



PETERSBURG CITY
PUBLIC SCHOOLS

2022-2023

CODE OF CONDUCT



Philosophy & Purpose

Petersburg City Public Schools takes seriously its responsibility to provide a safe, supportive school environment for ALL students that enables them to graduate having met the profile of a Virginia Graduate as defined by the Virginia Department of Education (VDOE). We recognize that our students, families, and school personnel have rights as members of our school community, as well as a responsibility in providing a safe, supportive school environment that maximizes opportunities for both curricular and extracurricular success of PCPS students. Along with communicating the rights and responsibilities, it is important to establish and communicate clear expectations for student behavior across the division.

As a cohort division implementing the VDOE's Virginia Tiered Systems of Support (VTSS), each school has established age, developmentally, and contextually appropriate school-wide behavioral expectations that align with this *Code of Student Conduct*. We employ, whether face-to-face or in the online learning platform, a proactive, preventative, instructional approach to student behavior is at the forefront and will help to ensure that schools are safe, supportive, and effective learning environments.

This PCPS *Code of Student Conduct* has been developed in alignment with the Virginia Board of Education's *Model Guidance for Positive and Preventative Code of Student Conduct Policy & Alternatives to Suspension*. In addition to clearly defining behavioral expectations for students, this *Code* lists a menu of behavior interventions and responses to student behavior used by teachers and school administrators in equitably supporting students' behavioral success. Disciplinary action will be determined based on the facts and context of each incident at the reasonable discretion of the school board and other appropriate school officials. Disciplinary responses to student behavior will be aligned with the *Leveled Behavioral Interventions and Responses to Student Behavior* established in this *Code*.

This *Code of Student Conduct* applies to ALL Petersburg City Public Schools students when they are under the jurisdiction of the School Board, whether face-to-face and in the online learning platforms. As such, students are subject to disciplinary action for misconduct that occurs:

- **In school or on school property**
- **On vehicles owned by the School Board**
- **On the way to and from school**
- **Traveling to, at, and from bus stops**
- **While participating in or attending any school-sponsored activity or trip**
- **Off school property, when the acts lead to an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1 of the Code of Virginia, in subsection G of § 16.1-260 (firearm offense, homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances, manufacture, sale or distribution of marijuana, arson, and related crimes, and burglary and related offenses), criminal street gang activity or recruitment for such activity, an act of violence by a mob, abduction of any person, a threat, or a charge that would be a felony if committed by an adult.**

Rights and Responsibilities

Parents/Guardians/Families

These responsibilities of parents as outlined in Section 22.1-279.3., of *The Code of Virginia* are as follows:

- Support your school's efforts to provide a safe, orderly environment conducive to learning for your child and all students.
- Read carefully the school division's standards of student conduct. If something is unclear or concerns you, talk with your child's principal.
- Review the standards of student conduct with your child to ensure that they understand the expectations and possible consequences for breaking them.
- If your child does not follow a behavioral expectation and is disciplined, talk with your child to learn their version of what occurred. Meet with the teacher and school administrator immediately to talk about the incident and to develop strategies for preventing it from happening again.
- Understand that Virginia law gives the local school board final administrative authority in all discipline matters.
- Work with your child's school to achieve the goal of responsible behavior.
- Notify the school upon registration of student concerning criminal convictions or delinquency adjudication for any offense listed in subsection G of § 16.1-260.

School Personnel

According to the Standards of Accreditation 8VAC20-131-220, "The professional teaching staff shall be responsible for providing instruction that is educationally sound in an atmosphere of mutual respect and courtesy...." Teachers are responsible for establishing and maintaining a safe, supportive environment that is developmentally and culturally responsive and that promotes student academic, behavior, and social-emotional development. Because there is a correlational link among student behaviors, positive school climate, and academic achievement, PCPS staff will:

- Develop positive relationships;
- Develop a safe, positive, and culturally responsive environment;
- Apply cultural competence to classroom management;
- Develop a safe and positive physical environment;
- Teach (and re-teach when necessary) behavioral expectations;
- Reinforce positive behavior;
- Provide instructional feedback on behaviors;
- Utilize the school's tiered framework of interventions and supports for students who are not meeting behavioral expectations;
- Recognize personal stress, reactions that may escalate negative student behavior, and personal bias; and
- Use individual and classroom data to progress monitor student behavior and the teacher's responses to behavior.

Students

Every student shall be guaranteed all the rights and freedoms as are applicable and provided by the U.S. Constitution and the Virginia Constitution. These rights include but are not limited to

- All students have the right to a free public education from age five (5) to 20 (up to age 22 if IDEA-eligible), and to attend the public school in the locality where they reside.
- Students experiencing homelessness, students in the foster care system, immigrant students, and students whose first language is not English also have rights and protections under federal and state law with regard to school enrollment.
- Students have a right to be educated in a safe and supportive learning environment that is respectful of all persons safe from discrimination, harassment and bullying.
- All students have the right to be treated fairly and to be given due process in all disciplinary situations in accordance with this document and the policies of this school division.

Search and Seizure

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers, or student automobiles whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation. School officials may seize any illegal, unauthorized, or contraband materials discovered in the search.

Discipline of Students with Disabilities

Disciplinary actions for students with disabilities will be determined in accordance with all relevant state and federal laws and regulations. Students with disabilities may be suspended out of school for ten days or less at a time in accordance with regular suspension procedures. The imposition of any additional short-term suspension after the first ten days cumulative in a school year must be reviewed to determine whether it will result in a change in placement. If it is found to result in a change in placement, then the discipline procedures for a suspension of greater than 10 school days must be followed. Students with disabilities may also be long-term suspended or expelled in accordance with procedures governing such suspension and expulsion recommendations.

Leveled Behavioral Interventions and Responses to Student Behavior

Petersburg City Public Schools is committed to improving student behavior. In an effort to intervene early and support students who struggle displaying appropriate behavior, PCPS staff will teach appropriate behavior and provide opportunities for students to practice what they have learned and will use interventions and responses designed to improve student behavior and keep students in school before exclusionary practices are considered in situations where student and staff safety is not threatened. The family-school collaborative partnership is integral to the overall success of our students; as such, teachers and administrators will communicate and problem solve with families in order to provide behavioral interventions and support for students that are age, developmentally, and contextually appropriate. To implement a positive approach to student conduct, Petersburg City Public Schools will follow these levels of responses:

Level 1	<i>Intended to prevent further behavioral issues while keeping the student in school</i>	
<ul style="list-style-type: none"> • Re-teaching or modeling of desired behavior • Administrator-student conference and/or administrator-student-teacher conference • Written reflection or letter of apology • Peer mediation or conflict resolution • Behavior progress chart • School-based community service (appropriate to correct the behavior) 	<ul style="list-style-type: none"> • Restitution • Seat change • Loss of school privileges • Confiscation by the administration • Administrator-teacher-parent/guardian conference • Detention (before school, at lunch, after school) • MIP/HIP (up to two days) with behavioral instruction and academic support* • Student support plan <p>*MIP: Middle School Intervention Program HIP: High School Intervention Program</p>	

Level 2	<i>Designed to prevent further behavioral issues and keep the student in school; depending on the severity of the behavior, short-term removal of the student from the classroom may be appropriate.</i>	
<ul style="list-style-type: none"> • Student conference • Administrator-teacher-counselor- student conference (includes re- teaching of expected behavior) • Administrator-teacher-parent/guardian conference • Check-in/check-out • Mediation or conflict resolution • Detention (before school, at lunch, after school) • Referral to support services (for example: school counselor, behavior specialist, mentor program, student support specialist, problem-solving team, substance use and intervention program) • Referral to individualized education program (IEP) team 	<ul style="list-style-type: none"> • Schedule change • School-based community service (appropriate to correct the behavior) • Referral for community-based services • Saturday school • Restitution • Confiscation • Temporary loss of privileges • MIP/HIP with behavioral interventions and/or restorative practices (one to three days) • Student support plan 	

Level 3	<i>Depending on the severity, chronic nature of the behavior and/or safety concerns, Level 3 behaviors may result in the student's short-term removal from school.</i>	
<ul style="list-style-type: none"> • Administrator-teacher-parent/guardian conference • Detention • MIP/HIP with restorative practices (three-plus days not to exceed five days) • Referral to support services through the SET process (for example: school counselor, behavior specialist, mentor program, student support specialist, problem solving team, therapeutic day treatment, substance use and intervention program) • Referral for community-based services • Functional behavioral assessment and behavior intervention plan development (special education students) • Functional behavioral assessment and behavior support plan development (general education students) 	<ul style="list-style-type: none"> • School-based community service • Revocation of privileges • Restitution • Referral to alternative education programs • Short-term out-of-school suspension (1–3 days for elementary students; 1–5 days for secondary students) with a conference upon return • Behavior agreement (developed with and signed by the student, parent/guardian and school officials)* • Student support plan <p>*Student Empowerment Team (SET)</p> <p>*A behavior agreement is not used in isolation; rather, it is one among several responses and should anchor those responses.</p>	

Level 4	<i>Some Level 4 behaviors require a report to the superintendent or superintendent's designee as outlined in the Code of Virginia §22.1-279.3:1. Local school board policy may require additional reporting. A referral to the superintendent or superintendent's designee does not automatically result in a long-term suspension, change of placement, or expulsion. After a review of the incident in context, the superintendent or designee may return the student to the comprehensive setting with additional supports and/or interventions.</i>	
<ul style="list-style-type: none"> • Threat assessment as indicated by the behavior • Referral to law enforcement as required • Parent-administrator-teacher-student behavior agreement • Long-term revocation of privileges • Restitution via written agreement 	<ul style="list-style-type: none"> • Referral for community-based services • Schedule change • Student support plan • Short-term out-of-school suspension (1-3 days for PreK–3rd grade students; 4-10 days for 4th-6th grade students; 5–10 days for 7th–12th grade students) • Recommendation for a long-term 	

Level 5	<i>Level 5 responses are reserved for behaviors that require a referral to the superintendent or designee. For prekindergarten to third-grade students, any suspension beyond three days must be referred to the superintendent. A referral to the superintendent or designee may not automatically result in an expulsion, alternative placement, school reassignment or long-term suspension.</i>	
	<p>Required school-based administrative responses to Level 5 behavior</p> <ul style="list-style-type: none"> • Threat assessment as indicated by the behavior • Student support plan • Referral to law enforcement may be required • Referral to superintendent or designee 	<p>Examples of superintendent or designee responses to Level 5 behavior</p> <ul style="list-style-type: none"> • Return the student to the school setting with appropriate supports and interventions. • Long-term suspension (11 to 45 days as defined in §22.1-276.01 of the <i>Code of Virginia</i>) • Alternative placement • Expulsion

Categories of Behavior: Descriptors and Levels

To facilitate the equitable, responsive application of this *Code of Student Conduct*, five categories of behavior are defined and aligned with the aforementioned-leveled responses.

Category A: Behaviors that Impede Academic Progress (BAP)

Behaviors in this category impede the academic progress of the student or of other students.

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

Category B: Behaviors Related to School Operations (BSO)

These behaviors interfere with the daily operation of school procedures.

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

Category C: Relationship Behaviors (RB)

Behaviors in this category create a negative relationship between two or more members of the school community (No physical harm is done.)

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

Category D: Behaviors of a Safety Concern (BSC)

Behaviors in this category create unsafe conditions for students, staff, and/or visitors to the school.

Behaviors that are felony offenses require a report to law enforcement.

- Alcohol: Possessing or using alcohol
- Alcohol: Distributing alcohol to other students
- Drugs: Possessing drug paraphernalia
- Drugs: Violating school board non-prescription (Over the counter) medication policy
- Tobacco: Possessing/Using tobacco products, electronic cigarettes, vaping equipment
- Bullying Behavior without physical injury that continues after intervention; bullying that leads to physical injury should be classified as Assault and Battery.
- Cyberbullying that continues after intervention; cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences.
- Harassment: Repeatedly annoying or attacking a student or group of students or personnel creating an intimidating or hostile educational or work environment
- Bus: Distracting the bus driver
- Bus: Endangering the safety of others on the bus
- Fire alarm: Falsely activating alarm or other disaster alarm
- Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke
- Engaging in reckless behavior the creates a risk of injury to self or others
- Fighting that results in no injury as determined by the school administration
- Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students
- Throwing an object that has the potential to cause a disturbance, injury, or property damage
- Shoving, pushing, striking a student with no visible injury
- Exposing body parts, lewd or indecent public behavior
- Physical contact of a sexual nature – patting body parts, pinching, tugging clothing
- Stalking as described in the Code of Virginia section 18.2-60.3
- Stealing money or property using physical force (no weapon involved)
- Leaving school grounds without permission
- Trespassing
- Possessing dangerous instruments/substances that could be used to inflict harm upon another
- Weapons: Possessing any weapon as defined by § 18.2-308.1

Category E: Behaviors that Endanger Self or Others (BESO)

Behaviors in this category endanger the health, safety, and/or welfare of either the student or others in the school community. Behaviors that are felony offenses require a report to law enforcement.

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

Category F: Persistently Dangerous Behaviors (PD)

These behaviors are used in calculations to identify a school as persistently dangerous. “The incidents to be used as measures for determining persistently dangerous public schools are those violent crimes and offenses against a person and the possession of drugs with intent to distribute or sell, all designated as felonies in the criminal section of the *Code of Virginia* (Title 18.2).”

- These behaviors merit a report to the superintendent’s office and to law enforcement and should be addressed in the manner consistent with a level 5 response:
- Homicide with a firearm or other weapon includes any death resulting from causes other than natural, accidental, or suicide
- Sexual assault offenses are defined as sexual penetration without consent and includes statutory rape and carnal knowledge of a minor
- Use of bomb includes any explosive device
- Assault with a firearm or other weapon includes the intentional causing of bodily harm to an individual
- Malicious wounding without a weapon includes intentionally causing another person bodily injury, with the intent to maim, disfigure, disable, or kill
- Aggravated sexual battery includes sexual battery and abuse against a person less than fifteen years of age
- Actual and attempted robbery
- Kidnapping/abduction
- Illegal possession of a handgun, rifle/shotgun, projectile weapon, bomb, or other firearms
- Illegal possession of controlled drugs and substances with the intent to distribute or sell.

Elementary SBAR Codes and Levels

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

SBAR	Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO1	Altering an official document or record	*					
BSO2	Giving false information to staff, misrepresentation	*	*				
BSO3	Refusal to comply with requests of staff in a way that interferes with the operation of school	*	*	*			
BSO4	Failure to be in one's assigned place	*	*				
BSO5	Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)	*	*				
BSO6	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	*	*	*			
BSO7	Dress Code Violation	*	*				
BSO8	Gambling (games of chance for money or profit)	*	*				

BSO9	Possession of items that are inappropriate for school (examples include toys, literature, electronics)	*	*	*			
BSO10	Possession of stolen items	*	*				
BSO11	Unauthorized use of school electronic or other equipment	*	*				
BSO12	Violation of the Acceptable Use of Technology/internet policy	*	*				
BSO13	Violation of school board policy regarding the possession or use of portable communication devices	*	*				
BSO14	Vandalism, graffiti or other damage to school or personal property	*	*	*			
BSO15	Student is not going to class as assigned*	*	*				
BSO16	Student is in an unauthorized area of campus*	*	*				

SBAR	Category C: Relationship Behaviors (RB) create a negative relationship with the daily operation of school procedures	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
RB1	Bullying with no physical injury	*	*				
RB2	Cyberbullying		*	*			
RB3	Posting, distributing, displaying, or sharing material or literature that is inappropriate material or literature, including using electronic means	*	*				
RB4	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	*	*				
RB5	Stealing money or property without physical force	*	*				

RB6	Speaking to another in an uncivil, discourteous manner	*	*				
RB7	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	*	*	*			
RB8	Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	*	*	*			
RB9	Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	*	*				
RB10	Failure to respond to questions or requests by staff	*	*				
RB11	Unwanted or inappropriate physical contact	*	*	*			

SBAR	Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school.	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC1	Alcohol: Possessing or using alcohol	*	*	*			
BSC2	Alcohol: Distributing alcohol to other students		*	*	*		
BSC3	Posting, distributing, displaying, or sharing material or literature that is inappropriate material or literature, including using electronic means	*	*				
BSC4	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	*	*				
BSC5	Tobacco: Possessing/Using tobacco products, electronic cigarettes, vaping equipment	*	*	*			

BSC6	Bullying Behavior without physical injury that continues after intervention	*	*	*	*		
BSC7	Cyberbullying that continues after intervention; cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences	*	*	*	*	*	
BSC8	Harassment: Repeatedly annoying or attacking a student or group of students or personnel creating an intimidating or hostile educational or work environment	*	*	*	*	*	
BSC9	Bus: Distracting the bus driver	*	*				
BSC10	Bus: Endangering the safety of others on the bus	*	*				
BSC11	Fire Alarm: Falsely activating a or other disaster alarm	*	*	*			
BSC12	Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke	*	*	*			
BSC13	Engaging in reckless behavior the creates a risk of injury to self or others	*	*	*			
BSC14	Fighting that results in no injury as determined by the school administration	*	*	*			
BSC15	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students	*	*	*			
BSC16	Throwing an object that has the potential to cause a disturbance, injury, or property damage	*	*				
BSC17	Shoving, pushing, striking a student with no visible injury	*	*	*			

BSC18	Exposing body parts, lewd or indecent public behavior	*	*	*			
BSC19	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing,	*	*	*			
BSC21	Stalking as described by the <i>Code of Virginia</i> section 18.1-60.3 (Stalking is reportable after the second infraction)*	*	*				*
BSC22	Stealing money or property using physical force (no weapon involved)	*	*	*			
BSC24	Leaving school grounds without permission	*	*	*			
BSC25	Trespassing	*	*	*			
BSC26	Possessing dangerous instruments/substances that could be used to inflict harm upon another	*	*	*	*	*	
BSC27	Weapons: Possessing any weapon (other than a firearm) as defined by § 18.2-308.1				*	*	

SBAR	Category E: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community.	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BESO1	Assault: Intending to cause physical injury to another	*	*	*			
BESO2	Assault and Battery: Causing physical injury to another person		*	*	*		
BESO3	Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration	*	*				

BESO4	Striking Staff: The use of force against a staff member when no injury is caused	*	*				
BESO5	Drugs: Possessing controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications		*	*			
BESO6	Drugs: Being under the influence of controlled substances, illegal drugs, or synthetic hallucinogens or unauthorized prescription medications			*	*		
BESO7	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications			*	*	*	
BESO9	Fire: Attempting to set, aiding in setting, or setting a fire		*	*			
BESO10	Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1	*	*	*	*		
BESO11	Hazing as defined in §18.2-56 and noted in § 22.1-279.6	*	*	*			
BESO12	Threatening, intimidating, or instigating violence, injury, or harm to a staff member or members	*	*	*	*		*
BESO13	Threatening, intimidating, or instigating violence, injury, or harm to another student(s) or others	*	*	*	*		
BESO14	Threatening, intimidation, or instigating violence, injury or harm to another student(s) or other(s) in writing	*	*	*	*		
BESO15	Using an object not generally considered as a weapon to threaten or attempt to injure school personnel	*	*	*	*		

BESO16	Using an object not generally considered as a weapon to threaten or attempt to injure a student(s) or others	*	*	*			
BESO17	Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses				*	*	*

SBAR	Category F: Behaviors that are used in calculations to identify a school as persistently dangerous (PD).	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
SUBCATEGORY I							
PD1	Homicide - Firearm					*	*
PD2	Homicide – Other weapon					*	*
PD3	Sexual Assault					*	*
PD4	Attempted Sexual Assault					*	*
PD5	Use of a Bomb					*	*
SUBCATEGORY II							
PD6	Assault with Firearm or Weapon					*	*
PD7	Actual or Attempted Robbery					*	*
PD8	Kidnapping/Abduction					*	*
PD9	Malicious Wounding without a weapon					*	*
PD10	Aggravated Sexual Battery on a Student					*	*
SUBCATEGORY III							
PD11	Illegal Possession of Handgun					*	*
PD12	Illegal Possession of Rifle or Shotgun					*	*

PD13	Illegal Possession of Any Other Projectile Weapon					*	*
PD14	Illegal Possession of Bomb					*	*
PD15	Illegal Possession of Other Firearms					*	*
PD16	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell					*	*

Secondary SBAR Codes and Levels

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

SBAR	Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSO1	Altering an official document or record	*	*	*			
BSO2	Giving false information to staff, misrepresentation	*	*	*			

BSO3	Refusal to comply with requests of staff in a way that interferes with the operation of school	*	*	*	*		
BSO4	Failure to be in one's assigned place Refer to BSO15 or BSO16	*	*	*			
BSO5	Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)	*	*	*			
BSO6	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	*	*	*	*		
BSO7	Dress Code Violation	*	*				
BSO8	Gambling (games of chance for money or profit)	*	*	*	*		
BSO9	Possession of items that are inappropriate for school (examples include toys, literature, electronics)	*	*	*			
BSO10	Possession of stolen items	*	*	*	*		
BSO11	Unauthorized use of school electronic or other equipment	*	*				
BSO12	Violation of the Acceptable Use of Technology/internet policy	*	*				
BSO13	Violation of school board policy regarding the possession or use of portable communication devices	*	*	*			
BSO14	Vandalism, graffiti or other damage to school or personal property	*	*	*	*	*	
BSO15	Student is not going to class as assigned	*	*	*			
BSO16	Student is in an unauthorized area of campus	*	*	*			

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

SBAR	Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school.	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BSC1	Alcohol: Possessing or using alcohol			*	*	*	
BSC2	Alcohol: Distributing alcohol to other students				*	*	
BSC3	Posting, distributing, displaying, or sharing material or literature that is inappropriate material or literature, including using electronic means		*	*	*		
BSC4	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature			*	*	*	
BSC5	Tobacco: Possessing/Using tobacco products, electronic cigarettes, vaping equipment	*	*	*			
BSC6	Bullying Behavior without physical injury that continues after intervention				*		
BSC7	Cyberbullying that continues after intervention; cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences			*	*	*	
BSC8	Harassment: Repeatedly annoying or attacking a student or group of students or personnel creating an intimidating or hostile educational or work environment			*	*	*	
BSC9	Bus: Distracting the bus driver	*	*	*			
BSC10	Bus: Endangering the safety of others on the bus	*	*	*			
BSC11	Fire Alarm: Falsely activating a or other disaster alarm		*	*			

BSC12	Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke			*	*	*	
BSC13	Engaging in reckless behavior the creates a risk of injury to self or others			*	*		
BSC14	Fighting that results in no injury as determined by the school administration			*	*		
BSC15	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students			*	*	*	
BSC16	Throwing an object that has the potential to cause a disturbance, injury, or property damage		*	*	*		
BSC17	Shoving, pushing, striking a student with no visible injury	*	*	*	*		
BSC18	Exposing body parts, lewd or indecent public behavior			*	*	*	
BSC19	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing,			*	*	*	
BSC21	Stalking as described by the <i>Code of Virginia</i> section 18.1-60.3				*	*	*
BSC22	Stealing money or property using physical force (no weapon involved)			*	*	*	
BSC24	Leaving school grounds without permission	*	*	*			
BSC25	Trespassing		*	*			
BSC26	Possessing dangerous instruments/ substances that could be used to inflict harm upon another			*	*	*	
BSC27	Weapons: Possessing any weapon (other than a firearm) as defined by § 18.2-308.1				*	*	

SBAR	Category E: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community.	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
BESO1	Assault: Intending to cause physical injury to another			*	*	*	
BESO2	Assault and Battery: Causing physical injury to another person			*	*	*	
BESO3	Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration			*	*		
BESO4	Striking Staff: The use of force against a staff member when no injury is caused				*	*	
BESO5	Drugs: Possessing controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications				*	*	
BESO6	Drugs: Being under the influence of controlled substances, illegal drugs, or synthetic hallucinogens or unauthorized prescription medications				*	*	
BESO7	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications				*	*	
BESO9	Fire: Attempting to set, aiding in setting, or setting a fire			*	*		
BESO10	Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1				*	*	

BESO11	Hazing as defined in §18.2-56 and noted in § 22.1-279.6					*	
BESO12	Threatening, intimidating, or instigating violence, injury, or harm to a staff member or members			*	*	*	
BESO13	Threatening, intimidation, or instigating violence, injury or harm to another student(s) or other(s)			*	*	*	
BESO14	Threatening, intimidation, or instigating violence, injury or harm to another student(s) or other(s) in writing*			*	*	*	
BESO15	Using an object not generally considered as a weapon to threaten or attempt to injure school personnel					*	
BESO16	Using an object not generally considered as a weapon to threaten or attempt to injure a student(s) or others				*	*	
BESO17	Bomb threat: Making a bomb threat				*	*	*

SBAR	Category F: Behaviors that are used in calculations to identify a school as persistently dangerous (PD).	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
SUBCATEGORY I							
PD1	Homicide - Firearm					*	*
PD2	Homicide – Other weapon					*	*
PD3	Sexual Assault					*	*
PD4	Attempted Sexual Assault					*	*
PD5	Use of a Bomb					*	*

SUBCATEGORY II							
PD6	Assault with Firearm or Weapon					*	*
PD7	Actual or Attempted Robbery					*	*
PD8	Kidnapping/Abduction					*	*
PD9	Malicious Wounding without a weapon					*	*
PD10	Aggravated Sexual Battery on a Student					*	*
SUBCATEGORY III							
PD11	Illegal Possession of Handgun					*	*
PD12	Illegal Possession of Rifle or Shotgun					*	*
PD13	Illegal Possession of Any Other Projectile Weapon					*	*
PD14	Illegal Possession of Bomb					*	*
PD15	Illegal Possession of Other Firearms					*	*

Student Dress Code

The Petersburg School Board acknowledges the right of students and their parents to exercise personal judgment, within certain boundaries, in matters of dress and grooming. The Board also recognizes that neatly attired and well-groomed students take more pride in themselves and are more likely to practice habits of self-discipline and to display a more positive attitude and demeanor toward all aspects of the division's educational program. To that end, appropriate dress and grooming contribute to a more productive learning environment.

All students are expected to be neatly groomed and dressed appropriately for school and school activities. Any form of dress that is disruptive in appearance including being ill-fitting, see-through or has holes in pants or tops is detrimental to the proper conduct of the school and will not be permitted. All students must observe the following guidelines:

- Shorts and skirts must be worn no more than two (2) inches above the knee when standing and five (5) inches above the knee when sitting.
- Leggings can only be worn with skirts and dresses that are no more than two (2) inches above the knee when standing and five inches above the knee when sitting. Leggings cannot be worn alone with T-shirts or blouses.
- Tank tops, tube tops, halter tops, see-through shirts, mesh shirts and clothing that exposes the midriff or chest are not appropriate. Additionally, tank tops, which serve as undergarments, are not appropriate. Shirts and tops should be buttoned high enough to cover the chest. Jerseys cannot be worn without T-shirts.

- Tight-fitting clothing is not permitted. Sweats, exercise, aerobic suits, pajamas, lounging sets, and biker shorts are not permitted.
- Pants and shirts must be proportionate to body size; no oversized clothing.
- T-shirts and other clothing that depict references to controlled substances, gang affiliations, unacceptable language and symbols or that may be sensitive to the culture of students or staff members are prohibited. No clothing will be permitted that may be offensive or suggestive to any race, gender, or religion.
- Pants and trousers must be fastened properly at the natural waist, using a belt worn through the belt loops and buckled at all times so no undergarment is visible.
- Shoes must be worn at all times. Sandals are permissible, but appropriate athletic shoes must be worn in PE and during recess. Athletic slides and slides with fur are not permitted. Neither the School Board of Petersburg City nor Petersburg City Public Schools is responsible for any injuries that may occur due to students who wear improper shoes.
- No sunshade glasses are to be worn in the building unless it is medically prescribed that they be worn indoors.
- Religiously and ethnically specific or significant head coverings and hairstyles are permitted, including hijabs, yarmulkes, headwraps, braids, locs, and cornrows, as well as head coverings needed for medical reasons and headgear approved for school activities are permitted. No other headgear (hats, caps, hoods, bandanas, bonnets, curlers, do-rags, sweatbands, ski masks etc.) is to be worn inside the building.

An appropriate administrative response will be taken for violations of the dress code. Any violation will result in school staff referring the student to the office, where the student will be provided appropriate attire. If proper attire is not available, a parent will be called to bring appropriate clothing. The student will wait for the clothing in an alternate space deemed appropriate by the school administrator.

Enforcement of this dress code will be done in a manner that protects students' rights and preserves students' dignity.

Attendance/Tuancy

If a student must be absent, the parent/guardian is responsible for notifying the school. Upon the student's return to school, a written note, which provides the dates and reason for the absence and is signed by the parent, is the preferred verification of absence. This note must be provided by the second day the student returns to school. Parent notes may not exceed a student's absence of two days. If a student is absent three or more days, a medical note is required.

Verified absences for these reasons qualifies the student for an exemption from attendance policy procedures:

Chronic/Extended Illness

A student absent because of a chronic illness must provide medical documentation to the school administrator and complete the Chronic Illness form. The Chronic Illness form is secured at the school level.

If a student is absent because of a chronic/extended illness and is in need of homebound services, the parent must contact the Student Support Services Department for the homebound form. Documentation from a physician will be required.

Suspension

A parent/guardian must accompany students back to school after an out of school suspension, three to ten days, for a conference with the school administrator.

Make-up Assignments

A student who has an excused absence, including in school and out of school suspension, will be provided class work and homework material, if requested by the parent and/or student, so the student may remain current with school instruction as long as the student is enrolled in school.

Electronic Devices

Students may possess a cellular telephone, smart phone, or other communication device on school property, including school buses, provided that the power on these devices are turned off prior to entering the classroom/school building. Students may utilize such electronic devices while traveling to and from school provided that these items are not a distraction to the bus driver and/or do not compromise safety.

Substance Possession, Use, and Distribution

According to the Va. Code 22.1-279.3.1 Principals are required to report incidents involving alcohol or drugs to local law enforcement when the incident may constitute a felony.

Students shall not use, be under the influence of, or have in their possession any alcoholic beverages on school property, going to or coming from school, or at school-sponsored activities. This also includes the intent to sell, give, share, pass, or arrange for a sale to occur on school property, going to or coming from school, or at school-sponsored activities. Students shall be subject to disciplinary actions.

Students shall not use, give to another, possess, be under the influence, including suspicion of being under the influence, of marijuana, controlled substances, look-alike-controlled substances, or possessing drug paraphernalia on school property, going to or coming from school, or at school-sponsored activities. As such, students shall be subject to disciplinary actions.

Dangerous Objects and Firearms (Including Toys)

In order to assure the safety and welfare of students, staff and other persons, weapons and other prohibited items shall not be permitted on any school property, on school buses, going to or from school, or at any school-related activity, regardless of the location of the activity. A student will not distribute, handle, use, transmit, or possess a weapon or any object that is designed or used to inflict bodily injury or place a person in fear of bodily injury or any object which can reasonably be considered a weapon. This includes, but is not limited to, toy pistols and fireworks. Virginia law and School Board policy prohibits these items. Students shall be subject to disciplinary actions up to expulsion. ***Police notification is mandatory for felony offenses.***

Assault/Fighting/Threats

Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following acts are prohibited: two or more parties striking each other for the purpose of causing bodily harm, threatening, posturing to fight, instigation, gang activity, bullying and cyberbullying. Videotaping fights is considered instigation. A student who is assaulted and retaliates by any physical means, will result in corrective action for fighting. Administrators will abide by the Code of Student Conduct to address infractions.

Integrity

Students are expected to perform honestly through the development of their own work and refrain from cheating, plagiarism, and falsification. Administrators will abide by the Code of Student Conduct to address this infraction.

Theft

A student shall not take or attempt to take school property or personal property of others without permission. Violators are subject to corrective action at school and may be referred to appropriate authorities for legal action.

Transportation

Riding the school bus is a privilege. Good behavior is required going to, coming from, and at bus stops (i.e. door to door) and while riding the bus. School bus stops are considered school property. The privilege of riding the school bus may be suspended if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. The driver shall be responsible for maintaining good conduct on the bus. Drivers shall report any violation of their rules and expectations to the school administration.

Students who violate the *Code of Student Conduct* and bus rules may lose the privilege of riding the bus for a specified time or permanently.

Tobacco Products (Including Smokeless)

Petersburg City Public Schools are smoke-free environments. Students are prohibited from possessing, selling, trading or offering to do so, smoking and/or using tobacco products or nicotine vapor or alternative nicotine vapor, vapor paraphernalia, cigarettes, matches, or lighters, on school buses, in school buildings, on school property, going to or from school, or at any school-related activity, regardless of the location of the activity.

Trespassing

Students are considered to be trespassing if they are present at a school other than the school in which they are enrolled unless they are attending an approved school activity or have the approval of school administration. Students serving an out-of-school suspension, or disciplinary cases are pending a long-term suspension or expulsion decision, are not allowed on any school property without the permission of the school administration; including but not limited to, school buses, school bus stops, and or at any school-related activity, regardless of the location of the activity.

Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events regardless of the location of the activity.

Inappropriate Physical Contact

Inappropriate physical contact is a display of actions, or bodily contact that is considered to be unwanted or harmful to a student or students, and creates an unsafe learning environment.

Bullying/Harassment

Bullying/harassment is a conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of the student's safety. It is unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends others. A student, either individually or as a part of a group, shall not harass or bully others. The

prohibited conduct may include physical, verbal, or written intimidation, taunting, name-calling, insults, rumors, being threatened or forced to do things. The combination of prohibited activities includes verbal or written consisting of comments directed toward and based upon a person's race, religion, sex, sexual orientation, gender, gender identity, national origin, disability, or physical abilities or characteristics, or intellectual ability, or associates of the targeted person or group.

Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, is considered bullying. Similarly, as bullying, cyberbullying refers to any threats by one student towards another or as a group, typically through emails or on websites (e.g. blogs, social networking sites, electronic communications) that support deliberate, hurtful messages intended to harm others including but not limited to sending mean, vulgar, or threatening messages or images, posting sensitive, private information about another student, pretending to be someone else in order to make that student look bad, and defamatory online personal polling websites.

Arson

Student conduct which may put others in danger will not be permitted. This includes but is not limited to violations of fire regulations; lighting matches, incendiary or explosive materials (i.e. firecrackers, fireworks), and trash can fire would be included in this category if they were contributing factors to a damaging fire, to burn, or to destroy, in any manner, school property or the property of school staff or students.

Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax of explosive devices or chemical bombs as defined in the *Code of Virginia*. Moreover, students shall not make any threats or false threats, through oral, written, or electronic transmission, to bomb school personnel or school property.

Technology/Acceptable Use

Acceptable use of technology includes use of computers, computer networks, and other electronic technology used only for valid educational purposes and only with the approval of a school staff member. When using electronic technology in the school or school setting, students are required to abide by the *Code of Student Conduct* and by Petersburg City School Division's Acceptable Computer Use Policy and Regulation. Unacceptable use of technology off school property which has a material effect on the operation or general prosperity of the School Division, impacts the integrity of the educational process, and threatens a safe learning environment for students and staff.

Suspensions, Expulsions, and Appeals

While suspensions are a last resort in responding to student behavior, there are times when exclusionary practices are warranted to ensure safe learning environments for students and staff. Students may be assigned in-school suspension, bus suspension, or out-of-school suspension by the principal, assistant principal, or in their absence, any teacher (administrative aide), and dean of students. Before students can be suspended, whether in-school or out-of-school, they must be informed of which SBAR code has been violated; given an explanation of the facts as known by school personnel; and given an opportunity to provide their version of what occurred. Students are not allowed on any Petersburg City Public Schools property or event during the suspension period unless an exception has been granted by the principal.

Students and/or their parents have the right to appeal in-school, bus suspensions, and out-of-school suspensions. Appeals must be received in writing as described below. **Failure to submit an appeal**

request within the specified timeframe constitutes a waiver of the right to appeal. Unless an appeal hearing is expressly requested in the written appeal request, the appeal will consist of a review of the incident and the student's record with the following considerations: (A) whether the facts warranted the suspension; (B) if the consequences were appropriate for the behavior; and (C) whether school or division procedures were followed. **Students will remain suspended during the appeal process.**

In-School Suspension and Bus Suspension Appeal Process

- If the student and/or parent/guardian disagrees with a suspension assigned by the assistant principal or teacher (administrative aide), and dean of students, the parent/guardian and/or student may appeal to the principal to review the suspension. The appeal must be in writing and submitted within two (2) business days of being notified of the suspension.
- The principal will review the suspension assigned by the assistant principal or dean of students and either uphold, modify, or overturn the suspension based on an examination of the incident and the student's record. The principal will notify the parent/guardian in writing within two (2) business days of the decision to uphold, modify, or rescind the suspension.
- The decision of the principal will be final.
- If the suspension was assigned by the principal, the student and/or parent/guardian may appeal to the Hearing Officer to review the suspension.
- The Hearing Officer will review the suspension assigned by the principal and either uphold, modify, or overturn the suspension based on an examination of the incident and the student's record. The Hearing Officer will notify the parent/guardian in writing within three (3) business days of the decision to uphold, modify, or overturn the suspension.
- The decision of the Hearing Officer will be final.

Short-Term (10 days or less) Suspension

Students who have been assigned a short-term suspension are expected to make up their schoolwork within ten (10) school days, effective the date of their return to school. For suspensions longer than three (3) school days, the parent/guardian will coordinate the pick-up and return of the student's work with the designated school personnel according to the school's established procedures.

Short-Term Suspension Appeal Process

- If the student and/or parent/guardian disagrees with a suspension assigned by the assistant principal or dean of students, the parent/guardian and/or student may appeal to the principal to review the suspension. The appeal must be in writing and submitted within two (2) business days of being notified of the suspension.
- The principal will review the suspension assigned by the assistant principal or dean of students and either uphold, modify, or overturn the suspension based on an examination of the incident and the student's record. The principal will notify the parent/guardian in writing within two (2) business days of the decision to uphold, modify, or rescind the suspension.
- If the student and/or parent/guardian disagrees with the appeal decision made by the principal, the student and/or parent/guardian can appeal to the Hearing Officer to review suspension. The appeal must be in writing and submitted within two (2) business days of being notified of the principal's appeal decision.
- The Hearing Officer will review the suspension and either uphold, modify, or overturn the suspension based on an examination of the incident and the student's record. The Hearing Officer will notify the parent/guardian of the decision in writing within three (3) business days.
- The decision of the Hearing Officer will be final.
- If the suspension was assigned by the principal, the student and/or parent/guardian may appeal to the Hearing Officer to review the suspension.
- The Hearing Officer will review the suspension assigned by the principal and either uphold, modify, or overturn the suspension based on an examination of the incident and the student's record. The Hearing Officer will notify the parent/guardian of the decision in writing within three (3) business days.
- The decision of the Hearing Officer will be final.

Long-Term (11 days – 45 days) Suspension

Under certain conditions, school administrators may recommend to the Superintendent (or designee) that a student be long-term suspended from school attendance in Petersburg City Public Schools. The student and his/her parent/guardian must receive written notice of:

- the recommended expulsion,
- the reason(s) for the suspension,
- the right to a due process hearing with the Hearing Officer within ten (10) school days of the original suspension date,
- the right to be represented by legal counsel at the hearing,
- the appeal process to be followed, and
- information regarding the availability of community-based education programs, alternative education programs, and/or intervention programs.

The Hearing Officer will conduct a hearing during which he/she will receive evidence and testimony by the student, parent/guardian, principal, and other necessary parties invited to participate by the Hearing Officer. The Hearing Officer will determine whether sufficient evidence exists that warrants a long-term suspension, as well as the length of the suspension. The Hearing Officer will notify the student/parent/guardian of the decision in writing within three (3) business days.

- If the student and/or parent/guardian disagrees with the decision made by the Hearing Officer, the student and/or parent/guardian can appeal to the School Board Disciplinary Committee to review the suspension. The appeal must be in writing and submitted within two (2) business days of being notified of the Hearing Officer's decision.
- The School Board Disciplinary Committee will review the suspension and either uphold, modify, or overturn the suspension based on an examination of the incident and the student's record. The Hearing Officer will notify the student/parent/guardian of the Committee's decision in writing within three (3) business days.
- If the student and/or parent/guardian disagrees with the decision made by the School Board Disciplinary Committee, the student and/or parent/guardian can appeal to the full School Board to review the suspension. The appeal must be in writing and submitted within two (2) business days of being notified of the Hearing Officer's decision.
- The School Board will review the suspension and either uphold, modify, or overturn the suspension based on an examination of the incident and the student's record and render a decision within thirty (30) business days.

Expulsion (365 Calendar Days)

Under certain conditions, school administrators may recommend to the School Board that a student be suspended with a recommendation for expulsion from school attendance in Petersburg City Public Schools. The student and his/her parent/guardian must receive written notice of:

- the recommended expulsion,
- the reason(s) for the suspension,
- the right to a due process hearing with the Hearing Officer within ten (10) school days of the original suspension date,
- the right to be represented by legal counsel at the hearing,
- the appeal process to be followed, and
- information regarding the availability of community-based education programs, alternative education programs, and/or intervention programs.

The Hearing Officer will conduct a hearing during which he/she will receive evidence and testimony by the student, parent/guardian, principal, and other necessary parties invited to participate by the Hearing Officer. The Hearing Officer will determine whether sufficient evidence exists that warrants forwarding the recommendation for expulsion to the School Board. The Hearing Officer will notify the student/parent/guardian of the decision in writing within three (3) business days.

If the Hearing Officer determines that there is insufficient evidence for the expulsion recommendation, the Hearing Officer will determine an appropriate alternative consequence. If sufficient evidence exists that warrants forwarding the recommendation for expulsion to the School Board, the School Board will review the recommendation, along with the student's record, and render a decision within thirty (30) business days.

The School Board may expel a student from attending Petersburg City Public School after notifying the parent/guardian of the following:

- length of the expulsion,
- reason for the expulsion,
- right of the student to a due process hearing before the School Board,
- right to be represented by legal counsel at the hearing,
- availability of community-based programs for education, alternative education programs, and/or intervention programs,
- eligibility or requirement of the student to attend a School Board approved or sponsored alternative education program or adult education program during or following the expulsion period, and
- the student's right to petition the School Board for readmission at the conclusion of the expulsion period (one (1) calendar year from the effective date of the expulsion) and the procedures for requesting readmission.

Recommendations for expulsion shall be based on consideration of the following factors:

1. the nature and seriousness of the violation;
2. the degree of danger to the school community;
3. the student's disciplinary history, including the seriousness and number of previous infractions;
4. the appropriateness and availability of an alternative education placement or program;
5. the student's age and grade level;
6. the results of any mental health, substance abuse, or special education assessments;
7. the student's attendance and academic records; and
8. such other matters as the division superintendent or his designee deems appropriate.

No decision to expel a student will be reversed on the grounds that such factors were not considered. The School Board may consider any of these factors as "special circumstances" when considering disciplinary action pursuant to *Virginia Code* §22.1-277.07 and §22.1- 277.08. The costs of any community-based education, alternative education, or intervention program that is not part of the educational program provided by Petersburg City Public School will be the responsibility of the student's parent/guardian.

An expelled student may not enter any school building or come onto any school property during the period of expulsion **except with the prior permission of the principal.**

Admission of Students Suspended or Expelled from Another School Division or Private School

The Petersburg City Public Schools School Board may exclude from attendance any student who has been expelled or suspended for more than thirty (30) school days from attendance at school by a school board or private school in the Commonwealth of Virginia or in another state, or whose admission has been withdrawn by a private school in the Commonwealth of Virginia or in another state regardless as to whether the student has been admitted to another school division or private school in the Commonwealth of Virginia or another state following the expulsion, suspension, or withdrawal of admission.

Such an exclusion may occur after:

- the student/parent/guardian receives written notice that the student may be subject to exclusion,

including the rationale for such, and the opportunity to a hearing with the Superintendent (or designee) regarding the exclusion.

- a hearing has been conducted by the Superintendent (or designee) and the decision has been made to exclude the student from attendance.

The decision of the Superintendent (or designee) will be final unless altered by the School Board. Students/parents/guardians must submit a written appeal to the School Board within ten (10) business days of notification of the Superintendent’s (or designee’s) decision, requesting that the School Board review the student’s record.

In the case of a suspension period of greater than thirty (30) school days, the length of the exclusion may not exceed the length of the suspension. When excluding an expelled student from school attendance, the School Board may accept or waive any or all conditions for readmission imposed by the expelling school board pursuant to *Virginia Code* §22.1-277.06. The School Board shall not impose additional conditions for readmission to school. The School Board may permit or require students who have been excluded from school attendance to attend an alternative education program during the exclusionary period.

Policies Undergirding the *Code of Student Conduct*

Each of the policies below can be viewed by accessing the Petersburg City Public Schools Policy Manual via <https://go.boarddocs.com/vsba/pitpsva/Board.nsf/Public?open&id=policies>.

Attendance

File	Title	Statutory Requirements
JEA	Compulsory Attendance	§ 22.1-254. Compulsory attendance
JED	Student Absences/Excuses/Dismissals	§VAC20-730-10. Definitions
JED-R	Student Absences/Excuses/Dismissals	
JEG	Exclusions and Exemptions from School Attendance	

Student Dress

File	Title	Statutory Requirements
JFCAA	Student Dress and Grooming	§ 22.1-279.6. School board regulations.

Suspension/Expulsion

File	Title	Statutory Requirements
JFCAA	Student Dress and Grooming	§ 22.1-279.6. School board regulations.
JFC	Student Conduct	§ 22.1-279.6. School board regulations.
JFCD	Weapons in School	
JFCE	Gang Association	

JFCF	Drugs in School	
JGD/ JGE	Student Suspension/Expulsion	
JGDA	Disciplining Students with Disabilities	
JGDB	Disciplining Students with Disabilities for Infliction of Serious Bodily Injury	

Alternative Education Programs

File	Title	Statutory Requirements
IGBH	Alternative School Programs	§ 22.1-253.13:1

Parent Code of Conduct

The purpose of the Parent Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to our school about conduct expectations while on school property, at school district events and when interacting with District employees and/or students.

We expect our parents/guardians to be our partner in the education of their child(ren), thus, a mutually respectful working relationship is critical in order to achieve this goal. There are expectations for conduct that are requested of all parents who work with our staff and who enter our schools.

We request that parents/guardians and visitors to have a basic understanding and commitment to the following general propositions:

- Teachers, administrators and parents/guardians want all children to learn in a safe environment
- Teachers, administrators and parents/guardians must work together for the benefit of all students
- All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect
- The school should be provided an opportunity to resolve issues of concern before public criticism.

Prohibited Behaviors

In order to provide a peaceful and safe school environment, the District prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with District operations, including the effective operation of a classroom, an employee's office or duty station, a campus lobby, or school grounds, including sporting events, parking lots and car-pickup
- Threatening to do bodily harm to a District employee, visitor, fellow parent/guardian or student
- Threatening to damage the property of a District employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of school property
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral
- School staff and administration may not always be immediately available to speak with you. The only way to ensure that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails within 24 hours with great success. Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with you.
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.
- Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all
- This includes use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, etc.

Responses to Inappropriate Parent/Guardian Conduct

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school-sponsored events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the District to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

Acknowledgement of Review of the Code of Student Conduct

I certify:

1. receipt of the Petersburg City School Board's *Code of Student Conduct* and understand that printed therein are Sections 22.1-254 (compulsory attendance) and 22.1-279.3 (parental responsibility and involvement) of the *Code of Virginia*, and the PCPS Acceptable Use of Technology and the Internet.
2. that my signature indicates my permission to allow my student to have access to the Internet under the conditions set forth.
3. that I have reviewed the content of the *Code of Student Conduct*, including school bus rules with my child.
4. that I have been informed that all personal belongings kept on school property (including on school buses and all other vehicles used for pupil transportation), brought to school-sponsored events, or brought to bus stops will be at the individual risk of the owner. PCPS will not accept responsibility for damage, loss, or theft of any personal belongings on school property, brought to school-sponsored events, or brought to bus stops. This includes damage, loss, or theft to bicycles, motorbikes, motor vehicles, cell phones, electronic devices, clothing, shoes, glasses, and all other personal belongings. Owners shall not assume that personal property will be replaced or repaired by PCPS.
5. that by signing this statement of receipt and review, does not take away my right to express disagreement with a school's or school division's policies or decisions.

I understand that this *Code of Student Conduct* applies to my student(s) and all students of Petersburg City Public Schools.

Student's Name/Grade

Student's Signature/Date

School

Parent(s)/Guardian(s) Signature/Date

Principal's Signature/Date

Please return this page to your student's teacher within two (2) weeks of enrollment of the school year.