Referral to Individualized Education Plan (IEP) team (for a student with a current IEP) (9) Participation in Restorative Practices Other behavior supports: • Check-In and Check Out System • Community Resources • School / Administrator behavior contract	(6) Classwork / graded work provided in school for student if removed from class (7) Other Instructional Programs with face-to-face licensed teacher contact that have been established within the student's home school or at another location. Is not virtual. (ex: academic extended school day)

Level 3: Dependent upon the severity, chronic nature of the behavior and/or safety concerns, Level 3 behaviors may result in the student's short term removal from school.

Discipline Sanction	Behavioral Intervention	Instructional Support
- Administrator / Teacher / Counselor / Student conference - Classroom removal - In School Support with behavioral interventions - In-school suspension up to 3 days (elementary) / 5 days (secondary) - Referral to law enforcement where required - Revocation of privileges - Schedule / Class Change - Short-term out-of-school suspension (one to three days for elementary students / one to five days for secondary students) with restorative circle or conference upon return as needed	(1) Parent contact: phone call, letter or conference with parent/guardian (3) Referral to Specialized Instructional Support Personnel (ex: school counselor) (4) Referral to multi-disciplinary intervention team (ex: MTSS) (6) Referral / Recommend Functional Behavior Assessment (FBA) (7) Referral / Recommend Behavioral Intervention Plan (BIP) (9) Participation in Restorative Practices Other behavior supports: - Check-In and Check Out System - Community Resources - Parent / Teacher / Administrator Contract - School / Administrator behavior contract	(6) Classwork / graded work provided in school for student if removed from class (7) Other Instructional Programs with face-to-face licensed teacher contact that have been established within the student's home school or at another location. Is not virtual. (ex: academic extended school day) (7) IEP Services provided during removal (8) Other Instruction without Face to Face Teacher Contact

Level 4: Some Level 4 behaviors require a report to the Superintendent or Superintendent's designee as outlined in the Code of Virginia § 22.1-279.3:1. Local school board policy may require additional reporting. A referral to the Superintendent or Superintendent's designee does not automatically result in a long-term suspension, or change of placement. After a review of the incident in context, the Superintendent or designee may return students to the comprehensive setting with additional supports and/or responses to be implemented.

Discipline Sanction	Behavioral Intervention	Instructional Support
- In-school suspension up to 3 days (elementary) / 5 days (secondary) - Recommendation for long term suspension (11-45 days) as determined by local policy or by code - Referral to law enforcement where required - Revocation of privileges (long term) - Schedule / Class Change - Short-term out-of-school suspension (one to three days for elementary students / one to five days for secondary students) with restorative circle or conference upon return as needed	(1) Parent contact: phone call, letter or conference with parent/guardian (3) Referral to Specialized Instructional Support Personnel (ex: school counselor) (4) Referral to multi-disciplinary intervention team (ex: MTSS) (6) Referral / Recommend Functional Behavior Assessment (FBA) (7) Referral / Recommend Behavioral Intervention Plan (BIP) (8) Manifestation Determination Meeting (MDR), as appropriate (11) Referral to Threat Assessment Team (12) Administrative Conference with student Other behavior supports: - Community Resources - Parent / Teacher / Administrator Contract - School / Administrator behavior contract	(6) Classwork / graded work provided in school for student if removed from class (7) Other Instructional Programs with face-to-face licensed teacher contact that have been established within the student's home school or at another location. Is not virtual.(ex: alternative school) (7) IEP Services provided during removal (8) Other Instruction without Face to Face Teacher Contact

Level 5: Level 5 responses are reserved for those behaviors that require a referral to the Superintendent or designee. For preschool to grade three students, any suspension beyond three days must be referred to the Superintendent or designee. A referral to the Superintendent or designee may not automatically result in an expulsion, alternative placement, school reassignment, or long-term suspension.

Discipline Sanction	Behavioral Intervention	Instructional Support
• Long term suspension (11-45 days) as determined by local policy or by code • Referral for expulsion • Referral to law enforcement where required • Referral to Superintendent or designee	(1) Parent contact: phone call, letter or conference with parent/guardian (4) Referral to multi-disciplinary intervention team (ex: MTSS) (8) Manifestation Determination Meeting (MDR), as appropriate (11) Referral to Threat Assessment Team (12) Administrative Conference with student Other behavior supports: • Community Resources • Parent / Teacher / Administrator Contract • School / Administrator behavior contract	(6) Classwork / graded work provided in school for student if removed from class (7) Other Instructional Programs with face-to-face licensed teacher contact that have been established within the student's home school or at another location. Is not virtual.(ex: alternative school) (7) IEP Services provided during removal (8) Other Instruction without Face-to-Face Teacher Contact

Notes:

- Preschool - 3 grade, levels 2-5 cannot exceed 3 consecutive days per incident unless special circumstances exist. Intervention plans will be developed, reviewed, and/or modified, at minimum, at Levels 3, 4 and 5.
- In determining which of the leveled responses are most appropriate, the following shall be considered:
 - the nature and seriousness of the violation
 - the student's age and previous disciplinary record
 - any other relevant circumstances
- Out-of-school removals must be paired with an intervention to teach and/or review expected school behavior (e.g. Five days suspension and Check-in / Check-out).

Elementary Schools Levelled Responses To Student Behaviors

SBAR	Category A: Behaviors that impede the Academic Progress (BAP) of the student or of other students	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BAP1	Interfering with learning in the classroom (talking, excessive noise, off-task, out of seat, possessing items that distract)	X	X				
BAP2	Interfering with learning outside of the classroom (excessive noise, interrupting a class, etc.)	X	X				
BAP3	Scholastic dishonesty (cheating, plagiarism)	X					
BAP4	Unexcused tardiness to class	X					
BAP5	Unexcused tardiness to school	X					

* Must report to law enforcement.

Victim count required

SBAR	Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO1	Altering an official document or record	X	X				
BSO2	Giving false information to staff	X	X				
BSO3	Refusal to comply with requests of staff in a way that interferes with the operation of school	X	X	X			
BSO5	Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)	X	X				
BSO6	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	X	X	X			
BSO7	Dress Code Violation	X	X				
BSO8	Gambling (games of chance for money or profit)	X	X				
BSO9	Possessing items that are inappropriate for school (examples include toys, literature, electronics)	X	X				
BSO10 #	Possession of stolen items	X	X				
BSO11	Unauthorized use of school electronic or other equipment	X	X				
BSO12	Violation of Acceptable Use of Technology/internet policy	X	X				
BSO13	Violation of school board policy regarding the possession or use of portable communication devices	X	X				
BSO14	Vandalism, graffiti or other damage to school or personal property	X	X	X			
BSO15	Student is not going to class as assigned	X	X				
BSO16	Student is in an unauthorized area of the campus (This behavior cannot be related to school or class attendance/nonattendance)	X	X				

* Must report to law enforcement.

Victim count required

SBAR	Category C: Relationship Behaviors (RB) create a negative relationship between two or more members of the school community (No physical harm is done.)	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
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RB1#	Bullying with no physical injury (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools)	X	X				
RB2#	Cyberbullying (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools)	X	X	X			
RB3	Posting, distributing, displaying, or sharing material or literature that is libelous, including using electronic means to post such material	X	X				
RB4	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	X	X	X			
RB5#	Stealing money or property without physical force	X	X	X			
RB6	Speaking to another in an uncivil, discourteous manner	X	X				
RB7	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	X	X				
RB8	Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	X	X	X			
RB9#	Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	X	X	X			
RB10	Failure to respond to questions or requests by staff	X	X				
RB11	Unwanted or inappropriate physical contact	X	X	X			

* Must report to law enforcement.

Victim count required

SBAR	Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC1	Alcohol: Possessing or using alcohol (must report to the Hearing Office)	X	X	X			
BSC2	Alcohol: Distributing alcohol to other students (must report to the Hearing Office)		X	X	X		
BSC3	Drugs: Possessing drug paraphernalia (must report to the Hearing Office)	X	X	X			
BSC4	Drugs: Violating school board non-prescription (Over the counter) medication policy	X	X	X			
BSC5	Tobacco: Possessing/Using tobacco products, electronic cigarettes, vaping equipment, imitation tobacco products	X	X	X			
BSC6#	Bullying Behavior without physical injury that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Bullying that leads to physical injury should be classified as Assault and Battery.			X	X	X	
BSC7#	Cyberbullying that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences.			X	X	X	
BSC8#	Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment	X	X	X			
BSC9	Bus: Distracting the bus driver	X	X	X			
BSC10	Bus: Endangering the safety of others on the bus	X	X	X			
BSC11	Fire alarm: Falsely activating a or other disaster alarm		X	X			
BSC12	Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke	X	X				
BSC13	Engaging in reckless behavior that creates a risk of injury to self or others	X	X	X			

BSC14	Fighting that results in no injury as determined by the school administration	X	X				
BSC15	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students	X	X	X			
BSC16	Throwing an object that has the potential to cause a disturbance, injury, or property damage	X	X				
BSC17	Shoving, pushing, striking a student with no visible injury	X	X				
BSC18#	Exposing body parts, lewd or indecent public behavior	X	X	X			
BSC19#	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing,	X	X	X			
BSC21#	Stalking as described in the Code of Virginia section 18.2-60.3			X	X		Required
BSC22#	Stealing money or property using physical force (no weapon involved)		X	X	X		
BSC24	Leaving school grounds without permission	X	X				
BSC25	Trespassing	X	X				
BSC26	Possessing dangerous instruments/substances that could be used to inflict harm upon another		X	X	X	X	
BSC27	Weapons: Possessing any weapon (other than a firearm) as defined by § 18.2-308.1.			X	X	X	

* Must report to law enforcement.

Victim count required

SBAR	Category E: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community.	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BESO1#	Assault: Intending to cause physical injury to another person	X	X	X	X		
BESO2#	Assault and Battery: Causing physical injury to another person			X	X	X	
BESO3	Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration	X	X	X			
BESO4#	Striking Staff: The use of force against a staff member when no injury is caused	X	X	X	X		
BESO5	Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications (must report to the Hearing Office)			X	X	X	
BESO6	Drugs: Being under the influence of controlled substances, illegal drugs, or synthetic hallucinogens or unauthorized prescription medications			X	X	X	
BESO7	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications			X	X	X	
BESO9	Fire: Attempting to set, aiding in setting, or setting a fire		X	X	X		
BESO10	Gang-Related: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1	X	X	X	X		
BESO11#	Hazing as defined in §18.2-56 and noted in § 22.1-279.6.		X	X			
BESO12#	Threatening or instigating violence, injury or harm to a staff member (not including written threats)	X	X	X	X		
BESO13#	Threatening or instigating violence, injury, or harm to another student (not including written threats)	X	X	X			
BESO14#	Threatening, intimidation, or instigating violence, injury or harm to another student(s) or other(s) in writing. If the written threat is to a staff member, a report	X	X	X	X		Required if the victim is a staff

	to law enforcement is required unless the student making the threat has a disability.						member
BESO15#	Using any weapon to threaten or attempt to injure school personnel, students, or others					X	
BESO16#	Using any weapon to threaten or attempt to injure student(s) or other(s)					X	
BESO17#	Bomb threat-Making a bomb threat	X	X	X	X		Required
BESO18	A crime in the community where the student was charged with an offense relating to the Commonwealth's laws but is required to be disclosed to the Superintendent of the school division pursuant to § 16.1-260(G)					X	Law enforcement reports to the school division

* Must report to law enforcement.

Victim count required

SBAR	Category F: Persistently Dangerous (PD) Behaviors described in the Virginia's Unsafe School Choice Policy required by federal law	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Sub-Category I							
PD1#	Homicide-Firearm					X	Required
PD2#	Homicide-Other Weapon					X	Required
PD3#	Sexual Assault					X	Required
PD4#	Attempted Sexual Assault					X	Required
PD5#	Use of a Bomb					X	Required
Sub- Category II							
PD6#	Assault with Firearm or Weapon					X	Required
PD7#	Actual or Attempted Robbery					X	Required
PD8#	Kidnapping/Abduction					X	Required
PD9#	Malicious Wounding without a Weapon					X	Required
PD10#	Aggravated Sexual Battery on a Student					X	Required
Sub- Category III							
PD11	Illegal Possession of Handgun					X	Required
PD12	Illegal Possession of Rifle or Shotgun					X	Required
PD13	Illegal Possession of Any Other Projectile Weapon					X	Required
PD14	Illegal Possession of Bomb					X	Required
PD15	Illegal Possession of Other Firearms					X	Required
PD16	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell					X	Required

* Must report to law enforcement.

Victim count required

Secondary Schools Leveled Responses To Student Behaviors

SBAR	Category A: Behaviors that impede the Academic Progress (BAP) of the student or of other students	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BAP1	Interfering with learning in the classroom (talking, excessive noise, off-task, out of seat, possessing items that distract)	X	X				
BAP2	Interfering with learning outside of the classroom (excessive noise, interrupting a class, etc.)	X	X				
BAP3	Scholastic dishonest (cheating, plagiarism)	X	X				
BAP4	Unexcused tardiness to class	X	X				
BAP5	Unexcused tardiness to school	X	X				

* Must report to law enforcement.

Victim count required

SBAR	Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO1	Altering an official document or record	X	X				
BSO2	Giving false information to staff	X	X	X			
BSO3	Refusal to comply with requests of staff in a way that interferes with the operation of school	X	X	X			
BSO5	Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)	X	X				
BSO6	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	X	X	X	X	X	
BSO7	Dress Code Violation	X	X				
BSO8	Gambling (games of chance for money or profit)	X	X				
BSO9	Possessing items that are inappropriate for school (examples include toys, literature, electronics)	X	X				
BSO10	Possessing stolen items	X	X				
#							
BSO11	Unauthorized use of school electronic or other equipment	X	X				
BSO12	Violation of Acceptable Use of Technology/Internet Policy	X	X				
BSO13	Violation of school board policy regarding the possession or use of portable communication devices	X	X	X			
BSO14	Vandalism, graffiti or other damage to school or personal property	X	X	X			
BSO15	Student is not going to class as assigned	X	X				
BSO16	Student is in an unauthorized area of the campus (This behavior cannot be related to school or class attendance/nonattendance)	X	X	X			

* Must report to law enforcement.

Victim count required

SBAR	Category C: Relationship Behaviors (RB) create a negative relationship between two or more members of the school community (No physical harm is done.)	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
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RB1#	Bullying with no physical injury (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools)	X	X	X			
RB2#	Cyberbullying (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools)	X	X	X			
RB3	Posting, distributing, displaying, or sharing material or literature that is libelous, including using electronic means to post such material	X	X	X			
RB4	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	X	X	X			
RB5#	Stealing money or property without physical force	X	X				
RB6	Speaking to another in an uncivil, discourteous manner	X	X	X			
RB7	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	X	X	X			
RB8	Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	X	X	X			
RB9#	Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	X	X	X			
RB10	Failure to respond to questions or request by staff	X	X	X			
RB11	Unwanted or inappropriate physical contact	X	X	X			

* Must report to law enforcement.

Victim count required

SBAR	Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC1	Alcohol: Possessing or using alcohol (must report to the Hearing Office)	X	X	X			
BSC2	Alcohol: Distributing alcohol to other students (must report to the Hearing Office)		X	X	X		
BSC3	Drugs: Possessing drug paraphernalia (must report to the Hearing Office)	X	X	X			
BSC4	Drugs: Violating school board non-prescription (Over the counter) medication policy	X	X	X			
BSC5	Tobacco: Possessing/Using tobacco products, electronic cigarettes, vaping equipment, imitation tobacco products	X	X	X			
BSC6#	Bullying Behavior without physical injury that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Bullying that leads to physical injury should be classified as Assault and Battery.		X	X	X	X	
BSC7#	Cyberbullying that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences.		X	X	X	X	
BSC8#	Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment	X	X	X	X		
BSC9	Bus: Distracting the bus driver	X	X	X			
BSC10	Bus: Endangering the safety of others on the bus	X	X	X			
BSC11	Fire alarm: Falsely activating a or other disaster alarm		X	X			
BSC12	Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke	X	X	X			

BSC13	Engaging in reckless behavior that creates a risk of injury to self or others	X	X	X			
BSC14	Fighting that results in no injury as determined by the school administration	X	X				
BSC15	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students		X	X	X	X	
BSC16	Throwing an object that has the potential to cause a disturbance, injury, or property damage	X	X	X			
BSC17	Shoving, pushing, striking a student with no visible injury	X	X				
BSC18#	Exposing body parts, lewd or indecent public behavior	X	X	X	X		
BSC19#	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing,	X	X	X	X		
BSC21#	Stalking as described in the Code of Virginia section 18.2-60.3				X	X	Required
BSC22#	Stealing money or property using physical force (no weapon involved)	X	X	X			
BSC24	Leaving school grounds without permission	X	X				
BSC25	Trespassing		X	X	X	X	
BSC26	Possessing dangerous instruments/substances that could be used to inflict harm upon another		X	X	X	X	
BSC27	Weapon: Possessing or selling any weapon (not including firearms) as defined by school board policy				X	X	

* Must report to law enforcement.

Victim count required

SBAR	Category E: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BESO1#	Assault: Intending to cause physical injury to another person		X	X	X		
BESO2#	Assault and Battery: Causing physical injury to another person			X	X	X	
BESO3	Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration	X	X	X			
BESO4#	Striking Staff: The use of force against a staff member when no injury is caused			X	X	X	
BESO5	Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications (must report to the Hearing Office)			X	X	X	
BESO6	Drugs: Being under the influence of controlled substances, illegal drugs, or synthetic hallucinogens or unauthorized prescription medications				X	X	
BESO7	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications				X	X	
BESO9	Fire: Attempting to set, aiding in setting, or setting a fire			X	X	X	
BESO10	Gang-Related: Engaging in threatening or dangerous behavior that is gang- related as defined in §18.2-46.1			X	X	X	
BESO11#	Hazing as defined in §18.2-56 and noted in § 22.1-279.6.					X	
BESO12#	Threatening or instigating violence, injury, or harm to a staff member (not including written threats)		X	X	X	X	
BESO13#	Threatening or instigating violence, injury, or harm to another student (not including written threats)		X	X	X	X	

BESO14#	Threatening, intimidation, or instigating violence, injury or harm to another student(s) or other(s) in writing. If the written threat is to a staff member, a report to law enforcement is required unless the student making the threat has a disability.		X	X	X	X	Required if the victim is a staff member
BESO15#	Using any weapon to threaten or attempt to injure school personnel					X	
BESO16#	Using any weapon to threaten or attempt to injure student (s) or other (s)					X	
BESO17#	Bomb threat- Making a bomb threat				X	X	Required
BESO18	A crime in the community where the student was charged with an offense relating to the Commonwealth's laws but is required to be disclosed to the Superintendent of the school division pursuant to § 16.1-260(G)					X	Law enforcement reports to the school division

* Must report to law enforcement.

Victim count required

SBAR	Category F: Persistently Dangerous (PD) Behaviors described in the Virginia's Unsafe School Choice Policy required by federal law	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Sub-Category I							
PD1#	Homicide-Firearm					X	Required
PD2#	Homicide-Other Weapon					X	Required
PD3#	Sexual Assault					X	Required
PD4#	Attempted Sexual Assault					X	Required
PD5#	Use of a Bomb					X	Required
Sub- Category II							
PD6#	Assault with Firearm or Weapon					X	Required
PD7#	Actual or Attempted Robbery				X	X	Required
PD8#	Kidnapping/Abduction					X	Required
PD9#	Malicious Wounding without a Weapon					X	Required
PD10#	Aggravated Sexual Battery on a Student					X	Required
Sub- Category III							
PD11	Illegal Possession of Handgun					X	Required
PD12	Illegal Possession of Rifle or Shotgun					X	Required
PD13	Illegal Possession of Any Other Projectile Weapon					X	Required
PD14	Illegal Possession of Bomb					X	Required
PD15	Illegal Possession of Other Firearms					X	Required
PD16	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell					X	Required

* Must report to law enforcement.

Victim count required

Student Behaviors

Please be advised that per Virginia law and/or the policies of the School Board of Charlottesville City Schools, violations of certain codes of conduct require that the student be recommended for expulsion from Charlottesville City Schools.

In the charts above, some student behaviors are indicated to require Charlottesville City Schools to notify law enforcement. Per the (Model Guidance formal name), the role of law enforcement in schools should be limited to matters that involve serious criminal law matters and/or a "real and immediate" threat of safety to students, teachers, or other members of the school community. School administrators may access law enforcement for other duties related to the safe operation of the school that will not be reflected in the individual student disciplinary record as notifying law enforcement. For example, retrieval and disposal of illegal substances or items that would not otherwise require reporting to law enforcement.

Category A: Behaviors that Impede the Academic Progress (BAP) of the student or other students

- Interfering with learning in the classroom (talking, excessive noise, off-task, out of seat, possessing items that distract)
- Interfering with learning outside of the classroom (excessive noise, interrupting a class, etc.)
- Dishonesty (ex: cheating, plagiarism)
- Unexcused tardiness to class
- Unexcused tardiness to school

Unexcused tardiness to class and/or school

Students arriving after the start of the school day shall be considered tardy. If students arrive tardy without written or verbal notification from parent/guardian, teacher, or administrator, the student will receive an unexcused tardy.

Students are expected to be punctual and attend all assigned classes. Student attendance is a collaborative effort and schools shall involve parents/guardians and students in accepting responsibility for regular attendance. Each parent/guardian of a child within the compulsory school attendance age shall be responsible for the child as required by law. Nor shall students leave school prior to the end of the school day without parent/guardian permission, school permission or any other valid excuse. Unexcused absence shall include, but not be limited to, leaving school premises without authorization.

Category B: Behaviors related to School Operations (BSO) Interfere with the daily operation of school procedures

- Altering an official document or record
- Giving false information to staff
- Refusal to comply with requests of staff in a way that interferes with the operation of school
- Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)
- Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building
- Student Dress
- Gambling (games of chance for money or profit)
- Possessing items that are inappropriate for school (examples include toys, literature, electronics)
- Possession of stolen items
- Unauthorized use of school electronic or other equipment
- Violation of the Acceptable Use of Technology/internet policy
- Violation of School Board policy regarding the possession or use of portable communication devices
- Vandalism, graffiti or other damage to school or personal property
- Student is not going to class as assigned
- Student is in an unauthorized area of the campus (This behavior cannot be related to school or class attendance/nonattendance)

Altering an official document or record/Giving false information to staff

Students of CCS are expected to perform honestly through the production of their own work. They should also demonstrate respect for the belongings and rights of others, including, but not limited to, staff members and volunteers. The following acts are prohibited:

- Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- Plagiarism includes using or copying the language, structure, idea, and/or thought of another and representing it as one's own original work.
- Falsification includes, but is not limited to, a verbal, written, or electronic transmission (i.e., emails, images), including the production or use of forgery or counterfeiting.
- Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.
- Unauthorized use of technology and information accessed through technology without permission is prohibited specified on page 9, "Violation of the Acceptable Use of Technology/Internet Policy". Student files and division-issued devices may be subject to search.
- Willful or malicious false accusations/reports against school personnel or other students.

Refusal to comply with requests of staff in a way that interferes with the operation of school

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities is prohibited.

Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/ volunteers, or law enforcement officers is considered insubordination. Also included is refusal to comply with reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers.

Other activities which disrupt the orderly functions of the school include, but are not limited to: demonstrating hostile or disruptive behavior, repeated offenses/violations of the *Student Rights and Responsibilities*, unauthorized fraternities or secret societies, unauthorized sales by students, possession of inappropriate toys, inappropriate use of school lockers and facilities, and setting off false fire alarms.

The possession or distribution of print or electronic materials which are obscene, violent, inappropriate, or significantly disruptive to the educational process is prohibited. Included are inappropriate student expression, sexting, threats, hit lists, distribution of non-authorized literature, and illegal assembly.

Verbal assault is cursing, threatening, or using abusive language or written remarks intended to demean or harm a student, staff member, or visitor and is prohibited. This violation includes, but is not limited to: actions, displays, or written material of an obscene, violent, or inappropriate nature and the wearing of clothing or adornments, including inappropriate jewelry, which themselves convey either violent or sexually suggestive messages or offensive statements towards school personnel and/or students (i.e., vulgar language).

Any event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others is gambling. This violation includes exchanging items of value, as well as currency, and extends to keeping score for later settlement.

Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). Section 16.1-260.G. of the *Code of Virginia* requires an intake officer to report to the division Superintendent any student against whom a petition is filed for certain offenses including, prohibited criminal street gang activity pursuant to § 18.2-46.2 and recruitment of other juveniles for a criminal street gang activity pursuant to § 18.2- 46.3.

Student Dress (from Charlottesville City Schools Code of Conduct 2021-22)

Note: The Charlottesville School Board unanimously passed a resolution that bans students from wearing clothing that depicts symbols “associated with racial hatred and violence,” including swastikas or Confederate imagery. For details, see <https://charlottesvilleschools.org/dresscoderesolution>.

The School Board and administration of Charlottesville City Schools understand that styles of dress and self-presentation are important forms of expression for students. Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Families are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

- Depict profanity, vulgarity, obscenity, or violence;
- Promote the use or abuse of alcohol, tobacco, or illegal drugs;
- Threaten the health or safety of staff or students; or
- Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

- Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator. Shoes must have rubber/leather/hard soles for safety purposes.
- Clothing must cover undergarments (waistbands and straps excluded).
- Chests, genitals, and buttocks must be covered with opaque (non-see-through) fabric.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Head coverings are permitted in school buildings as long as the face is still clearly visible and the student’s hearing is not impaired. To allow a clear view of the face, hoods should be lowered when requested (including hats, hoods, sweat bands, and bandanas). Facial coverings for disease prevention are allowed.

Enforcement of Dress Code

Any school dress code enforcement actions should minimize the potential loss of educational time. When a school staff member or school administrator discusses a dress or grooming violation with a student, the adult should be the same gender as the student if practicable. Staff concerns about student attire should be discussed discretely and out of earshot of other students to the extent practicable. Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g., school clothing closet) or otherwise complying with this dress code (e.g., removing a problematic item).

Applicability of Dress Code

This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations.

This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

Violation of the Acceptable Use of Technology/Internet Policy

Charlottesville City Schools provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication.

All use of Charlottesville City Schools' computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system – including computers, electronic devices, software, the Internet, social networks, email, and web pages – 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 and the Technology Use Guidelines established by the Superintendent. In the registration or re-registration paperwork at the start of each year, parents/guardians are asked to read and support this policy. Students agree to this policy as part of their initial sign-on process when logging into their assigned devices.

This agreement supports School Board personnel and instruction policies. Please review policy [GAB/IIBEA](#) and its associated regulation online.

Students are PROHIBITED from:

- Using technology for any illegal purpose;
- Creating unauthorized networks of any kind;
- Downloading, uploading, importing, or intentionally viewing material that promotes the use of illegal drugs, alcohol, pornography, weapons, or illegal and/or violent behavior;
- Introducing non-approved software, hardware, or resources into the CCS network or clients. Approval can be sought through the Department of Technology.
- Saving, transferring, or loading non-school related material on a school file server;
- Running software applications from a USB device.

Any violations of this agreement or problems with any CCS technology resource shall be reported to a teacher, administrator, or other appropriate source. CCS reserves the right to amend the agreement at any time and to enforce such amendments after giving notice of such amendments.

Violations of these items may result in the restriction of computer or internet privileges and disciplinary action. It may also result in criminal charges if the violation is also a violation of Federal, State, or local law or ordinance. Examples of such dual violations are computer hacking or trespassing, harassment, threat, or cyber bullying via a CCS computer, and computer fraud (See title 18.2 of the Code of Virginia). Ignorance of these regulations will not excuse the infraction. Where Virginia law is violated, legal actions may be taken.

Using Artificial Intelligence to generate fake videos, photos, or audio recordings

Generating videos, photos, or audio recordings that use artificial intelligence (AI) to make it look or sound like someone is saying or doing something that is not real is prohibited. Engaging in activities such as this is considered disruptive to the school environment. Such behaviors undermine trust, spread misinformation, and can cause significant emotional and

psychological harm to the individuals depicted and the broader school community. The creation and distribution of this type of content can cause serious harm to individuals, including damage to their reputation, emotional distress, and potential legal consequences. The school is committed to protecting all students and staff from such harmful actions.

Students and staff who create, distribute, or use AI-generated fake content will face disciplinary action in accordance with the school's student rights and responsibilities. This may include suspension, expulsion, or termination of employment, depending on the severity of the offense. In addition to school-based disciplinary actions, individuals involved in the creation or distribution of this content may be subject to legal action under applicable state and federal laws. Any incidents of the aforementioned prohibited behavior should be reported immediately to a school administrator, teacher, or other trusted staff member. The school will promptly investigate all reports and take appropriate action to address the situation.

In accordance with *Virginia Code* section 22.1-70.2, CCS requires all students to receive Internet safety training. Through an implementation plan, Internet safety is both taught to and practiced by students, and integrated into the K-12 curriculum. Special emphasis is placed on safety, security, and ethics in the instructional program.

The school division 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 Division Superintendent shall submit to the Virginia Department of Education this policy and accompanying regulation biennially.

Violation of School Board policy regarding the possession or use of portable communication devices

The student use of any type of unauthorized electronic or mechanical device that is not part of the instructional program is prohibited. **Cell phones and similar devices are "off and away" for the entire school day (upon arrival at school through the end of the academic day).** The division may implement additional requirements for phone and device storage (such as in magnetic pouches, pencil boxes, or other.). **Cell phone breaks will not be allowed.** Video and/or audio recording of staff and/or students during the school day or school sponsored activity is prohibited. This shall include, but is not limited to: cell phones, portable musical devices, laser pointers, cameras, laptop computers, MP3 players, iPods, portable DVD players, portable TV's, smart watches, etc. Cell phones may be used at school sponsored activities **after** regular school hours. However, cellular phone use must not interfere with any after school activity.

If students violate the "off and away" expectations, they will be asked to relinquish their phone to administration for the remainder of the day. If this behavior continues, confiscated phones will only be released to parents / guardians at the end of the day.

Students who are found to have recorded fights or used their phone in other inappropriate ways may lose their phone privileges for up to a year and are subject to other disciplinary actions.

Non-School Issued / Personal Devices

Over-use and misuse of technology, such as cell phones can result in problems such as:

- increase in depression
- negative academic outcomes
- chronic distraction during instructional times including phones ringing or receiving alerts
- time allocated to behavior management instead of instruction
- a negative effect on interpersonal relationships
- an increase in student anxiety and aggression as observed by teachers
- students using phones to coordinate and participate in problematic behaviors on school grounds; e.g., fighting, drug use
- the documentation and publishing of student images and scenarios without permission on social media

- “sexting” and sharing illicit photos
- confidentiality and privacy concerns including honor code violations
- cheating
- bullying and cyberbullying

Vandalism, Graffiti or Other Damage to School or Personal Property

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

Vandalism is the willful marring, defacing, or destruction of School Board property, including leased property or any employee’s or other person’s property. This section includes, but is not limited to: the buildings, both exteriors and interiors thereof, books, computer equipment and software, school buses, private automobiles, school grounds, and property as designated above. Causing, intent to cause or attempt to cause damage to school or personal property of others is prohibited.

The School Board may institute action and recover from the family of any minor student up to \$2500 for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by the student.

In addition, a student who damages or destroys school-related property will be subject to whatever disciplinary action is deemed necessary and advisable by the school principal.

Category C: Relationship Behaviors (RB) create a negative relationship between 2 or more members of the school community (No physical harm is done)

- Bullying with no physical injury (See Link: [Model Policy to addressing Bullying in Virginia’s Public Schools](#))
- Cyberbullying (See Link: [Model Policy to Addressing Bullying in Virginia’s Public Schools](#))
- Posting, distributing, displaying, or sharing material or literature that is libelous, including using electronic means to post such material
- Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature
- Stealing money or property without physical force
- Speaking to another in an uncivil, discourteous manner
- Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight
- Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)
- Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability
- Failure to respond to questions or requests by staff
- Inappropriate physical contact that is sexual in nature or violates school rules regarding contact

Bullying with no physical injury

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to: physical, verbal, or written intimidation, taunting, name-calling, insults, lies, rumors, social exclusion or isolation, threatening body posture, money or possessions taken or damaged, being threatened or forced to do things, and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments directed toward and based upon a person’s sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law, including associates of the targeted person or group. Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength is considered bullying and will not be tolerated.

- Repeated, unwanted negative overtures and actions over time toward a person or persons are prohibited.
- Bullying methods (repeated) such as verbal abuse, social exclusion or isolation, physical abuse, intimidation, lies, rumors, sexual inferences, robbery, damaged personal items, threats, racial attacks, and bullying through electronic devices will not be tolerated.

- Electronic bullying and/or cyber bullying related activity of any nature and that which is obscene, pornographic, threatening, or otherwise inappropriate, including (but not limited to) email, instant messaging, web pages, and use of hardware and/or software which substantially disrupts or interferes with the safety and welfare of the school and its students, are strictly prohibited, even if such uses/actions take place off school property (i.e., home, business, private property, etc.) Refer to cyberbullying definition, below.
- All aspects of the Acceptable Use of Technology Policy/Regulation GAB-IIBEA apply to this section on bullying.
- Conveying by gestures, notes, or verbal comments with the intent to cause bodily/emotional injury or to deprive a student of his rights is prohibited.
- The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- Cursing, using abusive language, teasing, hazing (as further defined on page 29), or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

Using profane or vulgar language or gestures

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

Category D: Behaviors of Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school

- Alcohol: Possessing or using alcohol
- Alcohol: Distributing alcohol to other students
- Drugs: Possessing drug paraphernalia
- Drugs: Violating School Board non-prescription (over the counter) medication policy
- Tobacco: Possessing/Using tobacco products, electronic cigarettes, vaping equipment
- Bullying Behavior without physical injury that continues after intervention ([See Link: Model Policy to Addressing Bullying in Virginia's Public Schools](#)) Bullying that leads to physical injury should be classified as Assault and Battery.
- Cyberbullying that continues after intervention ([See Link: Model Policy to Addressing Bullying in Virginia's Public Schools](#)). Cyberbullying that relates to the threat to the safety of students and staff should be treated with a higher level of intervention and consequences.
- Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment
- Bus: Distracting the bus driver (see also Appendix B, Family Guide to School Bus/Transportation Safety)
- Bus: Endangering the safety of others on the bus (see also Appendix B, Family Guide to School Bus/Transportation Safety)
- Fire alarm: Falsely activating a fire or other disaster alarm
- Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke
- Engaging in reckless behavior that creates a risk of injury to self or others
- Fighting that results in no injury as determined by the school administration
- Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students
- Throwing an object that has the potential to cause a disturbance, injury, or property damage
- Shoving, pushing, striking a student with no visible injury
- Exposing body parts, lewd or indecent public behavior
- Physical contact of a sexual nature – patting body parts, pinching, tugging clothing
- Stalking as described in the Code of Virginia section 18.2-60.3
- Stealing money or property using physical force (no weapon involved)
- Leaving school grounds without permission
- Trespassing
- Weapon: Possessing any weapon (not including firearms) as defined by School Board policy

Physical contact of a sexual nature – patting body parts, pinching, tugging clothing/Physical sexual aggression and/or forcing another to engage in sexual activity

It is the policy of the Charlottesville City School Board to maintain a working and learning environment which provides for fair and equitable treatment, including freedom from sexual harassment, for all its employees and students. For harassment and Title IX information, see charlottesvilleschools.org/title-ix/.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

It is prohibited for any student or employee to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature. Conditions may include, but are not limited to:

- submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
- such conduct creates an intimidating, hostile, or offensive working or learning environment; or
- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Examples of activities which could constitute sexual harassment/inappropriate sexual behavior include, but are not limited to:

- unwelcome sexual flirtations, leering, or propositions;
- sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- graphic comments about an individual's body or overly personal conversation;
- targeted sexual jokes, stories, drawings, pictures, or gestures toward others;
- spreading sexual rumors;
- inappropriate or suggestive sexual gestures;
- touching an individual's body or clothes in a sexual way;
- cornering or blocking of normal movements;
- displaying sexually suggestive objects in an educational environment; or
- displaying sexually explicit behavior.

Any student who believes that they have been subjected to sexual harassment should immediately file a complaint of the alleged act with the principal. The principal shall request that the complaint be in writing. The principal shall investigate the complaint and work towards a resolution of the matter. The principal must immediately report the complaint of the alleged incident to the Office of the Superintendent. If the complaint is against the principal, the student shall file the complaint with any adult who will contact the Director of Human Resources. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report summarizing the investigation and stating any conclusions or recommendations shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any student who has knowledge of the occurrence of sexual harassment of a student by an adult should contact the principal. Any employee with knowledge of the occurrence of sexual harassment involving one or more students should notify the principal. The principal must immediately report the complaint of the alleged incident to the Office of the Superintendent. If the complaint is against the principal, the student shall file the complaint with any adult who will contact the Director of Human Resources. Any employee with knowledge of a complaint against the principal shall contact the Director of Human Resources.

Any administrator, teacher, other employee, or student who is found after an investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or dismissal.

Alcohol/Drug Possession and/or Distribution

Some offenses under this section must be reported to law enforcement by an administrator or designee in accordance with section 22.1-279.3:1 of the Code of Virginia. See chart, below, "Behavior Offenses by Category with Response Levels."

Students shall not use, be under the influence of, or have in their possession any alcoholic beverages on school property or at any school-sponsored event.

Students shall not possess alcohol or alcoholic beverages on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

Students shall not use, be under the influence of, or have in their possession any drugs and/or drug paraphernalia on school property or at any school-sponsored event.

The possession of a Schedule I & II Drug (e.g. heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, OxyContin®, etc.), includes controlled substance analogs and cannabimimetic agents as further described in the Definitions section of this SR&R).

Elementary

First Offense Consequence: Refer the incident to an administrative school hearing chaired by the building principal and/or designee.

- Absences as a result of out of school suspension will be unexcused, students will be provided access to assignments and classwork.
- The student may be referred to a substance abuse program as deemed necessary by the hearing officer or School Board.

Subsequent Drug and/or Alcohol Abuse Offenses Consequences (cumulative within 3 years)

In addition to any of the penalties described under possession, the following **may be** implemented:

- RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION

A prior drug and/or alcohol offense that resulted in expulsion will be regarded as a "First Offense" for the purposes of determining whether the consequence for a "Subsequent Drug and/or Alcohol Offense" is applicable.

Students shall not possess drugs or drug paraphernalia on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

Students shall not manufacture, distribute, intend to distribute, or possess on school property or at a school-sponsored event, any of the following: drugs (including anabolic steroids and cannabimimetic agents), chemicals, or look-alike/imitation drugs, or chemicals.

Secondary

Refer the incident to an administrative school hearing chaired by the Chief Academic Officer and/or designee.

- A minimum out-of-school suspension of 10 school days may be considered.
- Consequences outlined per Student Activities Contract for VHSL.

Subsequent Drug and/or Alcohol Abuse Offenses Consequence (Cumulative within 3 years)

In addition to any of the penalties described under possession, the following **may be** implemented:

- RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION

A prior drug and/or alcohol offense that resulted in expulsion will be regarded as a “First Offense” for the purposes of determining whether the consequence for a “Subsequent Drug and/or Alcohol Offense” is applicable.

Students shall not possess drugs or drug paraphernalia on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

Students shall not manufacture, distribute, intend to distribute, or possess on school property or at a school-sponsored event, any of the following: drugs (including anabolic steroids and cannabimimetic agents), chemicals, or look-alike/imitation drugs, or chemicals.

Possession with Intent to Sell or Distribute

Students shall not possess drugs or drug paraphernalia on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

Students shall not manufacture, distribute, intend to distribute, or possess on school property or at a school-sponsored event, any of the following: drugs (including anabolic steroids and cannabimimetic agents), chemicals, or look-alike/imitation drugs, or chemicals.

Possession or use of Medication and Prescription Drugs

In order that school authorities will know what medicine a student is taking in case of an emergency and in order to prevent trafficking of drugs, no student may have in their possession any medication or prescription drugs, even if recommended or prescribed for the student’s use, unless their parent or guardian has requested and received permission from the school for the student to possess and self-administer prescribed medication in accordance with School Board policy. Medication and prescription drugs shall not be taken to school by the student. A parent or guardian is required to take all such items to the school’s clinic for documentation. “Medication” shall mean any drug or other substance used in treating illnesses, disorders, healing, or relieving pain, including over-the-counter drugs, such as aspirin, cough syrups, gargles, cold tablets, and the like. Refer to School Board Policy JHCD.

Fire Alarm

Students shall not set off false fire alarms. Students may be prosecuted by local law enforcement.

Stealing Money or Property

Some offenses under this section must be reported to law enforcement by an administrator or designee in accordance with section 22.1-279.3:1 of the Code of Virginia. See chart, below, “Behavior Offenses by Category with Response Levels.”

CCS students are expected to respect the rights and property of others.

The following acts are also prohibited:

- Stealing another person’s possessions. The possession of stolen property is considered theft.
- Any theft of money or personal or public property of significant value and/or theft involving breaking and entering including lockers (includes unauthorized or illegal use of computer services).

Trespassing

- Students, patrons, and school personnel are expected to have the appropriate authorization to be on School Board property.
- Any student who has been suspended or expelled from attendance shall be considered a trespasser if they appear on any CCS property, or at any CCS activity, during the suspension/expulsion period. Violation of this section will be considered an additional infraction and will require a separate consequence.
- Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate authorization and supervision may be considered trespassers.
- Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so may be considered trespassing.

- No student or other person may attend or visit a Charlottesville City School as a guest during the regular school day without authorization from the school's administration.

Category E: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community

- Assault: Intending to cause physical injury to another person
- Assault and Battery: Causing physical injury to another person
- Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration
- Striking Staff: The use of force against a staff member when no injury is caused
- Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications
- Drugs: Being under the influence of controlled substances, illegal drugs, or synthetic hallucinogens or unauthorized prescription medications
- Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications
- Fire: Attempting to set, aiding in setting, or setting a fire
- Gang-Related: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1
- Hazing as defined in §18.2-56 and noted in §22.1-279.6
- Threatening or instigating violence, injury, or harm to another student (not including written threats)
- Threatening or instigating violence, injury, or harm to another student (not including written threats)
- Threatening, intimidation, or instigating violence, injury or harm to another student(s) or other(s) in writing. If the written threat is to a staff member, a report to law enforcement is required unless the student making the threat has a disability.
- Using any weapon to threaten or attempt to injure school personnel, students, or others
- Using any weapon to threaten or attempt to injure school personnel, students, or others. See policy JFCD and JFCD-R.
- Bomb threat – making a bomb threat

Fighting/Assault and Battery/Striking Staff

Some offenses under this section must be reported to law enforcement by an administrator or designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

Students and school personnel are entitled to a school environment free from threat, aggression, and assault.

- Actions, comments, or written messages intended to cause others to fight or which may result in a fight are prohibited.
- Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited. See Policy JM and JM-R (Restraint and Seclusion of Students) for guidance in cases such as containing safety threats.
- Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a student of their rights is prohibited.
- Fighting involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to either party, bystanders, or school property.
- The willful use of physical violence which is intended to result in bodily injury or the use of a dangerous object in an effort to cause bodily injury is prohibited.
- Assault upon school employees, law enforcement officers, or volunteers is prohibited.
 - o **VIOLATION OF THIS RULE MAY RESULT IN A RECOMMENDATION FOR EXPULSION.**
- Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a school employee, law enforcement, or volunteer, of their rights, or demonstrating hostile acts, is prohibited.
- The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- Cursing, threatening, using abusive language, bullying and cyber-bullying (as further defined in this SR&R), teasing, hazing, or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, electronic

(through any social chat rooms, web space, telephones, or text messaging), physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

- Unsafe conduct which endangers either oneself or others is prohibited.

Gang-Related Activities

Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). Section 16.1-260.G. of the *Code of Virginia* requires a Juvenile Domestic Relations Court Service Unit intake officer to report to the division Superintendent any student against whom a petition is filed for certain offenses including, prohibited criminal street gang activity pursuant to § 18.2-46.2. and recruitment of other juveniles for a criminal street gang activity pursuant to § 18.2- 46.3.

Suspensions, Expulsions, And Appeals

Short-Term Suspensions (10 days or less)

- A student may be suspended for not more than ten school days by either the school principal or any assistant principal. The principal or assistant principal may suspend the student after giving the student oral or written notice of the charges against them, and if the student denies them, an explanation of the facts as known to school personnel and an opportunity to present their version of what occurred. In the case of any student whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the student may be removed from school immediately and the notice, explanation of facts and opportunity to present his version shall be given as soon as is practicable thereafter.
- Upon suspension of any student, the principal or assistant principal responsible for such suspension reports the facts of the case in writing to the Superintendent or Superintendent's designee and the parent of the student suspended. Any notice to the parent of a student who is suspended from school attendance for not more than ten days includes notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program, or alternative education program or educational option, which is not a part of the educational program offered by the school division, are borne by the parent of the student.
- Upon the parent's written request, the Superintendent or Superintendent's designee shall review the action taken by the principal or assistant principal and confirm or disapprove such action based on an examination of the record of the student's behavior. Such written request must be filed with the Superintendent or a designee within five (5) school days of the suspension notice or the right to review by the Superintendent or the designee shall be waived. The decision of the division Superintendent or designee shall be final and may not be appealed.
- Students with disabilities will be disciplined according to applicable state and federal laws.
- No student in preschool through grade three shall be suspended for more than three (3) 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 local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department 22.1-277.07
 - The decision to suspend a preschool through grade three student in excess of three (3) school days shall be determined by the Hearing Officer, or administrative disciplinary committee, during which the parent and student (if applicable) should appear and can present evidence.

Suspensions in Excess of Ten Days or Expulsion

A long-term suspension is a disciplinary action whereby a student is not permitted to attend school for 11 to 45 school days. If, after the student has had an opportunity to explain his/her version of what occurred, a principal or his or her designee determines a suspension in excess of ten (10) school days (11 to 45 school days) or expulsion is appropriate, he/she shall immediately notify the student's parent(s), in writing, of the following:

- The proposed action and the reasons therefore.
- That the decision to suspend the student in excess of ten (10) school days shall be determined by the Hearing Officer, or administrative disciplinary committee, during which they should appear and can present evidence. Upon review, the Disciplinary Hearing Officer shall make a determination or refer the matter to the school board for determination.
- The availability of community-based educational, alternative education, or intervention programs that the student may attend during his/her suspension, and that the costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.

In the event that the Superintendent or his or her designee determines that suspension in excess of ten (10) school days is

appropriate, he/she shall immediately notify the student's parents/guardians, in writing, of the following:

- The proposed action and the reasons therefore.
- The length of the suspension.
- The availability of community-based educational, alternative education, or intervention programs that the student may attend during his/her suspension, and that the costs of any community based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.
- When the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program by the School Board, or an adult education program offered by the school division, during or upon the expiration of the suspension, and the terms or conditions upon expiration of the suspension.

A decision to impose a long-term suspension may be appealed to the Hearing Officer.

Expulsions

Students may be expelled from attendance at school after written notice to the pupil and the pupil's parent of the proposed action and the reasons therefore and of the right to a hearing before the School Board Disciplinary Committee.

If after the student has had an opportunity to explain his/her version of what occurred, a principal or his/her designee determines that a recommendation of expulsion of the student is appropriate he/she shall immediately notify the student's parents/ guardians in writing, of the following:

- The proposed action and the reasons therefore;
- That a hearing before the Disciplinary Committee will occur within ten (10) school days of the notice to determine whether expulsion is confirmed, or whether another disciplinary action is more appropriate, and during which hearing they should appear and may present evidence; and
- The availability of community-based educational, alternative education, or intervention programs that the student may attend during his/her suspension, and that the costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.

In the event that the Superintendent or his/her designee determines that expulsion is appropriate he/she shall immediately notify the student's parents/guardians in writing, of the following:

- The proposed action and the reasons therefore;
- The length of the expulsion;
- Information concerning the availability of community-based educational, alternative education, or intervention programs that the student may attend during his or her expulsion, and that the costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his expulsion shall be borne by the parent of the student;
- Whether or not the student is eligible to return to regular school attendance, or to attend appropriate alternative education program by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission;
- That the costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his expulsion shall be borne by the parent of the student; and
- If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice shall also advise the parent of such student that the student may petition the school board

for readmission to be effective one calendar year from the date of his/her expulsion, and of the conditions, if any, under which readmission may be granted.

Appeal Process

If a family chooses to appeal a disciplinary decision, the appeal procedure is as follows:

- Any appeal for a short term suspension must be made **in writing** to the school within seven (7) days of the school's decision.
 - Decisions made by an assistant principal are appealed to the building principal.
 - Decisions made by the building principal are appealed to the Superintendent or designee.
 - The decision of the Superintendent or designee for a suspension of ten (10) days or less may **not** be appealed to the School Board pursuant to School Board Policy JGD/JGE.
- Decisions made by the Superintendent or designee to uphold long-term suspension (more than ten (10) days) or expulsion may be appealed to the School Board and notice of appeal to the School Board must be made **in writing** within seven (7) days of receipt of the Superintendent's or the designee's decision per Policy JGD/JGE.
- In-school suspension and detention decisions can only be appealed at the school level, not to the Superintendent or designee.
- School officials or administrators may review all matters involving student discipline for accuracy.

Readmission of Suspended and/or Expelled Students

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

Any student who has been expelled or suspended for more than thirty (30) days from attendance at school by a School Board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the Charlottesville City Schools, in accordance with School Board Policy JEC School Admission.

In excluding any such expelled student from school attendance, the local School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling School Board pursuant to Virginia Code section 22.1-277.06. The excluding School Board shall not impose additional conditions for readmission to school.

No suspended student is admitted to the regular school program until such student and their parent/legal guardian have met with school officials to discuss improvement of the student's behavior, unless the school principal or principal's designee determines that readmission, without parent/guardian conference, is appropriate for the student. A behavior contract may be required as a condition for re-admittance.

If the parent/legal guardian fails to comply with this policy or Policy JEC School Admission, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent/legal guardian for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, committee thereof, or Superintendent or Superintendent's designee, as the case may be at the relevant hearing, the student may re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the School Board for admission.

The School Board may permit students excluded pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such exclusion.

Attendance

Compulsory Attendance

School attendance is a critical component of a child's academic achievement. In accordance with the Commonwealth of Virginia Code § 22.1-254, youth between the ages of 5 and 18 must attend school for the entire school day. As part of Virginia's Compulsory Attendance Law, all students are expected to attend all classes each day and arrive on time.

- Regular attendance is essential for students to benefit from the educational program provided at the academy.
- Teaching and learning are daily processes that occur in every class.
- Written make-up work is an inadequate substitute for the total classroom experience.
- Pupil presence and participation in classroom activities improve learning opportunities for the student, increase the efficiency of instruction for the teacher, and protect the academic standards of the school.
- Consistent pupil attendance and competent daily instruction in the classroom are major contributors to increased learning and excellence in education.

Did you know:

- Chronic absenteeism is when a student misses 10% or more of the school year at any given point in time and includes excused absences, unexcused absences and out of school suspensions.
- Regular school attendance in elementary school improves the chances that a child will read on grade level.
- Students who attend 90 percent or more of the school year are more likely to graduate from high school on time.
- Absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with peer conflicts, or facing some other potentially serious difficulty.

Excused Absences

Students may be excused for the following when the school receives notification by way of phone call, written note or electronic communication: Illness (including mental and physical illness), injury, funeral, legal obligations, medical procedures, suspensions, religious observances, and extenuating circumstances as determined by the school administrator. For middle and high school students, one school day per school year may be excused to engage in a civic event

Tardies

Students are expected to arrive at school and attend all classes on time daily. Students are tardy when they do not cross the threshold of the instructional area by the sound of the tardy bell. Excessive and unexcused tardiness to school or class creates a serious interruption of the orderly learning process, and intervention and corrective action will be considered. In order to excuse a tardy, parents or guardians must contact the school (phone call, email, etc.). Students are not considered tardy when the bus arrives late.

Early Dismissal with Permission

High school students with written authorization from a parent or legal guardian may sign themselves out but must leave campus through the main office, following sign out procedures. Elementary/middle school students must be signed out by a parent or legal guardian (or someone with their authorization) who must present a picture ID card when picking a student up from any school. Students who are granted permanent early dismissal due to a modified schedule must leave the grounds at the designated time of the dismissal through the main office, following sign-out procedures.

Leaving School Property without Permission

Once a student arrives on school property, they may not leave without administrative or parent/guardian permission prior to the end of the regularly scheduled day. Students who miss class without permission will be marked absent unexcused from the class periods they missed. Students who leave school early without permission will be considered skipping and will be disciplined accordingly.

Truancy/Unexcused Absences

All student absences are considered unexcused unless the parent/guardian either calls the school or sends a written note to provide a justifiable reason for the absence.

Whenever a student fails to report to school on a regularly scheduled school day and no information is received by school personnel that the student's family is aware of and supports the absence, or the parent provides a reason for the absence that is unacceptable to the school administration, the school principal, principal's designee, attendance officer or other school personnel or volunteer notices the parent by phone email or other electronic means to obtain an explanation. See documentation chart, below, and policy JED.

Unexcused Absence Documentation	
5 unexcused absences	A letter will be mailed to the parents/guardians when a student accumulates 5 unexcused absences for any reason. Direct contact will be made with the parent and an attendance plan will be made.
7 or more unexcused absences	A student success meeting will be scheduled within 10 business days and will include the parents, the principal or principal's designee and a representative from the multidisciplinary team.
Continued absences	The multidisciplinary team shall work with the family/guardian and student to resolve attendance issues and address barriers to attendance, including possible referrals for service. A court referral may be made.

Definitions

Alternative Placements/Suspensions/Expulsions - In accordance with section 22.1-277.2:1 of the *Code of Virginia*, a student that has been (1) charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies, regarding weapons, alcohol, drugs, or intentional injury to another person, (2) charged, found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, drugs, a crime that resulted in or could have resulted in injury to others, or with an offense that is required to be disclosed to the Superintendent pursuant to subsection G of section 16.1-260 of the *Code of Virginia*, (3) found to have committed a serious offense or repeated offenses in violation of School Board policies; (4) suspended or expelled pursuant to sections 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.08, or subsection B of 22.1-277 of the *Code of Virginia*, the Office of the Superintendent, shall determine whether the student shall be required to attend an alternative education program in lieu of a regular education program with the general student population. This section applies regardless of the location of the incident.

Alternative School Program - An instructional program on school sites for students who require an administrative intervention for certain violations of the *SR&R*. This allows for the continuation of the academic program while counseling and/or other interventions may be employed.

Appeal - To make a request to a higher authority for the review of a disciplinary case.

Arson - Deliberately setting a fire on school grounds and / or property.

Assault/Battery - An actual offensive and intentional touching or striking of an individual, with or without use of a dangerous object or weapon, against their will, causing or intending to cause bodily harm.

Bodily Injury - (A) a cut, abrasion, bruise, burn, or disfigurement; (B) physical pain; (C) illness; (D) impairment of the function of a body part or mental faculty; or (E) any other injury to the body, no matter how temporary.

Bomb/Explosive Device - Any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion in accordance with §22.1-279.3:1 of the *Code of Virginia*.

Bullying - A person is being bullied or victimized when they are exposed repeatedly and over time to negative actions on the part of one or more persons. Two main components of bullying are aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength. Different forms of bullying are verbal, social exclusion or isolation, physical, lies and rumors, money or possessions taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber bullying via cell phone or Internet (as further defined on page 31). The person who inflicts such activity upon another or others is considered the bully and will be disciplined accordingly. Bullying does not include ordinary teasing, horse-playing, arguing, or peer conflicts.

Burglary - Unlawfully entering or attempting to enter a building or other structure with the intent to commit a crime.

Community Service - Authorized work in the building, grounds, and/or other appropriate services provided by the student to the school or the community.

Confiscation - Any item prohibited by the *Student Rights and Responsibilities* or the law will be removed from the student's possession.

Consequences - Recommended actions administrators are to use in handling alleged infractions of the *Student Rights and Responsibilities*.

Controlled Substance Analogs & Cannabimimetic Agents - Substances prohibited by *Code of Virginia* §18.2-250 and defined by the *Code of Virginia* §54.1-3446, as amended from time to time (formerly known as "synthetic cannabinoids", including substances such as "bath salts" and "spice", now included among Schedule I & II drugs as defined further herein).

Court Referral - Violations of the law must be reported to law enforcement in accordance with the *Code of Virginia*, including but not limited to drug offenses, assaults, weapon possession, truancy, or other violations of the *Code of Virginia*. Violations of the law will be reported to law enforcement or other appropriate authority, who will initiate appropriate legal action.

Criminal Street Gang - Any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.

Detention - A consequence (not to exceed an hour) employed by any teacher or administrator to keep a student before or after school hours in hope of correcting inappropriate behavior. Parents/guardians must be notified.

Distribution - The selling, giving, sharing, passing on to, taking orders for, and/or arranging for selling or sharing of a controlled substance to occur.

Drug Paraphernalia - Those items described in Section 18.2-265.1 of the *Code of Virginia*, including but not limited to items such as pipe fittings, stems, bowls, bongs, etc.

Drug Violations Prescription Theft Attempted Theft - Unlawfully possessing or attempting to take possession of drugs prescribed for another.

Expulsion/Exclusion - The termination of a student's privilege to attend school within the school division by a vote of the Charlottesville City School Board, or the exclusion of a student expelled or withdrawn from admission by a public or private school in or outside Virginia. An expelled or excluded student is ineligible for readmission for 365 calendar days and may only be readmitted upon petition in accordance with School Board policy and procedures as outlined in this CCS Student Rights & Responsibilities document, in accordance with the *Code of Virginia*, Sections 22.1-277.06, 22.1-277.07, 22.1-277.08, and 22.1-277.2.

Family - For the purposes of this document, "family" or "parent/guardian" is considered a natural parent, parent by legal adoption, a court-appointed legal custodian, or the household adult with responsibility for the student's wellbeing. Teachers,

counselors, and administrators are expected to contact families by phone or letter in an effort to keep them informed of their student's conduct.

Harassment - Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile educational or work environment.

Hazing - Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school, at which hazing that causes bodily injury occurs, shall report the hazing to the Superintendent, who shall report it to the local Commonwealth's Attorney.

Jurisdiction - The *Student Rights and Responsibilities* and these related policies apply to any CCS student. It is enforced when they are on school property, while traveling to school or from school, to, from, and at bus stops, in School Board vehicles, and in attendance at school or at any school-sponsored activity. In addition, the *Student Rights and Responsibilities* applies to incidents off school property as referred to in *Definitions - Alternative Placements/Suspensions/Expulsions*. The *Student Rights and Responsibilities* also applies to a student's conduct which interferes with or obstructs the orderly operation of the school system or the safety or welfare of students, employees, or volunteers. Students who observe or are subjected to inappropriate actions as described in the *Student Rights and Responsibilities* are expected to report such incidents to their school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment.

Larceny - The crime of taking and carrying away the personal property of someone else with the intent to permanently deprive the owner of that property.

Law Enforcement Agencies - In cases of serious violations of the law and/or when required by the *Code of Virginia*, the Charlottesville Police Department may be contacted, consulted, or included.

Long-Term Suspension - A disciplinary action whereby a student is not permitted to attend school for a period of 11 to 45 consecutive days. Long-term suspension can extend beyond a 45-school-day period, not to exceed 364 calendar days, if (i) the offense involves weapons, drugs, or serious bodily injury or (ii) the School Board or division Superintendent or Superintendent's designee finds that aggravating circumstances exist.

Look-alike/Imitation Drugs - A pill, capsule, tablet, or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana, but which by overall dosage unit, appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet, or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.

Mediation/Conflict Resolution - Mediation/Conflict Resolution is a process led by either student and/or staff mediators in which disputants in a conflict are encouraged to meet and resolve their dispute.

Medication - Any drug or other substance used in treating illnesses, disorders, healing, or relieving pain, including over-the-counter drugs, such as aspirin, cough syrups, gargles, cold tablets, and the like.

Minor Consequences - Minor Consequences include, but are not limited to, lunch detention, after school detention, time out, loss of privileges, assignment of work projects, in-school suspension, etc.

Parent/Guardian - For the purposes of this document, "family" or "parent/guardian" is considered a natural parent, parent by legal adoption, a court-appointed legal custodian, or the household adult with responsibility for the student's wellbeing. Teachers, counselors, and administrators are expected to contact families by phone or letter in an effort to keep them informed of their student's conduct.

Possession - Includes bringing, receiving, and/or storing items on school property or at a school-sponsored event. This includes, but is not limited to, items found in personal vehicles parked on school property.

Restitution - The replacement of or payment for property taken, damaged, or destroyed will be required.

Robbery - Taking, or attempting to take, anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

Schedule I and II Drugs - Controlled substances included in Schedules I and II of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812 and further defined in the Code of Federal Regulations, 21 C.F.R. Sections 1300.11 through 1300.15, and the Virginia Drug Control Acts, as further defined in *Code of Virginia* Sections 54.1-3446 and 54.1-3448, all as amended from time to time (includes controlled substance analogs and cannabimimetic agents).

School Conference with Families - Families are encouraged to set up an appointment with any teacher, school counselor, or administrator to discuss their student's progress or problems. If a student is suspended, a family may be asked to come to school to initiate reinstatement of the student.

School Grounds and Property - Includes land, school facilities, and school vehicles used for the provision of academics, extracurricular programs, and administration by the district. School grounds include parking lots, playgrounds, and recreational places. School grounds also include that portion of the land, school facilities, and other facilities owned by municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

School Property and Activities - Includes real and personal property owned, leased, or operated by or on behalf of the School Board. It also includes any school-sponsored event, bus stops, and activity to and from school and bus stops.

Search and Seizure - School authorities reserve the right to conduct random searches of lockers, desks, computers, computer hardware and software, and other property, as well as individuals and their personal belongings. This action will be taken to protect the safety and security of the school environment. School authorities may also conduct a search when there is reasonable suspicion for believing that items will be found that violate the law or school policy, rules, and regulations. The search should be reasonable in scope, duration, and intensity in relation to the item being sought. Students shall be held responsible for all items in their lockers and vehicles. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored activity. If articles violate school policy, rule, regulation, or the law, they will be taken by an administrator. Illegal articles will be turned over to law enforcement.

Automobiles - Parking on school grounds is a privilege. All personal vehicles parked on school property may be searched as a part of a random search or with reasonable suspicion. Parking on school property shall be deemed consent to such search.

Canines - In an effort to ensure that each school maintains a safe environment, law enforcement dogs may be brought onto school property to inspect school premises, including, but not limited to, lockers, desks, backpacks, instrument cases, handbags and vehicles.

Surveillance Cameras - Surveillance cameras may be used in buses, in school facilities, and around school grounds in order to monitor and maintain order, discipline, and school safety. ***Surveillance videos may be considered educational records; and***, only the Technology Director or designee, Student Services Director, Care & Safety Assistants, Principals, Associate/Assistant Principals, Transportation administration, Superintendent or designee, Chief Operations Officer, or Supervisor of Facilities Safety & Operations shall have access to the recordings. Local law enforcement may have immediate access to security camera video in the event of an emergency.

If a video is used for disciplinary purposes, the video may be viewed by a student's parents or by the student if the student is 18 or older or is attending a post-secondary school (an eligible student) if the video solely features the student. The parent or eligible student may not have a copy of the security camera video. When the video involves more than one student, the parents of other students in the video must waive their rights before the video can be viewed by the student being disciplined. Unauthorized video disclosure may result in disciplinary actions. (see Policy JOF)

Serious Bodily Injury - Bodily injury which involves (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a body part or mental faculty.

Short-term Suspension - A disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten (10) school days in accordance with the *Student Rights and Responsibilities*.

Student Conference - The first line of discipline is with the classroom teacher. Formal and informal conferences are held between the student and teacher. If problems become more serious, the grade level administrator will hold a conference with the student in an attempt to improve behavior. The student's counselor often will be included in this conference.

Student Support Team - When a student experiences repeated problems in school, the school personnel may refer this student to the child study team or other school-based team or individual for instructional or behavioral support. The student may also be counseled and, if necessary, evaluated for alternative placement and educational program modifications.

Suspension - According to adopted School Board policy, a student may be suspended from school attendance for violations of the *Student Rights and Responsibilities*. Suspensions of students with disabilities shall be consistent with federal and state laws and regulations, as well as School Board policy. A principal or designee may suspend a student up to 10 (ten) school days. (A "school day" is defined as any day that schools are open and students are expected to be in attendance.) Prior to suspension, the principal and/or designee should meet with the student. A letter shall promptly be mailed informing the parent/ guardian of the violation of the *Student Rights and Responsibilities* and the details of the suspension. Suspensions to a disciplinary hearing and recommendations for expulsion may be issued by the principal. Refer also to policy and regulation 6-06-003, "Suspension and Expulsion."

Technology-Related Terms:

Application - A program that helps the user accomplish a specific task. Examples include word processing programs or spreadsheet programs.

Cyber Bullying - Abusive behavior including, but not limited to: taunting, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated using information and communication technologies, such as cell phone text messages, pictures, Internet email, social networking sites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile behavior intended to harm others.

Extensions - Small programs that add to or extend the capabilities of the computer's system software.

Hacker - One who uses programming skills to gain illegal or unauthorized access to computers, computer networks, or files.

Preferences - Settings that are altered by the user to personalize the computer. Examples include trackpad, date, time, Internet settings, and network settings.

Proxy - Proxy is a computer system or router that can be used to bypass firewall rules, web filters, and/or security policies.

Sexting - The act of sending and receiving sexually explicit messages or photos electronically, primarily through use of cellular phones. This includes consensual and non-consensual exchange, distribution, or possession of graphic images or messages.

Software Image - The pre-set software image is defined as the configuration of the system software, preferences, and extensions that reside on the computer.

System Software - The programs and routines that control the functioning of the hardware and direct its operation.

Web Space - A series of best practices oriented toward assisting people to create dynamic websites. These websites serve as online platforms to allow individuals to use various methods of communication as well as to easily connect

various services, personal information, and social activities which utilize web tools. (Examples of web tools include: blogs, music, hosting, photo sharing, instant messaging, bulletin boards, online chat rooms, etc.).

Theft - The crime of taking and carrying away the personal property of someone else with the intent to permanently deprive the owner of that property.

Tobacco Products - Any lit or unlit cigarette, including candy cigarettes, cigar, pipe, and any other smokeless tobacco, dip, chew, and snuff in any form. This includes electronic devices, including electronic cigarettes and vaporizers that emit nicotine vapor, cigarette packages, smokeless tobacco containers, lighters, and any other items containing or reasonably resembling tobacco, tobacco product images and tobacco company logos, such as key chains, t-shirts, ash trays, and coffee mugs.

Tobacco Use - Includes smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe, or other object giving off or containing any substance giving off smoke; chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff in any form. This includes electronic devices, including electronic cigarettes and vaporizers that emit nicotine vapor. The term 'use' means the chewing, dipping, lighting, smoking and any other usage of any tobacco product.

Vandalism - The willful marring, defacing, or destruction of School Board property, including leased property or any employee's or other person's property.

Verbal Assault - The act of cursing, threatening, or using abusive language or written remarks, intended to demean or harm a student, staff member, or visitor.

Weapon - any pistol, shotgun, electronic stun weapon, revolver, or other firearm listed in section 22.1-277.07(E), of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle,

- a. unloaded firearms in closed containers,
- b. any air rifle or BB gun,
- c. any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife (3" or longer) or razor,
- d. slingshots,
- e. spring sticks,
- f. brass or metal knuckles, blackjacks,
- g. any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain,
- h. any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- i. explosives, and
- j. destructive devices as defined in section 22.1-277.07(E), of the Code of Virginia, or other dangerous articles, including pepper spray.

Appendix: Family Guide to School Bus/Transportation Safety

INTRODUCTION

Charlottesville Pupil Transportation is committed to providing safe, timely, and courteous transportation to the students of Charlottesville City Schools. In this brochure, you will find tips to help guide your child in maintaining a safe and positive environment on the school bus.

MEETING THE BUS IN THE MORNING

Families are strongly encouraged to monitor the safety of students at bus stops, especially students in grades preschool through grade 4. Students should be at the bus stop no earlier than five (5) minutes before the scheduled pick-up time.

- Students must not stand in the roadway and must refrain from running/pushing at the bus stop.
- While waiting at the bus stop, students must respect the property of homeowners in the area.
- Students must not run along the side of a moving bus. Students should wait until the bus has fully stopped and then walk to the front door.
- Any students crossing the street must wait until the bus comes to a full stop and the driver signals that it is safe to cross.
- Students must walk across the street at a distance of at least 10 feet in front of the bus.
- When entering the bus, students must go directly to their seats in an orderly fashion according to the driver's seating arrangements.

MEETING THE BUS IN THE AFTERNOON

A parent or designee **MUST** meet children younger than 2nd grade at the bus stop each day. Any student younger than 2nd grade who is not met by the parent or designee **WILL** be returned to school.

A Bus Referral Report will be submitted to the school principal to document the incident. After the third report, if the parent/designee is not cooperative, the parent/designee will be requested to pick up the student at the school at which they attend.

Parents/guardians are not permitted to enter the bus without explicit permission from the driver. Anyone entering the bus without permission is subject to trespassing charges if the driver believes that the individual's presence creates an unsafe situation on the bus.

Afternoon drop off times can vary greatly due to many factors. Because of this, the transportation department can only provide an estimate for when the bus will drop off. Parents/Caretakers should visit charlottesvilleschools.org/bus for more information.

BUS STOPS

To promote route safety and efficiency, the transportation office manages routes and bus stop locations.

The driver is not permitted to alter routes or change the location of stops without approval from the transportation office.

If a parent/caretaker believes a bus stop is unsafe or unsuitable, a call should be made to the transportation office at (434)970-3532 to file a Stop Request. Stop Requests typically take 7 to 10 days to process and time to re-route.

Students must ride their assigned bus. Students may not change bus routes without written permission from the school administration and the family.

Please note that if a student does not use a stop for ten (10) consecutive school days, the transportation office may remove the stop from the route.

STUDENT CONDUCT ON THE BUS

The driver will communicate their rules and expectations for student behavior throughout the year.

- Students must go directly to their assigned seats after entering the bus and must remain seated unless told to do otherwise by the driver.
- Students must obey the driver's rules and expectations. On the bus and at the bus stop, students should behave as if they were in school.
- Students must stay seated until the bus has stopped, then walk to the front door when exiting the bus.
- Students must not deface the bus or throw litter on the floor of the bus. Tampering with the emergency door, equipment, or controls is strictly prohibited.
- Costs for willful damage to the bus will be charged to the parents or guardians of students responsible for the damage

BEHAVIOR REFERRALS

It is essential for students and families to know that riding a school bus is a privilege. If students and parents/guardians do not follow the rules of conduct, they may compromise the safety of the entire bus. Students who continuously disregard the rules may be denied bus transportation.

Drivers are required to report any infraction of the rules and regulations to the school principal. The driver submits a written referral report to the school principal on the student's behavior. After the second report, the student may be suspended from riding the bus. The school administration will be responsible for disciplinary action. For everyone in and around a school bus, safety must be the top priority. The following behaviors do not support safe school bus operations and will be reported to school administration:

- Leaving assigned seat, sitting in wrong seat, and/or standing while bus is moving
- Distracting or loud disturbance
- Using foul or abusive language
- Physical altercation
- Throwing objects (inside or outside the bus)
- Damaging or defacing the bus, or tampering with equipment

Buses are monitored by audio/video equipment.

If a serious disciplinary problem occurs on an afternoon bus, the driver can return the student(s) to the principal of the school at the discretion of the transportation office and the driver.

Charlottesville City Schools and the City's Pupil Transportation Department maintain these policies for the sole purpose of maintaining a safe environment in and around the school bus. If any parent/caretaker has any questions or concerns regarding the safety or operations of the school buses, a call should be made to the school office.

COVID PROTOCOLS

To learn more about COVID-specific bus protocols, see Bus Routes COVID-19 Protocol as part of Charlottesville City Schools' larger COVID protocols (posted on the website).

Charlottesville City Schools

Division Administration
1562 Dairy Road, Charlottesville, Virginia 22903
Telephone (434) 245-2400 Fax (434) 245-2603

Dr. Royal A Gurley, Jr., Superintendent
Dr. Anna Isley, Interim Chief Academic Officer
Ms. Kim Powell, Chief Operations Officer
Ms. Beth Cheuk, Supervisor of Community Relations
Mr. Pat Cuomo, Director of Technology
Ms. Renee Hoover, Director of Finance
Dr. Denise Johnson, Supervisor of Equity and Inclusion
Ms. Maria Lewis, Director of Human Resources
Ms. Rachel Rasnake, Director of Student Services
Ms. Carolyn Swift, Director of Assessment and Accountability
Dr. Lamont Trotter, Discipline Hearing Officer

Charlottesville City School Board

Ms. Emily Dooley, Chair
Ms. Amanda Burns
Ms. Shymora Cooper
Ms. Lisa Larson-Torres
Mr. Chris Meyer
Mr. Dom Morse, Vice Chair
Ms. Nicole Richardson

The Charlottesville City School Division is an equal opportunity employer, committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. The Director of Human Resources shall act as the Compliance Officer for discrimination issues regarding employees and the general public under Title IX. The Director of Student Services shall act as the Compliance Office for discrimination issues regarding students under Title IX and Section 504 of Rehabilitation Act of 1973.

Compliance officers may be contacted at the Charlottesville City School Division Administrative Office, 1562 Dairy Road, Charlottesville, VA. 22901. The phone number is 434-245-2400.

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