

Student Code of Conduct
2019-2020

MANASSAS CITY

PUBLIC SCHOOLS

Where Learning Powers the Future

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Introduction

The School Board of the City of Manassas seeks to protect the rights of all its students to an education commensurate with their abilities, interests, values, and goals by providing safeguards for the health, safety, and rights of the individual student and employee, as well as for the protection of school property. The School Board expects that disciplinary action will be applied consistently throughout the school division, with consideration given to the age and developmental level of the student.

The Student Code of Conduct serves to help all students and parents understand their school-related rights and responsibilities, as well as expectations of the school. It is not intended to be a comprehensive document covering all possible situations, but is written to provide a framework which makes clear that students are expected to act responsibly and with respect for other human beings at all times.

All requirements of the Student Code of Conduct apply on school property, on school buses, at bus stops, going to and from school or at any school activity. The proper discipline of students outlined in this code includes conduct going to and returning from school, and extends to all circumstances connected to school. Off-campus behavior unrelated to school activities that causes a substantial disruption to the educational environment, interferes with other students' rights, or constitutes a threat to anyone in the school division can result in disciplinary action to include placement in an alternative educational setting, short-term suspension, long-term suspension, and expulsion.

The Superintendent has the authority to take action deemed necessary to protect the learning environment and to maintain safe and secure schools. This action includes, but is not limited to, short- and long-term suspension, requiring students to participate in prevention and intervention activities to include programs made available through partnerships with community agencies, change in educational placement to include, home-based instruction, local and regional alternative educational placement, and recommendation to the School Board for expulsion.

Building administrators have the authority to assign disciplinary consequences for any behavior and style of dress or personal presentation they deem disruptive to the learning environment of the school including those not specifically stated in the code of conduct. Unless otherwise specified in the code, building administrators are authorized to suspend a student from one to ten consecutive school days for a single incident and, if considered warranted, recommend long-term suspension or expulsion. The final decision rests with the Superintendent.

Following the Student Code of Conduct is essential to prevent conflicts, protect the rights of all students and ensure effective teaching and learning. Students and parents must work with school personnel to maintain these standards during school and at all school-sponsored activities. Please read and discuss the entire code of conduct at home so students will be aware of and follow the rules. In addition to this document, each school has developed a local school handbook more specifically related to its age group and philosophy. Please become familiar with the school handbook, as well.

School Board Policy: JFC, JESA, JGD/JGE

Range of Corrective Action

Building administrators have the authority to assign disciplinary consequences to students for violation of conduct standards up to ten consecutive days out-of-school suspension with a recommendation to the Superintendent of Schools for alternative educational placement, or long-term suspension, or expulsion from school, in accordance with school board policies, regulations, and this Student Code of Conduct. Administrators have the responsibility and authority to exercise reasonable judgment, consider special circumstances, as well as employ Positive Behavioral Interventions and Supports (PBIS) and progressive disciplinary practices in the enforcement of the Student Code of Conduct. Options to address inappropriate student behavior include but are not limited to the following examples:

- ♦ Warning and counseling
- ♦ Parent/Student conference
- ♦ Conflict Mediation
- ♦ Restorative Justice
- ♦ Modification of schedule or daily routine
- ♦ Behavior Contract and/or Disciplinary Probation
- ♦ Referral to School Counseling Office/School Psychologist/Behavioral Intervention Team
- ♦ Referral to Child Study Team
- ♦ Risk Assessment – Substance Use
- ♦ Threat Assessment: School-based and/or District-Level
- ♦ In-school detention/suspension
- ♦ After-school detention
- ♦ Saturday School
- ♦ Community Service
- ♦ Off-site suspension
- ♦ Suspension or revocation of privileges (sports, activities, transportation, and parking for example)
- ♦ Restriction, suspension, and/or complete revocation of computer and Internet privileges
- ♦ Notification to Law Enforcement/SRO
- ♦ Financial restitution
- ♦ Removal from class
- ♦ Escort/shadowing of student
- ♦ Limited No Trespassing Order
- ♦ Short-term out-of-school suspension
- ♦ Long-term out-of-school suspension (imposed by Superintendent upon recommendation)
- ♦ Alternative Education
- ♦ Home-based instruction (imposed by Superintendent)
- ♦ Expulsion (imposed by School Board upon recommendation)
- ♦ Return to school conference

Building administrators have the authority to assign disciplinary consequences necessary to preserve a safe and effective environment for learning and teaching. This list does not constitute a prescribed continuum. As provided under Virginia Code *§8.01-44* and *§22.1-280.4*, the City of Manassas School Board may take action, including seeking reimbursement, against a student or the student's parent/guardian for any actual loss, breakage or destruction of property and/or failure to return property owned by or under the control of the School Board, caused or committed by such student in pursuit of his studies. The School Board will seek restitution for the costs associated with the disruption of the instructional program or other school activities.

School Board Policy: JFC, JGDA, JGDB

Responsibilities

One goal of Manassas City Public Schools is to guide students as they become responsible members of the community. It is important that staff, students, and parents work together to provide a safe and pleasant learning environment.

School Board Policy: JFC



(1) Attendance

Students are required to attend school until the age of 18, unless released through application of procedures in the Virginia Code or School Board Policy. While enrolled in school, students may not "skip" school or classes or leave school without permission. Students are to be on time for school and classes.

Students are required to attend all classes as scheduled each day. Students who choose not to attend school on a regular basis will be considered truant. This is a violation of Virginia law. If the student is under 18 years of age, the attendance officer may file a complaint with the juvenile and domestic relations court alleging the student is a child in need of supervision and/or initiate legal proceedings against the parent/guardian. All absences will be classified as unexcused until written documentation is provided.

After 15 consecutive days of absence without approved home-bound or home-based Instruction, a student will be withdrawn from school, must be re-enrolled by a parent/guardian, and a referral may be made to the juvenile and domestic relations court.

The School Board recognizes the right of students to be released from class to participate in religious activities and observances in accordance with School Board Policy. Absence from school for religious observances that are verified by the parent/guardian will be excused.

Building administrators have the authority to assign consequences other than in-school and out-of-school suspension to students for violations of this section of the Student Code of Conduct. In no case may sufficient cause for suspension include only instances of truancy.

School Board Policy JED-M, JEA, JEA-R, JHCCA-E



(2) Bomb Threats, False Alarms, Arson

Students may not make threats or communicate false information regarding a threat to bomb, burn, destroy or damage a school building, school bus, or other school division property. Students may not falsely activate a fire or disaster alarm or make false reports involving school buildings, school buses, or other school division property. Students may not make false "911" calls. Students may not incite, contribute to, or act in concert with another student in carrying out any of these activities.

Students may not commit arson or otherwise set a fire of any magnitude on school property.

A law enforcement referral or notification to the proper fire protection agency will be filed as appropriate. Conviction under §18.2-83 (bomb threats, false information) or §18.2-84 (causing, encouraging, inciting) is a Class 5 felony (or a Class 1 misdemeanor if under the age of 15). Any individual acting in concert with the offender may be charged under the conspiracy statute §18.2-22.

School Board Policy: JBT



(3) Bullying, Hazing and Other Similar Conduct

Each student has the right to freedom of self-expression without mistreatment from fellow students. A student, either individually or as a part of a group, shall not bully, haze, harass, stalk, or intimidate others.

Bullying is any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber-bullying. Bullying behavior that does not result in injury and/or continues despite intervention, is a violation of this section of the code of conduct. Bullying that leads to physical injury is a violation of **section 14, Physical Abuse of Others (see page 8)**. Bullying does not include age-appropriate ordinary teasing, horseplay, argument, or peer conflict.

Cyber-bullying is using information and communication technologies to bully another person as outlined above. Disciplinary action may be taken against a student for off-campus speech that causes a substantial disruption to the educational environment or interferes with another student's rights or constitutes a threat to anyone in the school division. Cyberbullying that continues after school-based intervention will be subject to an elevated level of disciplinary action, which may include a recommendation for placement in an alternative educational setting, long-term suspension, or expulsion. Cyberbullying that threatens the safety of staff and students will result in disciplinary action as outlined in **section 22, Threats (see page 12)**

Criminal action may be taken against students when communication constitutes a substantive threat. Although schools may be limited in their ability to discipline off-campus behavior, students, families, and teachers have the right to pursue legal action against students and their parents for behavior of this nature. Cyber-bullying may also constitute a violation of acceptable computer use policies and result in restriction of or denial of computer use at school.

Only authorized personnel are permitted to board the bus.

School Board Policy: JFCC, EEA



(5) *Cheating, Plagiarism and Dishonesty*

Academic integrity is a core set of values and principles that supports integrity, honesty and hard work. Academic integrity is important because it ensures that students acquire skills honestly in the educational environment and guarantees the student a quality learning experience in which work is evaluated fairly and hard work is recognized. Students must maintain academic integrity at all times.

The following includes, but is not limited to, actions, which infringe upon academic integrity and honesty in the educational environment:

Cheating: Giving or receiving assistance on assignments that are to be graded as independent work.

Plagiarism: Students may not use material in violation of copyright or copy the work of others without proper citation and/or present the work of others as original creations.

Dishonesty: Students may not initiate, state, repeat, or otherwise spread false information or accusations against staff or other students.

Forgery: Students may not sign the names of a parent/guardian, school employee, or anyone else or use false documents.

Electronic Integrity: Students may not access or manipulate any unauthorized databases or on-line services, or use computer hardware without proper authorization. Students may also receive disciplinary action as outlined in *section 20, Technology and Equipment Misuse, (see page 11)*.

School Board Policy: JFC, JEDA



(6) *Conduct*

Students may not behave in a manner that is disrespectful to anyone. All school personnel are authorized to enforce this expectation when at school, on school grounds, on school buses, at bus stops, traveling to and from school, and at school-sponsored field trips or activities. Any acts considered inappropriate are a violation of the Student Code of Conduct. Reckless behavior that creates a risk of injury to self or others will result in serious disciplinary consequences and may constitute a violation of other sections of the code.

School Board Policy: JFC, JGD/JGE, IE

Hazing is to recklessly or intentionally endanger the health or safety of a student or inflict bodily injury on a student for the purpose of initiation, admission/affiliation condition, or for continued membership in a club, organization, or association. Disciplinary consequences may be imposed regardless of whether the person so endangered or injured, participated voluntarily in the activity or not.

Under Virginia Code §18.2-56, hazing is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed.

Harassment is willfully annoying, bothering, or tormenting another person. This includes teasing, taunting, and provoking a verbal confrontation.

Stalking is repeatedly pursuing a person with the intent to place that person in reasonable fear of death, assault, bodily injury or loss. The reasonable fear may be for a sibling, parent, or other relative or individual and not necessarily the victim (object) of the stalking.

Intimidation is forcing a person into or deterring a person from an action by inducing fear.

Note: Building administrators will develop a plan to protect victims of bullying/hazing.

School Board Policy: JBHA, JBHA-R, GABB, GABB-R



(4) *Bus Violations*

Students who ride the school bus must abide by all of the state and school division rules and regulations to ensure the safety of all students, the driver and other vehicles. Students may not engage in behavior that may distract the driver and/or endanger the safety of others on the bus. Violations of school bus rules may result in the loss of the privilege of riding the school bus.

School bus rules are posted in the front of the bus and include:

- ✔ The driver has the authority to assign seats as necessary.
- ✔ Students must obey the driver's instructions
- ✔ Students must be seated immediately and remain in the seat.
- ✔ Students must be courteous and respect property.
- ✔ Students must stay inside the bus and keep the aisles clear.
- ✔ Students must keep head, hands, feet inside the bus.
- ✘ Students may not bring pets on the bus.
- ✘ Students may not touch bus equipment.



(7) Defiance

School staff and building administrators dictate the daily activities and functioning of the school. Students are expected to respond positively to staff instruction and direction in order to maintain a safe and productive educational environment. Individual or a group of students that openly ignore, disobey, or challenge authority so as to interfere substantially with the operation of the school, are in violation of the Student Code of Conduct. Students will not demonstrate insubordination through action, words, gestures, or written communication including refusal to comply with requests of staff and failure to attend assigned disciplinary setting. Acts of severe insubordination or defiance that jeopardize the safety and well-being of students and staff, may result in disciplinary actions as outlined in other sections of the Code of Conduct.

School Board Policy: JFC, JGD/JGE, IE



(8) Disruptive Behavior

Students may not behave in a manner that interferes with, or prevents others from learning inside or outside the classroom. This includes, but is not limited to, talking, excessive noise, off-task behavior, failure to remain seated and throwing objects with the intention of disrupting others.

Students may not behave in a way that interrupts the orderly operation of the school. Disruptive behavior that threatens the safety of staff and/or students will follow disciplinary action as outline in *section 22, Threats (see page 12)*.

School Board Policy: JFC, IE



(9) Dress and Appearance

Students must attend school and school activities in appropriate clothing and accessories that do not detract from or disrupt the educational environment or draw undue negative attention to the individual.

The following includes but is not limited to representations of clothing, footwear and accessories in violation of the student dress code:

- ✗ Sexually explicit, obscene, derogatory language or images
- ✗ Endorsing or promoting hatred
- ✗ Containing, promoting or endorsing illegal behavior
- ✗ Containing, promoting or endorsing violence
- ✗ Containing threats or gang symbols
- ✗ Promoting the unlawful use of weapons, alcohol, tobacco, drugs or drug paraphernalia

Additionally, all students are expected to refrain from dressing in a manner that distracts other students from learning, interferes with order in the school, constitutes a threat to the health and safety of others or shows prejudice or disrespect toward other individuals or institutions.

For reasons of health and safety, footwear must be worn at all times. Pants are to be worn at the waist and at no time should any undergarments (underwear, jogging pants, shorts or gym shorts) be exposed. The midriff shall be covered. Any article of clothing designed to reveal any portion of the midriff (male or female) is prohibited. Shorts and skirts must extend to at least the fingertips with arms extended straight down the side of the body when standing. Slits in shorts and skirts that reveal the body above the fingertips when standing are prohibited.

Costumes or other clothing worn for special school activities must have prior approval of the building administrator and activity sponsor. Building administrators have the authority to determine appropriate dress. Administrators will contact the parent/guardian of any student deemed to be dressed inappropriately.

School Board Policy: JFC, JSU, JSU-R



(10) Electronic Equipment, Cell Phones and Communication Devices

Section §22.1-279. 6 (B) of the Code of Virginia authorizes school boards to regulate the use of portable communications devices by students on school property, attending school functions or extra-curricular activities and to establish disciplinary procedures.

Manassas City Public Schools are committed to assisting students and staff members in creating a 21st century learning environment. The use of cell phones, tablets, e-readers, and other such portable electronic devices by students shall be permitted on MCPS property to include schools, classrooms, and school buses, provided such use complies with the rules established in the Student Code of Conduct and by principals, teachers, bus drivers and any other authorized MCPS staff.

The use of communication devices by students during instructional time is strictly prohibited. Unless previously authorized, personal devices shall not be visible, audible, or in-use during unauthorized times. If the device is visible or audible or is in any way used during specifically prohibited periods, it may be confiscated for return to the student's parent or guardian.

Students in violation of this section of the Student Code of Conduct are required to surrender electronic equipment and communication devices to school staff upon demand.

Electronic devices or other such technology used to disrupt the safe operation of a school bus, educational process and educational environment are prohibited and subject to confiscation. Laser pointers are prohibited at school at all times.

Student use of communication devices on MCPS property is a privilege, not a right. Any student found to repeatedly violate this section of the Student Code of Conduct is subject to complete loss of that privilege. **The following includes, but is not limited to non-negotiable violations of the Student Code of Conduct that will result in suspension and/or revocation of communication device privileges on MCPS property:**

- Ⓝ The photographing/ videographing/ distributing/ posting (on social media) of any images or videos of a person, to include oneself, who is undressed, or reveals the person's intimate parts or underwear is illegal and constitutes sexual misconduct and will be receive disciplinary action as outlined in **Section 20, Sexual Misconduct (see page 11)**, including a report to law enforcement.
- Ⓝ The photographing / videographing / distributing / posting (on social media) any images or videos of another student or self, engaging in any violation of the Student Code of Conduct.
- Ⓝ The use of any device to bully, humiliate or threaten another student or staff of MCPS.
- Ⓝ The use of any device to transmit or receive sexually explicit data including text (sexting), photo, or video is prohibited. This may constitute a crime and will be reported to law enforcement.
- Ⓝ The use of any device to photograph, transmit or receive data in an attempt to cheat or that is in any way considered dishonest by school staff.
- Ⓝ Any use of audio, video, text or still images used to incite any act of violence.

The above-named actions are subject to disciplinary action and/or confiscation of the device or equipment until the conclusion of the investigation, if applicable.

School Board Policy: JEDA



(11) Gambling

Gambling, in any form including the sale of lottery tickets, is prohibited on school property, on school buses or at bus stops and at all school related activities. This does not preclude participation in school sanctioned and supervised activities conducted in accordance with School Board Policies.

School Board Policy: JG



(12) Gang-Related Activity

Actions of students acting on behalf of a group, organization, affiliation, or secret society, either formal or informal, that initiate, advocate, or promote behavior or activities that may threaten the safety or well-being of persons or property on school grounds will be recognized as gang-related activity and is a serious violation of the Student Code of Conduct.

Promotion of gang presence, activity, membership and/or involvement by any means is prohibited. This includes, but is not limited to the following which may be representative of gang-affiliation:

- ✗ the use of symbols
- ✗ gestures
- ✗ jewelry
- ✗ vandalism (tagging)
- ✗ notes, posters and/or flyers
- ✗ graffiti
- ✗ tattoos
- ✗ style of dress
- ✗ specific articles of clothing
- ✗ specific colors
- ✗ specific letters, numbers and abbreviations

Possession of gang related material at school or school-sponsored events and activities (openly displayed or concealed) is strictly prohibited. Any tattoo deemed to be gang-related shall be covered at all times while on school grounds and while attending any school-sponsored events/activities.

Building administrators have the authority to assign consequences to students suspected of gang-related activity at school or school-sponsored events/activities based upon behavior, apparel or other attributes listed above that would lead a reasonable person to conclude that the student is involved in gang-related activity or promotion. All gang-related activity will be reported to law enforcement authorities.

Note: All incidents of gang-related violence or intimidation will result in a recommendation for expulsion. All ten (10) day out-of-school suspensions resulting from a violation of this section of the Code of Conduct requires a formal Re-Entry Conference prior to return to school.

School Board Policy: JFCE



(13) Language and Communication

Students may not speak to others in an uncivil, discourteous manner. This includes swearing, the use of inappropriate, obscene, or profane language at school, on school property, on school buses, at bus stops or at school-related events.

Students are to refrain from the use of 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.

Inappropriate communication includes, but is not limited to, relaying by word (verbal, written, e-mail, text, fax, etc.), gesture, action, or in any manner, ideas, messages or information which is not appropriate in a school setting.

Students may not incite or instigate violence, fighting, harm or injury to others through actions, comments, written messages, or audio/video messages. Communication that conveys life-threatening or imminent danger to students, staff or school property may receive disciplinary action as outlined in section 22- Threats

School Board Policy: JFC, JBHA/GBA, JFHA/GBA



(14) Physical Abuse of Others

Students are expected to settle disagreements, conflict and confrontations without the use of violence. Unwanted physical contact unrelated to safety and security to include, but not limited to, hitting, pushing, holding or restricting the movement of another person or the restraint of another person, is considered physical abuse. Acts of physical abuse towards other students or school staff is strictly prohibited on MCPS property, on school buses, at school bus stops, on any school-sponsored fieldtrip and/or activity including sporting events. If students are unable to resolve matters peacefully, they are encouraged to seek adult assistance. Examples of violations of this section include, but is not limited to:

Assault – The intentional threats, attempts, or acts of inflicting physical harm (pushing, shoving, striking, throwing objects having the potential to cause harm) or unwanted physical contact upon another person not seeking violence, or a person attempting to avoid a physical confrontation. These actions are a violation of the Student Code of Conduct regardless if the action did not result in injury.

Assault and Battery – Willfully causing injury to another person not seeking violence or a person attempting to avoid a physical confrontation.

Fighting - Mutual shoving, wrestling, or other physical action during which parties attempt to cause injury to each other or which could result in injury to either party, bystanders or school property. The use of physical violence between students is a violation of the Student Code of Conduct regardless if the action did not result in injury.

Mob Participation - Any collection or group of two or more students assembled with the intention of committing an act of violence or encouraging acts of violence constitutes a mob. Any student who is a part of a mob will be held responsible for any act of violence, or other unacceptable behavior, committed or encouraged by the group/mob.

Students will not threaten or physically assault any school employee, volunteer, or other adults present in the school. The use of force against a staff member not resulting in injury is subject to disciplinary action as outlined in this section.

Under Virginia Code, any person, student or adult, who orally makes a threat (to kill or do bodily injury) against any school employee, while on a school bus, on school property or at a school-sponsored activity, can be charged with a Class 1 misdemeanor.

Any person that commits a battery against another knowing or having reason to know that such other person is a full-time or part-time employee of any public or private elementary or secondary school and is engaged in the performance of his/her duties as such, is guilty of a *Class 1 misdemeanor* and the sentence of such person upon conviction shall include a sentence of fifteen days in jail, two days of which shall be a mandatory minimum term of confinement. However, if the offense is committed by use of a firearm or other weapon prohibited on school property pursuant to **§18.2-308.1**, the person shall serve a mandatory

Note: Assault and any other incident listed above that may constitute a violation of the law will be reported to law enforcement authorities.

All ten (10) day out-of-school suspensions resulting from a violation of this section of the Code of Conduct requires a formal Re-Entry Conference prior to return to school.

School Board Policy: JBHA/GBA, JFHA/GBA, JGD/JGE, JGDA, JGDB



(15) Prohibited Substances

Under the Code of Virginia **§22.1-277.08**, School Boards shall expel from school attendance any student determined to have brought a controlled or imitation controlled substance or marijuana onto school property or to a school-sponsored activity.

A school administrator, may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or a term of expulsion is appropriate.

The MCPS School Board authorizes the division superintendent or his/her designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

Violations under this section of the code of conduct include: use, receipt, intent to receive, purchase, intent to purchase, possession, distribution, intent to distribute, being under the influence, being present after having consumed prohibited substances and/or possession of drug paraphernalia pursuant to Code of Virginia

§18.2-265.1.

A building administrator will determine classification of a volatile chemical used as an inhalant or over-the-counter medication used as a mind-altering drug and student intent to use, possess, or distribute a volatile chemical used as an inhalant or over-the-counter medication used as a mind-altering drug.

Consequences for Violations

Possession or use of reusable, rechargeable portable vaporization devices designed to be disassembled in order to vaporize substances loaded into the device constitute possession of drug paraphernalia. Possession or use of any substance for vaporization that would lead a reasonable person to conclude is an illegal substance may be classified by school administration as drug possession.

When the actions and behaviors of a student lead a reasonable person to conclude the student is under the influence of a prohibited substance, building administrators have the authority to impose the disciplinary actions outlined in this section of the Code of Conduct.

Prohibited substances are not permitted in school, on school buses, at bus stops, traveling to and from school, on school grounds or at school-sponsored activities including sport events. **For additional restrictions, review section 23, Tobacco Products (see page 13).**

Examples of Prohibited Substances and related paraphernalia include, but are not limited to the following:

- Illegal drugs and substances
- Marijuana
- Synthetic hallucinogens
- Unauthorized Prescription medications
- Over-the-counter (OTC) medications
- Anabolic steroids
- Imitation drugs or look-a-like substances
- Inhalant intoxicants
- Other substances inhaled for the purpose of intoxication
- Alcohol
- Non-alcoholic brews
- Alcohol products
- Alcohol containers
- Drug or alcohol paraphernalia

Duty to report prohibited substances: MCPS employees are required report all violations to law enforcement.

Screening: All students in violation of this section are referred to the MCPS Student Assistance Program for a substance use screening which may result in additional referrals for intervention and/or education.

Suspension: Any student deemed to be in possession of drug paraphernalia may be suspended out-of-school for one or more school days. Any student deemed under the influence of a prohibited substance may be suspended out-of-school for one or more school days. Any student deemed to be in possession of a prohibited substance may be suspended out-of-school for up to ten school days.

Recommendation for expulsion: Any student deemed to be distributing prohibited substances including marijuana, will be suspended out-of-school ten school days with a recommendation for expulsion. If the recommendation for expulsion is endorsed by the Superintendent/designee, a hearing will be conducted with the School Board for a final disposition. The student may not return to school pending the outcome of the School Board hearing.

Note: Any student deemed appropriate for eventual return to school will participate in a Re-Entry Conference *prior to* return to school and will be placed on Disciplinary Probation for one calendar year.

Other Violations and Consequences

Over-the-counter (OTC) medications: Use of OTC medication as an intoxicant (by purposeful overdose) constitutes a violation of Prohibited Substances policy. OTC use as an intoxicant is most closely associated with cough/cold medications containing dextromethorphan, chlorpheniramine, and/or pseudoephedrine.

Imitation (look-a-like) Substances: Possession, attempted or actual distribution of, and/or intent to distribute OTC medication, prescription drugs or any other substance which by representation would lead a reasonable person to believe that the substance is a controlled or illegal substance (look-a-like) will constitute a violation of the Prohibited Substances policy and may be referred to the School Board for expulsion.

Authorized Medications: The School Board recognizes that certain medications are essential to the health and well-being of students. The School Board also recognizes that substance abuse can occur by misusing certain medications, thus very specific procedures shall be maintained by the student, parent and school staff for both prescription and over-the-counter (OTC) to deter such usage.

Manassas City Public Schools encourage parents to schedule a student's medication for times when it can be given at home. If that is not possible, a student's medication may be given at school. All medication, prescription and/or OTC is administered from the clinic or school office only. MCPS understands that students with specific diagnoses/conditions are required to carry medication on their person at all times; however, proper authorization to do so must be obtained.

Except as authorized for emergency medications only, students may not carry any medication, prescribed or OTC, on their person, in a purse or backpack, pockets and/or lockers. This includes but is not limited to:

- ✘ OTC pain relievers (analgesics) such as Tylenol, Advil, Motrin, Ibuprofen, Naproxen
- ✘ Cold/Cough tablets or liquid
- ✘ Antihistamines or other allergy-related medication including liquid, tablets, eye drops and/or nasal sprays
- ✘ Antacid medications

For students found in possession of OTC medication, an authorized prescription medication and/or nutritional supplements, the building administrator has the authority to find the student in violation of School Board regulation governing the *use and storage of medication* and take appropriate action to ensure that the student and parents/guardians understand the proper procedures for

maintenance and administration of medication at school. This will be applied only under the following conditions:

- ✓ The student has not used the medication as an intoxicant.
- ✓ The student has not attempted to distribute the medication to other students.
- ✓ The student has not represented the medication as an illegal substance to others.
- ✓ It is not believed that the student is abusing the medication.

School Board Policy: JFCF-M, JFCI, JHCD-M, JGD/JGE, JGDA, JGDB



(16) Public Displays of Affection

Students are to refrain from public displays of affection at school and at school functions. Kissing and prolonged embracing are not appropriate in the school environment. Public displays of affection may result in parent contact and/or disciplinary action.

School Board Policy: JFC



(17) Repeated Violations of Conduct Standards

Students who repeatedly violate conduct standards are subject to increasingly more severe disciplinary consequences including recommendation for expulsion from school.

School Board Policy: JFC, JGD/JGE



(18) Sexual Harassment / Sexual Offenses

Sexual harassment is unwelcomed or unwanted verbal, non-verbal, written or physical behavior of a sexual nature that makes someone feel uncomfortable or unsafe. Examples of student conduct that may constitute sexual harassment strictly prohibited by MCPS, includes, but is not limited to:

- STOP Ongoing, unwelcomed sexual flirtation, propositions or remarks
- STOP Sexual slurs
- STOP Derogatory comments
- STOP Sexually degrading descriptions
- STOP Graphic comments about a person's body
- STOP Gestures of a sexual nature
- STOP Jokes of a sexual nature
- STOP Notes, stories, drawings, and/or pictures
- STOP Spreading sexual rumors
- STOP Displaying sexual objects
- STOP Requesting sex
- STOP Imitating sex acts



Offenses of this nature may also constitute a criminal offense and may be reported to law enforcement in addition to being handled as a disciplinary matter.

School Board Policy: JFHA/GBA, JBHA/GBA, JEDA



(19) Sexual Misconduct

Sexual misconduct is (1) any unwelcome behavior of a sexual nature that is committed without consent, by force or assault, or through intimidation, coercion, or manipulation and (2) actions of a sexual nature that is contrary to community standards in a public place.

Sexual misconduct is prohibited on school property, school parking lots, on school buses, at bus stops, at school-sponsored events and activities, and at all other times and locations when students are subject to school discipline.

Examples of sexual misconduct includes, but is not limited to:

- Ⓝ Exposing body parts
- Ⓝ Lewd or indecent public behavior
- Ⓝ Inappropriate physical contact of a sexual nature
- Ⓝ Patting body parts
- Ⓝ Tugging at clothing to expose another person's body
- Ⓝ Engaging in any sexual act, consensual included
- Ⓝ Photographing /videographing /distributing /posting (on social media) any images or videos of a person, to include oneself, who is undressed, or reveals the person's intimate parts or underwear

Building administrators will review all allegations of sexual misconduct and consult with members of the school professional staff in order to determine if an incident constitutes sexual misconduct and the appropriate disciplinary action including whether or not an incident of sexual misconduct warrants a recommendation that the student(s) be expelled. Building administrators will notify the parent/guardian of the students involved regardless of disciplinary consequence.

Offenses of this nature may also constitute a criminal offense and may be reported to law enforcement in addition to being handled as a disciplinary matter.

Note: All ten (10) day out-of-school suspensions resulting from a violation of this section of the Code of Conduct requires a formal Re-Entry Conference prior to return to school.

School Board Policy: JFHA/GBA, JFC, JEDA

MCPS provides computer equipment, computer services and networks, including computer Internet access for students for educational purposes only.

The school division employs a filtering technology designed to block access to sites that are inappropriate in the school setting and in compliance with federal legislation, Children's Internet Protection Act (CIPA).

To use MCPS computer resources, each student must agree to the **MCPS Technology Use Guidelines**.

The following is a non-inclusive list of student computer and/or Internet use that is strictly prohibited:

- ✗ Perform any action that is illegal or in violation of School Board policies or regulations
- ✗ Use offensive or inflammatory speech
- ✗ Violate the right to privacy of any student or employee
- ✗ Transmit, download, store, or print files or messages (text, sound, still, or moving graphics, or any combination thereof) that are pornographic, or are obscene, as defined at Virginia Code §18.2-372, or that use language, sounds, or imagery which is lewd or patently offensive (including "sexually explicit visual materials" as defined at Virginia Code §18.2-374.1, or degrades others (the administration invokes its discretionary rights to determine suitability in particular circumstances)
- ✗ Transmit, download, store, view, or print files or messages (text, sound, still or moving graphics, or any combination thereof) that are plainly offensive, lewd, vulgar, or are otherwise inconsistent with the curricula and educational mission of Manassas City Public Schools.
- ✗ Harass by computer, which includes transmitting any material or posting material on any web site that is threatening to another person, or that is intended to coerce, intimidate, or harass. It also includes material intended to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature; or material threatening any illegal or immoral act, whether or not such material is transmitted to that third person

- ✗ Create or spread computer viruses
- ✗ Access or “hack” into confidential files or information
- ✗ Purchase services or products via the Internet
- ✗ Students may not access social media sites including, but not limited to: Snapchat, Instagram, Twitter, Facebook or any other personal social web sites, except with the explicit permission of the teacher

Manassas City Public Schools *will not be held responsible* for materials acquired inappropriately. Students are required to follow all safety precautions while utilizing on-line services provided by the school division to include the following:

- ✗ Students will not divulge personal identifying information (name, home address, telephone number, pictures, social security numbers, etc.)
- ✗ Students will not arrange in-person meetings or telephonic meetings with others through the Internet
- ✗ Students will not create, peruse, or respond to messages or bulletin items that are sexually suggestive, obscene, belligerent, threatening, or that are otherwise inappropriate in nature
- ✔ Students will inform teachers and administrators of any threatening or unwelcome communications
- ✔ Students will adhere to the standards set by the attending professional educators and by their parents and guardians

Building administrators have the authority to assign consequences to students for violations of this section of the Student Code of Conduct which include the following:

- ✔ Restricted computer and/or Internet access
- ✔ Complete loss of computer and Internet privileges
- ✔ Corrective action which may include a recommendation for expulsion
- ✔ The School Board may seek restitution for costs associated with improper use of hardware, software or other technology resources as per Virginia Code §22.1-70.2

School Board Policy: GAB/IIBEA-M, GAB/IIBEA-M-R



(21) Theft

Students may not take or attempt to take money or any item belonging to another person or the school. Disciplinary action is determined by the building administrator according to the following types of theft:

- ▶ Stealing money or property without physical force
- ▶ Stealing money or property by extortion, the threat of physical harm. Violations of this nature may also receive consequences as outlined in **section 22, Threats (see page 12)**
- ▶ Stealing money or property using physical force. Violations of this nature may also receive consequences as outlined in **section 14, Physical Abuse of Others (see page 8)**
- ▶ Stealing money or property using a weapon or dangerous object. Violations of this nature may also receive consequences as outlined in **section 26, Weapons (see page 14)**

Offenses of this nature may also constitute a criminal offense and may be reported to law enforcement in addition to being handled as a disciplinary matter.

School Board Policy: CLA, JFC, KNAJ, JGD-JGE-M



(22) Threats

Threats to kill or do bodily harm communicated verbally, in writing or electronically, to any student, student body, or school staff, regardless of whether the person who is the object of the threat actually receives the threat, and the threat would place the person who is the target in reasonable apprehension of death or bodily harm are specifically prohibited by Virginia Code §18.2-60. The prohibition includes threats to any person or persons on the grounds of any elementary, middle or secondary school property, at school-sponsored events or on a school bus.

Section §18.2-60.B. of Virginia Code prohibits any oral, written, or electronic threat to kill or do bodily injury to any employee of an elementary, middle, or secondary schools, while on school grounds, at school-sponsored events or on a school bus.

Students may not make threats against individuals, groups, or the school community as a whole. Any and all threats by students will be investigated and assessed by a building administrator.

Off-campus behavior unrelated to school activities that causes a substantial disruption to the educational environment, interferes with other students' rights, or constitutes a threat to anyone in the school division can result in disciplinary action to include placement in an alternative educational setting, long-term suspension and expulsion.

A **substantive threat** is defined as any communication that conveys intent to kill or do bodily harm to any person and which creates a reasonable apprehension that the threat will be carried out and is deemed to be realistic and credible by a school administrator. The communication may be by gesture, in writing (including e-mail and fax, etc.), or by spoken words, and remains a threat whether or not the person who receives the communication is the intended target.

A **transient threat** includes rhetorical remarks, brief expressions of anger and frustration or situations easily resolved through consultation, mediation or brief counseling.

A building principal may request that the Superintendent mandate a **Threat Assessment for School Violence** (see appendix for further information) for any student if the principal believes there is a serious risk of school violence or that the student poses a threat to the safety and security of the school division or any person in the school division.

Offenses of this nature may also constitute a criminal offense and may be reported to law enforcement in addition to being handled as a disciplinary matter

Note: All ten (10) day out-of-school suspensions resulting from a violation of this section of the Code of Conduct requires a formal Re-Entry Conference *prior to return to school.*

School Board Policy: JBHA/GBA

(23) Tobacco Products

The possession and/or use of tobacco products to include e-cigarettes, vaping equipment and other tobacco/smoking-related materials is prohibited inside the school, anywhere on school grounds, on school buses, and on any school-sponsored field trip or school activity.

Students in violation of this section may be suspended one day out-of-school and the infraction may be reported to law enforcement authorities. Subsequent violations may result in out-of-school suspension and may result in revocation of certain school-related privileges as determined by the building administrator.

School Board Policy: JFCH-M

(24) Transportation

Students who choose a means of transportation other than a school bus must abide by the following:

Motor Vehicles: Driving to school is a privilege. Only students in grades 9-12 may be granted the privilege to drive motor vehicles to school, and this privilege may be revoked. High school students must abide by the regulations of the Commonwealth of Virginia, the City of Manassas and the school for the safe operation and legal parking of vehicles. Students are not to park in Virginia Railway Express (VRE) parking lots. All illegally parked student vehicles will be reported to law enforcement.

Walkers: Students whose parents permit them to walk to school, or who live within the walking zone, are required to arrive at school on time and are to use routes which do not present hazardous situations for them. Walking down the railroad tracks is not safe and is "off limits." When walking to school, students must not abuse property of residents or cut through other school campuses on route to or from school.

Bicycle Riders: Students may ride bicycles if the school permits. All bicycles must be properly secured in accordance with school rules. Riders must observe all rules of their school that relate to bicycles. Students are encouraged to wear helmets while riding bicycles. Students 14 years of age or younger must comply with the City of Manassas Ordinance which requires bicyclists to wear helmets.







School Board Policy: JC, JSV

(25) Trespassing

No one, including students, may be on school property or in the school building after school hours or on a non-school day unless that person is on official school business, is participating in a supervised school activity, is a spectator or participant at an activity open to the public or has been given permission by the school administration to be there.

Certain facilities are open to the public after school hours and on non-school days. Students and others are permitted access to these areas during non-school hours and days without specific authorization. Users are requested to use good judgment in demonstrating appropriate behavior and respecting school property.

Students are considered to be trespassing under the following conditions:

-  Any student who has been suspended from school and appears on MCPS property during the time of suspension without explicit permission from the building administrator
-  Students who loiter at school after the close of the school day or on a non-school day without specific reason or supervision
-  Students who are requested to leave by an administrator and fail to do so immediately
-  Students who have been placed in an alternative educational program are not to be on school property other than what is necessary to attend the program and what is required for transportation or with the expressed written consent of the Superintendent/Designee
-  Students who are expelled from Manassas City Public Schools
-  Students who are not enrolled in the Manassas City Public Schools

Students are not permitted to bring unauthorized persons to school or allow unauthorized persons to enter the school. Such violations will result in disciplinary action to be determined by the building administrator.

In addition to the trespassing violations listed above, students may not be unsupervised or in unauthorized areas of the school/school property during the school day, when attending a school function or during non-school time.

School Board Policy: JADT

(26) Weapons / Dangerous Objects

Students may not possess, display, brandish, distribute, sell or otherwise use weapons or dangerous objects as set forth in School Board policy JFCD at school, at school bus stops, on school buses, on school property, at school-sponsored activities or while traveling to and from school. This includes objects that look like real weapons ("look-a-likes").

All violations in this section of the Code of Conduct will be reported to the Superintendent or designee and law enforcement authorities in addition to school-based disciplinary action.

Possession of Weapons









Building administrators may apply this section of the code of conduct to weapons other than those defined under the **Gun-Free School Act**, such as, but not limited to: certain types of knives, explosives or any object used in a threatening manner or to cause harm (see Brandishing). Any student who aids, contributes, assists, instigates or in any way intentionally participates in a violation of this section is an accessory to the violation and is subject to disciplinary action under this section.

No disciplinary action shall be imposed against students for possession of a knife customarily used for food preparation or service and is used by the student for that sole purpose.

Building administrators may confiscate any object deemed a threat to the health or safety of persons in the school. Non-illegal objects will be available for return to the parent unless the item was used in a criminal act at which time, law enforcement will assume custody of the item(s).

Possession of Dangerous Objects and/or Look-a-Like Weapons

All students in possession of a dangerous object and/or look-a-like weapon in violation of this section, may be suspended out-of-school up to five school days and participate in a parent conference with school administration. Dangerous objects may include, but are not limited to:

-  Chains
-  Knives
-  Darts
-  Firecrackers/fireworks
-  Matches/lighters
-  Stink bombs/smoke bombs
-  Incapacitating sprays
-  Ammunition

Possession of Toy Weapons

Toy weapons are not permitted on school property during the school day or during school activities without authorization from a building administrator. Building administrators have the authority to confiscate toys for return to parents/guardians and to assign lesser age- and grade- appropriate consequences to students for possession of toy weapons based upon the degree of

Brandishing

Any student pointing or holding a firearm, dangerous object or look-a-like weapon in such a manner to induce fear amongst other students and/or school staff will be in violation of this section of the Code of Conduct, regardless of intentions, including doing so in a playful manner.

Disciplinary Action

- All violations involving weapons will be reported to the Superintendent/designee and law enforcement authorities.
- Students in possession of a firearm or destructive device will receive an automatic out-of-school suspension for ten (10) school days, a mandatory recommendation for expulsion and must participate in a Threat Assessment for School Violence.
- Students in possession of a weapon, dangerous object or look-a-like weapon may receive an out-of-school suspension for up to ten (10) school days and a recommendation for expulsion. The building administrator may determine, based on the facts of a particular situation that special circumstances exist and alternative disciplinary action is more appropriate.
- Students deemed eligible for return, must participate in a Re-Entry Conference with his/her parents, the building administrator, school counselor and, in some cases, the Superintendent's designee. The student is not permitted to return to school prior to this meeting.
- Under this section, students having received an out-of-school suspension for ten (10) or more school days, will be placed on Disciplinary Probation for one (1) calendar year.
- The building administrator or Superintendent's designee may require the student to participate in a **Threat Assessment for School Violence** prior to any return to school.

School Board Policy JFCD, JGD/JGE-M, JGDA, JGDB, JHH-M



(27) Vandalism

Vandalism includes any willful behavior with the intent to damage, destroy, alter or deface property belonging to another, including the private property of other students, school staff and all school-owned property. Examples of acts of vandalism include, but are not limited to:

- NO Spray painting with the purpose of defacing
- NO Carving on desks, tables, chairs, bathroom stalls, etc.
- NO Keying or scratching a car
- NO Breaking windows
- NO Defacing public property with graffiti and other forms of "art"
- NO Slashing tires
- NO Altering or knocking down signs
- NO Damage to the interior of school buses or other school-owned vehicles
- NO Tearing or defacing of books and other school-owned printed materials
- NO Intentional damage to electronic equipment
- NO Damage to school grounds

Under Virginia Code **§8.01-44** and **§22.1-280.41**, the City of Manassas School Board will take action, including seeking reimbursement, against a student or the student's parent/guardian for any actual loss, breakage or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such student in pursuit of his studies. Vandalism is a violation of the law and will be reported to law enforcement authorities.

School Board Policy: JFCC, JFC, JGD/JGE, ECAB

SUSPENSION PROCEDURES

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy. Except as provided in subsection C of Virginia Code §277, §22.1-277.07 or §22.1-277.08, no student in preschool through grade three is suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Conduct viewed as sufficient cause for suspension shall include, but not be limited to, any one of the offenses listed in the Student Code of Conduct. In addition to suspension, if a violation of the law has occurred, the student may be subject to criminal prosecution.

Any student for whom the Superintendent of the School Division in which the student is enrolled has received a report pursuant to Va. Code §16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code §16.1-260 may be suspended or expelled from school attendance.

The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

Suspended students are prohibited from attending classes, being present on school property, or attending any school-sponsored/related activity during the time of the suspension. A day of suspension is a day that school is in session and the student is enrolled. Suspension from school attendance begins upon the disposition of the violation and concludes as stipulated by the administration in accordance with school board policies. Suspensions cannot be set for an indefinite period of time. Suspension from all extracurricular activities begins immediately upon disposition of the violation. All out-of-school suspensions of five days or greater will result in an additional loss of the privilege to participate in extracurricular activities. Suspensions less than five days may result in additional loss of the privilege to participate in extracurricular activities. This loss of privilege is in addition to the suspension and extends beyond the school day upon which the student is eligible to return to school. Duration of this loss of privilege will be determined by the school principal based upon the severity of the violation.

If a student with an identified disability is suspended, the procedures for suspension of a student with a disability shall be followed.

Students shall be informed of any charges as well as the evidence and shall be given the right to present their side of the event. The building administrator may require the presence of a third party during the questioning and a record shall be kept of the discussion. Building administrators will make every reasonable effort to notify parents/guardians of disciplinary action in a timely manner (as soon as is practical).

Students will be allowed to make up any work missed during the period of a short-term suspension. It is the responsibility of both the student and school administrator to obtain assignments or the make-up work from the teacher.

Short-Term Suspension Procedures

A pupil may be suspended for not more than ten school days in accordance with Regulation JGD/JGE-M-R by either the school principal, any assistant principal, or, in their absence, any teacher. The principal, assistant principal, or teacher may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil 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 practical thereafter. Upon suspension of any pupil, the principal, assistant principal, or teacher responsible for such suspension reports the facts of the case in writing to the Superintendent or superintendent's designee and the parent of the pupil suspended. Upon written petition for review of disciplinary action taken, the principal/designee or the superintendent/designee or the school board, in accordance with Policy JAC and Regulation JAC-R will review and confirm or disapprove such disciplinary action based on an examination of the record of the pupil's behavior.

The decision of the Superintendent or superintendent's designee shall be final for suspension up to and including ten days (short-term). Upon written petition, the school board will review disciplinary action involving suspension of more than ten days.

Any oral or written notice to the parent of a student who is suspended from school attendance for not more than ten days shall include 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, shall be borne by the parent of the student. Students will

Long-Term Suspension Procedures

A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the School Board or the Superintendent or superintendent's designee, in accordance with regulations of the School Board.

The written notice of a suspension for 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education, or intervention programs. Such notice also states that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.

A long-term suspension may extend beyond a 45 school day period but shall not exceed 364 calendar days if (i) the offense is one described in Virginia Code **§22.1-277.07** or **§22.1-277.08** or involves serious bodily injury or (ii) a committee of the School Board or the division superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education. Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of such suspension.

The procedure for the hearing before the Superintendent/Designee shall be as follows:

- The Superintendent/Designee shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the Superintendent/Designee. The parent/guardian or age-of-majority student will, as soon as possible and in advance of the hearing, inform the Superintendent/Designee of the intention to have legal counsel (an attorney) at the hearing.
- The Superintendent/Designee may ask for opening statements from the principal or representative and the student and/or parents(s) (or their representative) and, at the discretion of the Superintendent/Designee, may allow closing statements.
- The parties shall then present their information. Because the principal has the ultimate burden of proof, she/he shall present her/his information first. Witnesses may be questioned by the Superintendent/Designee and by the parties (or their representative). The Superintendent/ Designee may, at her/his discretion, vary this procedure, but she/he shall afford full opportunity to both parties for presentation of any material or relevant information and shall afford the parties the right of cross-examination; provided, however, that the Superintendent/Designee may take the testimony of student witnesses outside the presence of the student, her/his parent(s) and their representative if the Superintendent/Designee determines, in her/his discretion, that such action is necessary to protect the student witness.
- The parties shall produce such additional information as the Superintendent/Designee may deem necessary. The Superintendent/Designee shall be the judge of the relevancy and materiality of the information.
- Exhibits offered by the parties may be received by the Superintendent/Designee and, when so received, shall be marked and made part of the record.
- The Superintendent/Designee may uphold, reject, or alter the recommendation.

In any case in which a student has been suspended by the Superintendent/Designee, the student and her/his

parent(s), guardian, or person having control or charge of the student may appeal the decision to the School Board. Such appeal must be in writing and must be filed with the Superintendent within three school days of the suspension decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The School Board will consider the appeal upon the record of the suspension and in closed session within 30 calendar days of the appeal. In the event of an appeal, the student's parent(s)/ guardian shall be provided with written notice of the School Board's decision and any change in: (1) the duration of the suspension; (2) the availability of community-based educational, training, and intervention programs; and/or (3) eligibility to return to school or attend an alternative education program.

School Board Policy: JFC, JGD/JGE, JGDA, JGDB

REVIEW OF DISCIPLINARY ACTION PROCEDURES

In cases where the suspension is determined to be necessary, the parent or guardian shall be informed of the right to petition for review. Failure to make a timely petition for review will constitute a waiver of the right to petition. A written notification stating the cause for suspension and the procedure for petition shall be sent to the home of the student no later than the day following the suspension of the student.

Students are prohibited from attending classes, being present on school property, or attending any school sponsored/school-related activity during a suspension. Since out-of-school suspensions are reserved for serious offenses which have posed a disruption to the educational process, students who have been suspended may not attend school during the course of a review. No form of disciplinary action imposed by a building administrator will be delayed pending the outcome of a review. Students who have been suspended with a pending School Board Expulsion hearing may not be on any school property at any time or attend any school sponsored/school related activity of any kind regardless of physical location without the Superintendent's written authorization.

A petition is a formal written request for review of a disciplinary action taken. Upon a written petition, the building administrator/designee or Superintendent/Designee will review disciplinary action taken and confirm or disapprove such action based on an examination of the record of the student's behavior. At all levels of review, the reviewing official has the authority to overturn/rescind disciplinary action, modify disciplinary action, or impose more stringent disciplinary action, in accordance with Regulation JGD/JGE-M-R, to include a recommendation to the Superintendent for expulsion from school. The petition for review must be in writing and must state the basis of the petition for review and detail any remedy/relief requested.

SCHOOL LEVEL (Level I)

The parent/guardian shall provide a written petition to the building administrator (principal) within three school days of the decision.

The building administrator/designee will offer the parent/guardian an opportunity to confer (either in person or by telephone). No decision will be delayed due to failure to confer. Conference (either in person or by telephone) is not a prerequisite. The building administrator/designee will notify the parent/guardian of the decision within three school days of receipt of the petition. Notification to parent/guardian will be in writing as soon as reasonably possible to include any necessary changes to the student's disciplinary record. Decisions are based upon an examination of the record of the student's behavior.

If the principal took the disciplinary action, the petitioner may skip this step and petition the Central Office directly.

The decision of the building administrator/designee shall be final for all disciplinary action other than out-of-school suspension. The petition process at Level II applies to out-of-school suspensions up to 10 days.

CENTRAL OFFICE (Level II)

The parent/guardian shall provide a written petition for review of the building administrator's decision to the Superintendent/designee within three school days of the notification of the building administrator's decision.

The Superintendent/designee will offer the parent/guardian an opportunity to confer (either in person or by telephone). No decision will be delayed due to failure to confer. Conference (either in person or by telephone) is not a prerequisite. The Superintendent/designee will notify the parent/guardian of the decision within three (3) school days of the receipt of the petition. Notification to parent/guardian will be in writing as soon as reasonably possible to include any necessary

changes to the student's disciplinary record. Decisions are based upon an examination of the record of the student's behavior.

The decision of the Superintendent/designee shall be final for suspensions up to and including ten days. The petition process at Level III applies to out-of-school suspensions of more than ten days.

SCHOOL BOARD (Level III)

See *Long-term Suspension Procedures* concerning out of school suspension of more than ten days.

The parent/guardian shall provide a written petition for review of the Superintendent/Designee's decision to the School Board, shall be in writing within three school days of the receipt of the Superintendent/Designee's decision.

The School Board shall consider the petition at a regularly scheduled meeting or at a special meeting. The School Board shall render a decision within 30 days of the date of petition.

School Board Policy: JAC, JAC-R

ALTERNATIVE PLACEMENT AND EXCLUSION PROVISIONS

Alternative Education

The Superintendent may require any student who has been charged with an offense relating to Virginia's laws, or with a violation of school board policies, on weapons, alcohol, drugs or intentional injury to another person or has been found guilty or not innocent of a crime that resulted in or could have resulted in injury to others to attend an alternative education program, including, but not limited to, night school, adult education, or any other educational program designed to offer instruction to students for whom the regular program of instruction may be inappropriate. The Superintendent may impose this requirement without regard to where the crime has occurred. A building administrator may impose a short-term suspension upon a student who has been charged with an offense involving intentional injury to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

Written notice to the student and parent/guardian shall be provided if the student is to be required to attend an alternative education program and the student and parent/guardian shall be provided an opportunity to participate in a hearing to be conducted by the Superintendent/Designee regarding such placement.

Any student for whom the school division has received a report pursuant to Section 16.1-305 of the Code of Virginia of adjudication of delinquency or a conviction for an offense listed in subsection G of 16.1-260 may be suspended or expelled from school attendance in accordance with Section 22.1-277 of the Code of Virginia.

School Board Policy: JGD/JGE, JGDA, JGDB

Exclusion

Any student who has been expelled or suspended for more than 30 days by another school board or a private school in Virginia or another state may be excluded from attendance by a local school board in Virginia regardless of whether such student has been admitted to another school division or private school in Virginia or any other state subsequent to such expulsion, suspension, or withdrawal of admission and regardless of the offense for which the disciplinary action was imposed, upon finding that the student presents a danger to the other students or staff of the school division.

The Division Superintendent/designee has the authority to exclude a student and is responsible for seeing that the Virginia Code governing the exclusion and admission of long-term suspended and expelled students is followed, including notice and hearing procedures. In case of a suspension of more than 30 days, the terms of exclusion may not exceed the duration of that suspension.

The procedure for admission of a student not in good standing in a previous public or private school is as follows:

1. The parent(s)/guardian or eligible age-of-majority (adult) student shall petition for admission by submitting a written request for admission to the Superintendent.
2. The parent(s)/guardian or eligible age-of-majority student shall submit supporting documentation for the admission, including evidence of compliance with any conditions of readmission imposed by the expelling school board.

3. The parent(s)/guardian or eligible age-of-majority (adult) student shall be contacted by the Superintendent/designee to schedule an admission hearing with the appropriate base-school administrator. The student's compliance with any conditions imposed by the school board that took the disciplinary action shall be discussed at the hearing. The student's acceptance of responsibility for the previous infraction(s) shall be considered, along with the student's demeanor and attitude.
4. If the Superintendent/designee decides that the student is to be excluded from school attendance in Manassas City Public Schools, the parent(s)/guardian and student shall be notified by mail that the student is subject to exclusion, including the reasons therefore. This notification shall further advise them that the Superintendent/Designee's decision is final, unless altered by the School Board upon the filing of a written petition with the Clerk of the School Board. Such petition shall be filed within 15 days of notice of the decision of the Superintendent/Designee.
5. If the parent(s)/guardian or eligible age-of-majority (adult) student appeals the decision to exclude the student, the School Board shall conduct a review of the record in a closed session meeting and vote on the exclusion recommendation in open session.
6. The student and parent(s)/guardian shall be notified in writing of the School Board's decision within five school days.

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

Upon expiration of the exclusion period for an expelled student 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 the parent/guardian or eligible age-of-majority student may re-petition the School Board for admission.

Upon expiration of the exclusion period for a long-term suspended student, the student may attend school following a meeting with members of the Superintendent's staff to determine appropriate educational placement.

School Board Policy: JGD/JGE, JEC

EXPULSION

A student may be expelled from attendance at any Manassas City Public School for sufficient cause.

In addition to sections in the code that specify a recommendation for expulsion the following could also result in a School Board Hearing for expulsion:

- ♦ The accumulation of more than 15 days out-of-school suspension for disruption of the learning environment.
- ♦ Violation of Disciplinary Probation.
- ♦ Perpetrating repeated physical assault on other students or any assault that results in injury.
- ♦ Assault of a staff member.
- ♦ Substantive threats to staff members.
- ♦ Off-campus behavior unrelated to school activities that causes a substantial disruption to the educational environment, interferes with other students rights, or constitutes a threat to anyone in the school division can result in disciplinary action to include placement in an alternative educational setting, long-term suspension, and expulsion.
- ♦ Any student for whom the school division has received a report pursuant to Section **§16.1-305** of the Code of Virginia of adjudication of delinquency or a conviction for an offense listed in subsection G of **§16.1-260** may be suspended or expelled from school attendance in accordance with Section **§22.1-277** of the Code of Virginia.

If a student with an identified disability is recommended for expulsion, the procedures for expulsion of students with a disability shall be followed.

Pupils may be expelled from attendance at school after written notice to the pupil and parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board in accordance with the regulations of the School Board. The regulations shall provide for subsequent confirmation or disapproval of the proposed expulsion by the School Board regardless of whether the pupil has exercised the right to a hearing.

The student may waive the request for a hearing, in which case the expulsion recommendation shall be presented in writing to the School Board for confirmation or disapproval. If the student and the student's parent(s)/guardian or representatives fail to appear for the hearing, the appeal shall be deemed waived and the recommendation for expulsion shall be presented in writing to the Board in closed session for confirmation or disapproval.

At least five days prior to the hearing, the School Board Office shall inform the student and parent(s)/guardian(s) of the following:

- ♦ The time and place of the hearing
- ♦ The student's right to present evidence to refute the charges.
- ♦ The student's right to have a parent(s)/guardian(s) and advocate present at the hearing.
- ♦ Access to a copy of the materials supporting the expulsion recommendation that may be obtained by the parent(s)/guardian(s). The material shall be available no less than three school days prior to the hearing.
- ♦ The procedures governing the conduct of the hearing.

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

- ♦ The hearing shall be limited to 45 minutes.
- ♦ The School Board determines the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The law does not compel the school division to allow attorneys or advocates to participate in the hearing, except in limited circumstances. The hearing shall be private unless otherwise specified by the School Board.
- ♦ The hearing shall be recorded only by the Board Chair. A copy of the transcript shall be made available to the student's parent(s)/guardian for a reasonable cost upon written request. No other recordings of the proceedings shall be permitted.
- ♦ The School Board may ask for opening statements from the principal or his representative and the student or his parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.
- ♦ The parties then present their evidence. Because the principal has the ultimate burden of proof, he presents his evidence first. Witnesses may be questioned by the School Board members and by the parties (or their representative). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, his parent(s) and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witness.
- ♦ The parties shall produce such additional evidence as the School Board may deem necessary. The School Board is the judge of the relevancy and materiality of the evidence.

- ♦ Exhibits offered by the parties may be received in evidence by the School Board and, when so received, are marked and made part of the record.
- ♦ The School Board may, by majority vote, uphold, reject or alter the recommendations.
- ♦ The School Board transmits its decision, including the reasons therefor, to the student, parent(s), the principal and Superintendent.

A decision of the School Board will be final.

The Superintendent/Designee shall notify the student, the student's parent(s)/guardian, and the student's school in writing of the decision of the School Board within five school days after the decision is made, unless impracticable. The written notification shall include the length of the expulsion, whether during the term of the expulsion the student shall be eligible to attend an alternative education program, and the earliest date the student may be readmitted. The notification shall also contain terms and conditions for readmission.

The notice shall also inform the student and parent(s)/guardian of the availability of community-based educational, training, and intervention programs. The student and parent(s)/guardian shall also be advised that the costs of any such programs which have been attended by the student during the expulsion and which are not part of the educational program of the school division shall be borne by the parent(s)/guardian.

Students who have been expelled may not be on any school property at any time for any reason and may not attend or participate in any school-sponsored/school-related activity of any kind at any time without the Superintendent's written authorization.

School Board Policy: JGD/JGE, JGDA, JGDB

READMISSION OF EXPELLED STUDENTS

If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice shall also advise the parent of such student that the student may petition the School Board for readmission to be effective one calendar year from the date of his expulsion, and of the conditions, if any, under which readmission may be granted.

The School Board establishes, by regulation, a schedule pursuant to which such students may apply and reapply for readmission to school. Such schedule is designed to ensure that any initial petition for readmission will be reviewed by the School Board or the division Superintendent, and, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the division Superintendent denies such petition, the student may petition the School Board for review of such denial.

School Board Policy: JGD/JGE-M

ADMISSION OF STUDENTS FROM OTHER SCHOOL DIVISIONS

Parental Notification of Student's School Status

Prior to admission to any public school of the Commonwealth, a school board shall require that the parent/guardian sign a sworn statement indicating whether the student is on a long-term suspension or has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. Any person making a materially false statement or affirmation shall be guilty upon conviction of a Class 3 misdemeanor. Misrepresentation may lead to the possible dismissal of the student from Manassas City Public Schools.

In addition, Manassas City Public Schools requires that the parent/guardian/person having control or charge of a child affirm that the student has not withdrawn from school attendance at a private school or public school in Virginia or another state to avoid an expulsion hearing before the school board for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

School Board Policy: JGD/JGE, JEC

NOTICE OF PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS [§ 22.1-279.3 of the Code of Virginia]

Virginia Code § 22.1-279.3 contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct and attendance. Through the enactment of this legislation, the Assembly has asserted its position that parents do not relinquish their responsibility for disciplining or managing their children while they are attending public schools. Rather, parents must work in partnership with school administrators to maintain a safe and orderly school environment. Most of our parents are involved and support our schools, helping to create the environment that is necessary to promote learning.

Within one month of the opening of school, the School Board must send to parents/guardians a copy of these requirements, a copy of the School Board's standard of student conduct and the requirements of this section of Virginia Code.

A parent/guardian must sign and return a statement acknowledging receipt of the School Board's standards of student conduct and notice of the requirements of this section of Virginia Code. Notice is to be given to parents/guardians that by signing the statement of receipt, parents/guardians shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent/guardian shall have the right to express disagreement with a school's or school division's policies or decisions. Each school must maintain records of the signed statement.

The principal is authorized to request that the student's parent/guardian meet with the principal or designee to review the standards of conduct and the parent/guardian's responsibility to participate in disciplining the student, and to discuss improving the student's behavior and educational progress.

The principal may notify the parent/guardian when the student violates a school board policy that could result in a suspension, whether or not the administration has imposed such action. If sent, the notice must state the date and particulars of the offense, the parent's/guardian's obligation to assist the school in improving the student's behavior, and if the student is suspended, a parent/guardian may be required to accompany the student to meet with school officials.

Suspended students may not be readmitted to the regular school program until the student and parent/guardian meet with the school officials to discuss improving the student's behavior. However, the principal or designee is authorized to readmit the student without the parent conference if it is appropriate for the student.

If parent/guardian fails to comply with these requirements, the School Board may petition the juvenile and domestic relations court to proceed against the parents/guardians for willful and unreasonable refusal to participate in efforts to improve the student's behavior. The court is authorized to take the following actions:

- Order the parent/guardian to meet with the school officials, if the parent/guardian willfully and unreasonably fails to meet with the principal after such a request has been made.
- Order the student or parents/guardians to participate in treatments or programs to improve the student's behavior, or be subject to other limitations and conditions as the court deems appropriate, and/or impose a fine of up to \$500, if the parent/guardian willfully and unreasonably fails to meet with school officials if a student is to be

readmitted after a suspension, or a student is receiving a second suspension or is being expelled.

Parents/guardians are asked to read the standards of conduct including the notice of requirements, sign the card provided by the school, and return the card to the school.

School Board Policy: JGD/JGE, JFC

PROSECUTION OF JUVENILES AS ADULTS

Effective July 1, 1997, each school division is required to inform juveniles who are 14 years of age or older, that under certain circumstances, juveniles may be prosecuted as adults. The circumstances under which this may occur include when a juvenile is charged with capital murder, first or second degree murder, murder by lynching or as the result of mob action, if by accident while in the prosecution of some other act which is a felony, injury by mob, abduction, malicious wounding, malicious wounding of a law enforcement officer, poisoning, robbery, car-jacking, rape, forcible sodomy, or object sexual penetration. If any one charge is transferred for trial, as an adult all other charges arising out of the same act will be transferred. Once a juvenile is convicted as an adult, all subsequent criminal offenses will be treated as adult offenses. In addition, any individual who is tried as a juvenile, but is 18 years of age or older at the sentencing, may receive an adult penalty for a conviction as a juvenile.

VIRGINIA COMPULSORY ATTENDANCE LAW

Virginia Code § 22.1-254 Ages of children required to attend

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

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

- B. Instruction in the home of a child or children by the parent, guardian, or other persons having control or charge of such child or children shall not be classified or defined as a private denominational or parochial school.
- C. The requirements for this section shall not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion, or has otherwise complied with compulsory school attendance requirements as set forth in this article.
- D. The requirements of this section shall apply to any child in the custody of the Department of Youth and Family Services, or any child who may have been adjudicated as an adult, and who has not passed his eighteenth birthday.
- E. The requirements of this section shall apply to any child whom the division Superintendent has required to take a special program of prevention, intervention, or remediation, as provided in subsection C of **§ 22.1-253.13:1** and **§ 22.1-254.01**.

- F. Within one calendar month of the opening of school, each School Board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the School Board.

School Board Policy: JEA, JEA-R

SEARCH AND SEIZURE

Students may be subject to reasonable searches. As a general rule, a reasonable search is based upon a reasonable suspicion that the student has committed an infraction of school rules, school board policies or regulations, or the law. The law also allows random or group searches of students conducted fairly and according to policy when justified by special circumstances. For the protection of all students, school authorities may conduct searches of students, including purses, book bags, automobiles, etc., in accordance with the law and school board policy. Areas furnished for student use, such as desks and lockers, remain under the control of the school. Therefore, students should not expect that such areas will remain private and should expect that book bags or purses stored there may be searched.

School Board Policy: JFG, JESA, KNAJ

REQUIRED REPORTING TO LAW ENFORCEMENT

There are times when violations of the Student Code of Conduct are also violations of the law. Building administrators are required to report violations of the law to law enforcement authorities in accordance with Virginia Code **§ 22.1-279.3:1 D** and **§18.2-56**. The following is a list of incidents that necessitate a report to law enforcement authorities:

- ▶ Assault and battery resulting in bodily injury
- ▶ Hazing causing bodily injury
- ▶ Sexual assault
- ▶ Stalking
- ▶ Conduct involving firearms
- ▶ Conduct involving alcohol
- ▶ Conduct involving marijuana and controlled substances
- ▶ Conduct involving imitation controlled substances
- ▶ Conduct involving anabolic steroids
- ▶ Threats against school personnel
- ▶ Explosive material, explosives, hoax explosives
- ▶ Incendiary devices, chemical bombs
- ▶ Threats to bomb and false threats to bomb
- ▶ Theft or attempted theft of prescription medication
- ▶ Incidents of death, shooting, stabbing, cutting, or wounding

Building administrators may request the involvement of law enforcement personnel in any situation or incident. Building Administrators may report to law enforcement any incident that they believe may be a violation of the law. In addition to what is required by law, building administrators will also report, to law enforcement authorities, all violations involving:

- ▶ Indecent exposure
- ▶ Obscene phone calls
- ▶ Sodomy and child molestation
- ▶ Intimidation of school authorities
- ▶ Interference with school authorities
- ▶ Malicious mischief
- ▶ Assault and Battery
- ▶ Arson
- ▶ Bullying
- ▶ Fighting
- ▶ Theft
- ▶ Extortion/Coercion/Blackmail
- ▶ Driving without a license on school property
- ▶ Being an accessory to any of these acts
- ▶ Vandalism
- ▶ Sexting
- ▶ Gang activity
- ▶ All violations involving weapons
- ▶ Illegally parked student vehicles

School Board Policy: JFC, JGD/JGE

DEFINITIONS

Manassas City Public Schools maintain jurisdiction over students on all school property, during all school sponsored/ school related activities, events and organizations (including but not limited to all sports home and away, clubs, meetings, dances, proms, after-prom parties, field trips, graduation) and travel to and from school including walkers and school bus riders. **Code of Virginia § 22.1-78**

Disciplinary Probation is a specified period in which an administrative staff member will monitor the student's behavior, attendance and academic performance, make regular reports to the Superintendent as to the student's progress, and ensure that any further problematic behavior by the student comes directly to the attention of the Superintendent/designee. Disciplinary Probation may include conditions for continued attendance at the base school that have to do with a specific violation of the conduct code. All such conditions will be detailed in writing. A student placed on disciplinary probation will sign a written notice (summary document) indicating that he/she understands these conditions and that further problematic behavior will result in alternative educational placement, long-term suspension or a recommendation for expulsion.

Readmission as it appears in the code of conduct, applies to a student not enrolled in the school division who is seeking to be admitted following an expulsion from Manassas City Public Schools.

Threat Assessment is a process that involves identifying, assessing, and managing students who might pose a risk of violence. Selected professional staff members gather information, evaluate facts, and analyze behavior (action), communications, and circumstances to determine if a student intends to perpetrate an attack on a school or poses a serious threat of violence to anyone in a specific school or the school division. Students deemed to pose a threat to safety are subject to placement in an alternative education program.

Re-entry Conference is the formal return to school of a student suspended ten school days. A Re-entry Conference takes place only when specifically required by the code of conduct or mandated by the Superintendent/designee or the School Board and is chaired by the Superintendent/designee. The student, parent/guardian, and school administrator sign a document summarizing the conduct violation, disciplinary action taken, compliance with school board policies, planned interventions, conditions of disciplinary probation, possible consequences of a violation of disciplinary probation, and the determination of appropriate educational placement.

School-based Behavioral Intervention/Support Team is a team in each school that addresses student behavior based upon the Virginia Tired System of Supports (VTSS) and Positive Behavior Interventions and Supports (PBIS) models. This is a multi-disciplinary behavioral problem solving team that identifies appropriate interventions and supports and develops plans to improve behavior.

Building Administrator is the school principal or acting principal, all assistant principals and any other staff member designated to serve as an acting principal, acting assistant principal, or on special assignment as an assistant principal.

Parent is an adult who is legally responsible for and/or has legal custody of the student. This refers to either or both parents, any guardian of the student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent.

FORMULATION OF THE STUDENT CODE OF CONDUCT

Students, parents and guardians, administrators and faculty members are encouraged to participate in the formulation of the Student Code of Conduct. Please provide your suggestions in writing to:

**Office of Superintendent
Manassas City Public Schools
PO Box 520,
Manassas VA, 20108**

You can also submit suggestions via e-mail through our web site: ***Manassas City Public Schools > Student Services***.

School Board Policy: JFB