



2024-2025 STUDENT HANDBOOK

20000 Rowanty Road

Carson, VA 23830

Phone: 434-246-5741 & 804-732-4950

Fax: 434-246-5721

www.rowanty.us

Parents and Students:

On behalf of the entire staff, I would like to welcome you to Rowanty Technical Center. Our goal is to create a learning experience that allows students to explore careers and leave the Technical Center fully prepared to transition into post-secondary education and/or the workplace. We prepare students for highly skilled careers within our region and the State of Virginia by providing strong instruction that leads to industry certifications and credentials, Career Technical Student Organization experiences where students network and compete with employers and other students throughout the United States, and high intensity work-based learning experiences such as internships, clinicals, and student based enterprises.

This handbook provides an outline of the rules and expectations necessary to ensure a safe, orderly, and disruption-free learning environment for our students and staff. We urge each parent/guardian to review the handbook with their child. Each parent/guardian and student are required to sign the Student-Parent Acknowledgement of the Rules and Regulations form. Failure to sign this document will result in the student not being able to participate in shop or computer lab activities. Parents and students should not hesitate to contact the school for clarification regarding any rule or procedure outlined in this handbook.

The administration and staff of Rowanty Technical Center look forward to working with each student and parent to ensure a positive and productive educational experience. We are confident that the 2024-2025 school year will be very successful and rewarding with your support.

Sincerely,

Dr. Paul E. Lathrop
Principal

Please note that additional policies and procedures may be set separate from those in the Student Handbook. These policies will supersede any policies in this handbook.

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ROWANTY TECHNICAL CENTER
20000 Rowanty Road
Carson, VA 23830

Phone: 434-246-5741

Fax: 434-246-5721

Office Hours: Monday-Friday/7:45 AM-3:45 PM

Staff

Principal

Dr. Paul E. Lathrop

Administrative Staff:

Information Technology Coordinator

Matthew Harris

Instructional Staff:

Automotive Body Technology

Terry Speelman

Automotive Technology

Jeff Wells

Carpentry

L. Todd Fisher

Cosmetology

Areta Johnson

Criminal Justice

Dr. Kacie Mathews

Electrical

Timothy Freeman

Masonry

Glen Collins

Nurse Aide

Shelia Vick & Maria Haymore

Welding

Bryan Clements

Clerical Staff:

Principal's Assistant/Bookkeeper

Jennifer Miller

School Secretary

Brandy Sturm

Operations/Maintenance:

Fred Maifeld

The Rowanty Technical Center does not discriminate on the basis of race, color, national origin, gender, age, religion or disability in admission to programs, services, or activities in access to them, in treatment of individuals, or in any aspect of their operations, hiring or employment practices.

Rowanty Technical Center Student Information

As a student attending Rowanty Technical Center, I understand my educational opportunity and my responsibility to be a positive, courteous, safe, cooperative and active learner. I agree to conduct myself throughout my technical career experience in such a way that will display a receptive attitude toward effective learning for me and everyone around me.

Home Schools

Dinwiddie County Public Schools

Dinwiddie High School
11501 Boisseau Road
Dinwiddie, VA 23841
Phone: (804) 469-4280
Fax: (804)-469-2093
www.dinwiddie.k12.va.us

Principal: Mr. Robbie Garnes

Prince George County Public Schools

Prince George High School
7801 Laurel Spring Road
Prince George, VA 23875
Phone: (804) 733-2720
Fax: (804)-861-4530
www.pgs.k12.va.us

Principal: Mr. Matthew McAllister

Sussex County Public Schools

Sussex Central High School
21394 Sussex Drive
Sussex, VA 23884
Phone: (434) 246-6051
Fax: (434) 246-5503
www.sussex.k12.va.us

Principal: Mr. Drexel Pierce, Jr.

Rowanty Board of Control and Superintendents

The Rowanty Board of Control is the policy making body. The Board of Control is made up of two board members from each of the participating school divisions (Dinwiddie, Prince George and Sussex). Each school division's superintendent is actively involved with the Board of Control and serves a two-year term as the Rowanty Center's Superintendent on Record.

The Rowanty Board of Control is committed to excellence in education, safety for students, staff, and educational opportunities for students and staff.

Superintendents:

Dr. Kari Weston	Dinwiddie County Public Schools
Dr. Joe Cox	Prince George County Public Schools
Dr. Julius Hamlin	Sussex County Public Schools

Rowanty Board of Control:	Ms. Michelle Crist	Prince George
	Mr. Chris Johnson	Prince George
	Ms. Barbara Pittman	Dinwiddie
	Mr. Dwayne Walker	Dinwiddie
	Ms. Linda Skipper	Sussex
	Mr. Jeffrey Gary	Sussex

Mission

The mission of Rowanty Technical Center is to provide career and technical knowledge, essential skills, and instruction on workplace ethics necessary for the workforce of tomorrow by specialized, highly qualified instructors with skills-based instruction in a safe and secure learning environment.

Guiding Principles

We value:

- **Teams/Family**
 - Rowanty Technical Center guides students to work as a team (family).
 - Rowanty Technical Center celebrates diversity as each individual member brings skills, personality, traits, and strengths to the team.
 - Rowanty Technical Center strives to provide mindfulness to staff and students, so they may
 - become open to new ideas;
 - encourage all to share their opinions;
 - include people with different backgrounds or perspectives; and
 - talk freely about what is and isn't working.
- **Safety**
 - Rowanty Technical Center provides a safe and secure learning environment.
 - Safety procedures are taught and emphasized on a regular basis.
- **Student Success and Growth**
 - Rowanty Technical Center monitors students through formative and summative assessments as well as informal observations.
 - Rowanty Technical Center faculty employ differentiated instruction and training to those students that need it
 - Rowanty Technical Center provides students with multiple opportunities to test and receive relevant industry certifications.
- **Workplace Readiness/Work-Based Learning**
 - Rowanty Technical Center provides quality, hands-on specialized technical skills and training, including those essential skills necessary for a successful career (e.g., attendance, dress code, safety, troubleshooting).
 - Rowanty Technical Center provides students with real-life work experiences where they can apply academic and technical skills to develop their employability.
- **Industry Partnerships**
 - Rowanty Technical Center communicates with local businesses and government to help identify areas of need.
 - Rowanty Technical Center invites local businesses in activities held at RTC such that students have an opportunity to meet future employers.
 - Rowanty Technical Center encourages local businesses to provide shadowing, internships, part-time jobs, and mentoring to RTC students.

Essential Guidelines for Student Success

As a student attending Rowanty Technical Center, I understand my educational opportunity and my responsibility will be:

Dependable and Trustworthy

- Be punctual
- Do what is expected
- Do what you say and agree to do
- Transition quickly

Respectful of People

- Use positive and appropriate language
- Make positive statements

Use Necessary Supports

- Ask for help as needed
- Access support as needed

Make Good Decisions

- Follow directions 1st time
- Bring your own and find your materials

Bell Schedule:

8:15 AM - Rowanty AM students arrive

10:25 AM - Clean Up Bell

10:35 AM - AM Students depart back to their high school

11:15 AM - Rowanty PM students arrive

1:35 PM - Clean up bell

1:45 PM - Dinwiddie students depart

1:50 PM - PG & Sussex students depart

Appropriate and Safe Dress

The Rowanty Technical Center promotes student development of professionalism within each program. The goal is to develop dress habits that ensure individual safety and respect for others in the Center. Students are expected to be appropriately and decently dressed while attending school and school functions. All clothing must be neat, clean, and properly fitted according to the student's size and height and additionally conform to standards of workplace safety. All instructors will provide detailed guidelines or appropriate and safe attire in their syllabi.

Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate.

If a student's dress is such that it constitutes a disruption to the educational environment or poses a threat to health or safety the Principal/Designee will require that the student make arrangements for a change of clothing. Students will not be permitted to return to class until appropriate clothing is being worn.

The following guidelines for dress code should be followed at all times:

- No head coverings should be worn at any time during school hours unless required for cultural, religious, or medical reasons. Hoods on sweatshirts, shirts, or coats should not be worn at any time during school hours.
- Bandanas, do-rags, bonnets, head scarves (with the exception of head garments for religious and cultural reasons), hair picks, wave caps, large combs, brushes, and rollers should not be worn at any time.
- Hats must be removed upon entering the building. They may be worn in the classrooms and/or shops at the discretion of the instructor. (Refer to the class syllabus.) Students must abide by the rules of any instructor within their class/shop areas (outside of their scheduled program) if they need to enter them.
- All clothing must always cover undergarments on school property. Students should wear belts, if needed, to ensure that clothing (e.g., pants) is secured at the natural waistline.
- All unstructured stretch pants, such as leggings, require a dress, shirt or tunic that reaches at least mid-thigh. Sheer and see-through clothing must have solid material underneath that follow the box as seen above.
- The front and back of the body (including skin), from the armpit down to mid-thigh, must be covered. Shirt straps must be 1 ½ inches or wider. Tank tops may not be worn in a shop/lab at Rowanty.
- Sleepwear (pajamas), beachwear and costumes should not be worn at any time.

- Students may be prohibited from wearing cut-off jeans, cut-off sweatpants, or torn, ripped, or slashed clothing due to safety concerns within labs/shops. Students must abide by the program-specific guidelines.
- Sunglasses, unless prescribed by a physician, should not be worn at any time in the building. Documentation from the physician must be provided to Rowanty Technical Center.
- Students may not wear clothing, chains, jewelry, and personal belongings with messages that pertain to drugs, alcohol, tobacco/vape devices, sex, gangs, vulgarity, or that could cause a substantial disruption to the learning environment.
- Students may not wear spiked jewelry, chains, and items which could cause student injury.
- Blankets and/or throws are not allowed in the building.
- Students may not wear open-toed shoes at Rowanty except for special occasions that have been designated by the principal (e.g., job fair). Slippers are not allowed to be worn at any time within the school. Students are discouraged from wearing high heels, due to safety concerns. Students must follow the guidelines for their programs regarding footwear. Athletic shoes and/or shoes with rubber soles are examples of shoes that can minimize safety issues.

Students **may not**:

- Drape any item around the neck (e.g. towels, clothing, and capes).
- Roll down waistbands on shorts, pants, and skirts.
- Wear clothing in any manner that reveals undergarments at any time.
- Wear athletic basketball jerseys without wearing a t-shirt beneath the jersey.

Specific apparel is required for programs within the Technical Center by the nature of the work to be performed as well as by State and/or local policy. Students will be advised of these requirements at the beginning of the school year and will be given a reasonable amount of time to procure the needed items (two weeks from opening). **Closed toe shoes should be worn at all times at Rowanty Technical Center, including the classroom. Bedroom shoes should not be worn at Rowanty Technical Center for any reason.**

In some areas a change of shoes is desirable or even necessary. Safety shoes are recommended and may be required in certain programs. Appropriate footwear should be kept in the student's locker along with work clothes and worn as required. Students will not be allowed to go barefooted in any area as this is both unsanitary and unsafe.

Additionally, students must wear appropriate protective equipment when performing hazardous operations. The protective equipment includes safety glasses/shields and may include gloves, aprons, hard hats, etc.

Attendance Policy

Part of the mission of the Rowanty Technical Center is to prepare students to make the important transition from school to post-secondary education and/or employment. Helping students develop good attendance habits is an important part of that mission. Students are expected to arrive at school and all classes on time every day. Any absence will be considered unexcused until appropriate verification is received and reviewed by the principal/designee.

Some programs have very specific requirements about attendance and the certifying agency will indicate the amount of absences (excused and unexcused) before loss of credit, certification and/or dismissal in the program. Students in these programs will be informed at the beginning of school. The certifying agency's guidelines will supersede any school attendance policy regarding a student's ability to "sit" for a state/national exam.

Attending school each day and being on time to school are extremely important to a student's academic development and achievement. Every day a student is in school is an opportunity to learn, build relationships, and access needed support. Too many absences can cause children to fall behind and make it harder to learn to read. **Students are expected to attend school at least 95% of the time. During a 175-day school year, that means students should miss no more than nine days.**

Each parent/legal guardian is responsible for regular and punctual attendance of any child in their charge within the **compulsory age for school attendance**. Emancipated students are responsible for their own regular and punctual attendance. Parents/legal guardians and emancipated students are expected to work cooperatively with school personnel to correct attendance issues.

What are the procedures if a student is absent?

A reasonable effort will be made by the school to verify the absence. When an absence occurs, the parent/guardian is requested to provide the school written note explaining the reason for the absence within three days of the student's return to school. Written verification should be signed by the parent/guardian and be accompanied by documentation from a physician or other legal entity (e.g., court) when possible. It is the parent/guardian's responsibility to ensure notes are received by Rowanty Technical Center.

What if my child is late to school?

When late arrival is necessary, written verification stating reasons for such shall be presented upon arrival. Tardiness will be considered excused for reasons consistent with those for which an excused absence is granted.

What if my child needs to leave school early?

When early dismissal is necessary, written verification requesting such shall be presented to the attendance secretary. Early dismissal shall be considered excused for reasons consistent with those for which an excused absence is granted.

*We understand that there will be times when late arrivals or early departures are unavoidable due to doctor’s appointments. We ask that these only occur when absolutely necessary. Every minute of the instructional day matters for students. When they are not there, they miss valuable information, instruction, and work.

In the event the school officials determine it necessary, steps shall be taken to verify an excuse for absence, late arrival, or early dismissal. A pattern of absences, late arrivals, or early dismissals may be questioned by school officials when there is reason to suspect forgery or a misrepresentation of facts exists.

**What is the difference between an excused absence and an unexcused absence?
Any absence will be considered unexcused until appropriate verification is received and reviewed by the school’s attendance secretary.**

Rowanty Technical Center defines excused and unexcused absences. Examples are shown in the chart below.

Examples of Excused Absences	Examples of Unexcused Absences
Personal illness/Mental health	Student employment or work schedule
Death in immediate family/household	Lack of transportation or missed bus
Extenuating circumstances	Oversleeping or general tiredness
Religious holiday	Taking care of siblings
Professional/Legal Appointments	Out-of-school suspension
School-sponsored/related activities	Activities unrelated to school/Vacations

****We will only excuse 3 personal illness days per nine weeks with parent documentation.**

****Extenuating circumstances must have prior approval from the principal.**

****Professional/Legal/Doctor Appointments require a note from the doctor, lawyer, etc.**

****With documentation (e.g., program, obituary) 3 days will be allowed for a death in the immediate family or household**

What are the procedures if a student has excessive unexcused absences?

It is extremely important that any student absence only be for a valid reason (as outlined in the example above) and that **the parent/legal guardian submits the appropriate documentation either in advance of, during or directly following the absence so that it can be documented as excused.**

If there is a medical or disability-related reason for a student's absence(s), the parent/legal guardian should communicate with support staff at the school, such as the school attendance secretary, teacher or administrator so that the appropriate support can be put into place to assist the student. For chronic issues, it is recommended to the parent to provide documentation from a health professional so Rowanty can best provide support for the student. The state requires that schools take steps to support students who have excessive unexcused absences. Rowanty Technical Center will take the following actions when a student has accumulated the corresponding number of unexcused absences for the full school day.

Compulsory Attendance

Students are expected to attend school every day. Any absence will be considered unexcused until appropriate verification is received and reviewed by the principal/designee. Each time a student is absent from school, he/she will provide a note from the parent/guardian or official documentation from a medical office, court or other organization within three school days of the absence and return to school. It is the responsibility of the student to provide these notes.

An absence shall be excused for the following reasons per nine week marking period:

1. Personal illness (3 days, with parent verification)
2. Death in immediate family or household (3 days)
3. Professional or legal appointment (unlimited, unless there may be reason to suspect abuse)
4. Required court appearances
5. College/military visits with **prior approval of the principal**
6. Extenuating circumstances with **prior approval of the principal**

Students will not be marked absent for participation in school approved field trips and club meetings as long as the school has been notified. It is the student's responsibility to notify teachers and the attendance officer prior to such absences. Students who miss class due to field trips, testing, etc., and who know in advance, should have assignments prepared for the following school day.

Vacation or long-term absences **MUST** be approved by the principal. Students are only allowed (3) excused parent notes per quarter. Additional days will be recorded as unexcused absences. Students must adhere to the make-up policy.

Student Attendance Actions

The following actions will be taken at the time of the corresponding absence (**Items with an asterisk (*) are required by Virginia Code**):

*A record shall be maintained of each meeting that includes the attendance plan, the name of individuals in attendance at each conference meeting (including via telephone or electronic devices), the location and date of the conference, a summary of what occurred, and follow-up steps.

- **A school official will contact the parent/guardian for daily absences.**
- **5 unexcused absences*- An attendance plan will be developed by phone or face-to-face with the student and parents/guardians to determine if more support and/or interventions are needed.**
- **6 unexcused absences- The school will develop and implement an attendance agreement with the parent/guardian and student.**
- **7 or more unexcused absences*- A face-to-face attendance conference will be scheduled. (Per VA Code the attendance conference must be held within 10 school days from the date of the 10th unexcused absence). The conference shall include the student, parent/guardian and principal.**

The attendance team shall monitor the student's attendance and, as necessary, meet again to address and plan additional interventions if the student's attendance does not improve.

The home high school social worker may (i) file a complaint with the juvenile and domestic relations district court alleging the student is a child in need of supervision (CHINS) as defined in § [16.1-228](#) of the Code of Virginia or (ii) institute proceedings against the parent pursuant to § [18.2-371](#) or [22.1-262](#) of the Code of Virginia. In addition to written documentation of the efforts to comply with the notice provisions of § [22.1-258](#) of the Code of Virginia, all records of intervention regarding the student's unexcused absences, such as copies of the conference meeting notes, attendance plan, and description of the supports offered or made available to the student shall be presented to the intake worker.

Excessive and Unexcused Tardiness or Absences to School or Class

Students are expected to attend class every day. Absence from class includes late arrival, early dismissal or missing from any class. Justifiable reasons for non-attendance should be submitted to the attendance officer for each absence, late arrival, or class absence. Absences from class require approval from an administrator. Unexcused tardiness and/or skipping class are considered violations of compulsory attendance.

Tardies

Students will be marked tardy when entering class after class has started unless they have an approved student pass or other approved excuse for being late. Upon receiving the third tardy, in the same nine weeks grading period and in the same class, the student will be required to sign a disciplinary form indicating that this is his/her third tardy. The instructor will hold the form and if the student is tardy again during the nine weeks period, the student will be referred to the administration.

Illness

The Rowanty Technical Center is committed to providing a safe and healthy environment for students, staff, and visitors. In an effort to minimize the spread of illness, students with infectious and contagious diseases/conditions and students believed to have conjunctivitis-pink eye, impetigo, head lice, ringworm or scabies will be sent home until treatment is initiated. Additionally, students may be sent home if any of the following signs/symptoms are present:

- Fever of 100 degrees or more
- Vomiting
- Repeated diarrhea
- Inflamed/draining eyes, nose or ears
- Persistent cough/sore throat
- Skin eruptions/draining sores

If a student experiences an accident or becomes ill during the school day the parent/guardian will be notified immediately. In case of emergencies, the Technical Center staff will assist with emergency care until the student can be picked up by the parent/guardian or transported to the hospital by Emergency Medical Services.

Makeup Work for Absences

It is the student's responsibility to request makeup work for days missed. Students must make-up work within **three (3) school days** of each absence unless other arrangements have been made with the teacher. The teacher will determine time allotted for the return of makeup work. Students that do not comply with the policy will receive a zero for any/all missing assignments.

Notes for Absences

Students who exceed five (5) absences per nine week marking period, will only have **three (3) parent excuses** accepted per nine week marking period. Other days must be excused by professional notes (doctor, legal, etc.).

In the event the school officials determine it is necessary, steps shall be taken to verify an excuse for absence, late arrival, or early dismissal. School officials may question a pattern of absences, late arrivals, or early dismissals when there is reason to suspect forgery or a misrepresentation of facts exists.

Vacation or long-term absences **MUST** be approved by the principal. Students are only allowed (3) excused parent notes per quarter. Additional days will be recorded as unexcused absences. Students must adhere to the make-up policy.

Credit Denial and Appeal

Any student, who has five (5) days or more unexcused absences in any class in a given nine-week period, may be subject to credit denial. A grade of 59 will be received (or the earned grade for the course, if it is lower than 59). If credit is denied, the student and parent/legal guardian may appeal the decision to the principal. If the student has surpassed the absence limit during the semester, the student is required to continue to attend school under the Compulsory Attendance Law.

Early Dismissals

Students will be allowed to leave school early for a doctor's appointments or other purposes if a request is made by the parent/guardian through The Rowanty Technical Center. Unless the student is to be picked up by the parent/guardian, this request must be written and include an explanation of how and with whom the student will leave the Technical Center and the telephone number where the parent may be reached during school hours. If the student is to be dismissed early, the parent/guardian or an adult approved by the parents must show identification and sign the student out of the office. If a student is dismissed and is not present for at least one-half of the instructional period (**75 minutes**), the student will be marked absent for the day. Students who leave early without following procedure will be considered skipping and will be disciplined accordingly.

Field Trips, Testing, and Other Home School Activities

Students who are on legitimate home school field trips or who are detained at the home school for other activities are not counted absent at the Technical Center provided the Center is notified by the appropriate administrative personnel from the home school. These students are expected to make up any work missed to the satisfaction of the teacher upon returning to school. Excessive absences in this area will be reviewed by administration. Excessive absences in Rowanty courses often impact student performance. Since workplace readiness is a primary goal, students and parents may be contacted to discuss any attendance issue, excused or unexcused absences. Grades may be impacted in Rowanty hands-on work if students have excessive absences due to field trips, testing and other home school activities.

COMPULSORY ATTENDANCE REQUIREMENTS FROM THE CODE OF VIRGINIA

Be it enacted by the General Assembly of Virginia: That §§ 22.1-254, 22.1-258, 22.1-261, 22.1-262, as it is currently effective and as it may become effective, 22.1-263, 22.1-265 and 22.1-280.1 of the Code of Virginia are amended and reenacted as follows:

§ 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 educational pre-kindergarten program.

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

C. The requirements of this section shall not apply to any child who has obtained a high school diploma or its equivalent, or a certificate of completion, or a passing score on a high school equivalency examination approved by the Board of Education, 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 Juvenile Justice, or any child who may have been adjudicated as an adult, and who has not passed his/her 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 (1) calendar month of the opening of school, each School Board shall send to the parents or legal 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.

§ 22.1-258. Appointment of attendance officers; notification when pupil fails to report to school.

Every School Board shall have power to appoint one or more attendance officers who shall be charged with the enforcement of the provisions of this article. Where the School Board appoints no attendance officer, the division Superintendent shall act as attendance officer.

Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent or legal guardian is aware of the pupil's absence, a reasonable effort to notify by telephone the parent or legal guardian shall be made by the attendance officer, other school personnel or volunteers organized by the school administration for this purpose. School divisions are encouraged to use non-instructional personnel for this notice. Whenever any pupil fails to report to school for three (3) consecutive school days, or for a total of five (5) scheduled school days per month, or an aggregate of seven (7) scheduled school days per school calendar quarter, whichever occurs sooner, and no indication has been received by school personnel that the pupil's parent or legal guardian is aware of the pupil's absence, and a reasonable effort to notify the parent or legal guardian has failed, the school principal or his/her designee shall notify the parent or legal guardian by letter that such parent or legal guardian is requested to advise the school in writing of the reason for the pupil's absence or to accompany the pupil upon his/her return to school to explain the reason for his/her absence. Upon the failure of the parent or legal guardian to so advise the school, or to return the child to school within three (3) school days of the date of the notice, the school principal or his/her designee shall notify the attendance officer or the division Superintendent, as the case may be, who shall enforce the provisions of this article.

However, nothing in this section shall be construed to limit in any way the authority of any attendance officer or division Superintendent to seek immediate compliance with the compulsory school attendance law as set forth in this article.

Attendance officers, other school personnel, or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a pupil's absence or failure to give such notice as required by this section.

§ 22.1-261. Attendance officer to make list of children not enrolled; duties of attendance officer.

The attendance officer or the division Superintendent shall check the reports submitted pursuant to § 22.1-260 with the last school census and with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source the attendance officer or the division Superintendent shall, within five (5) days after receiving all reports submitted pursuant to § 22.1-260, make a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. It shall be the duty of the attendance officer, on behalf of the local School Board, to investigate all cases of non-enrollment and, when no valid reason is found therefore, to notify the parent, legal guardian or other person having control of the child to require the attendance of such child at the school within three (3) days from the date of such notice.

§ 22.1-262. Complaint to court when parent fails to comply with law.

The attendance officer shall send a list of persons so notified to the appropriate school principal. If the parent, legal guardian, or other person having control of the child fails to comply with the

law within the time specified in the notice, it shall be the duty of the attendance officer, with the knowledge and approval of the division Superintendent to make complaint in the name of the Commonwealth before the Juvenile and Domestic Relations District Court. In addition, thereto, such child may be proceeded against as a child in need of services, or a child in need of supervision as provided in Chapter 11 (§ 16.1-226 et seq.) of Title 16.1.

§ 22.1-263. Violation constitutes misdemeanor.

Any person violating the provisions of either § 22.1-254, except for subsection E, § 22.1-255, or § 22.1-267 shall be guilty of a Class 3 misdemeanor. Upon a finding that a person knowingly and willfully violated any provision of § 22.1-254, except for subsection E, or any provision of § 22.1-255 or § 22.1-267 and that such person has been convicted previously of a violation of any provision of § 22.1-254, except for subsection E, or any provision of § 22.1-255 or § 22.1-267, such person shall be guilty of a Class 2 misdemeanor.

§ 22.1-265. Inducing children to absent themselves.

Any person who induces or attempts to induce any child to be absent unlawfully from school or who knowingly employs or harbors, while school is in session, any child absent unlawfully shall be guilty of a Class 3 misdemeanor and may be subject to the penalties provided by subdivision 5a of subsection B of § 16.1-278.5 or § 18.2-371. Upon a finding that a person knowingly and willfully violated the provisions of this section and that such person has been convicted previously of a violation of this section, such person shall be guilty of a Class 2 misdemeanor.

§ 15.2-926 and § 22.1-266. Law enforcement officers and truant children.

Any law enforcement officer or any attendance officer may pick up a child reported truant from school, a child they determine to be a public school student who is truant, or a child required to attend an alternative education program and deliver such child to the appropriate school, alternative education program, or truancy center. Truancy center is defined as a facility or site operated by a school division, sometimes jointly with the police, and designated for receiving truant children.

Please note that Rowanty Technical Center will report all truancy and attendance issues, as defined in the Compulsory Attendance Requirements from the Code of Virginia to the participating home school for each student.

TRANSPORTATION

Bus Transportation

School bus transportation is provided daily for students to/from Rowanty Technical Center by the respective school district. Students are expected to take the bus and behave in a safe and orderly manner. The driver and riders of the bus have the responsibility to maintain order and provide a safe environment. Therefore, the driver has the authority to develop and enforce rules which will ensure the safety of students. Expectations of the students include the following:

- Remain seated in their assigned seats;
- Speak in an appropriate voice tone;
- Refrain from consuming food and beverage while on the bus;
- Refrain from using profanity/indecent language.

Riding a school bus is a privilege. Students who do not behave on the bus may be subject to both disciplinary consequences and revocation of riding privileges for a specified period of time.

Missing the Bus from Home School

It is the sole responsibility of the student to ride the bus that is provided by the home school district to transport students to the Rowanty Technical Center. Students who miss the bus from their home school to Rowanty Technical Center are not given permission to drive to Rowanty Technical Center. Students may face disciplinary action if this policy is not followed.

Student Driving

Students are expected to ride the bus from their home school district to the Technical Center. Students may be given permission to drive for extenuating and/or special circumstances. The student must obtain a driving pass in ample time to have it signed by the following:

- Student's technical teacher,
- Principal at the technical center,
- High school administrator (assistant principal or principal),
- The parent/guardian.

Please note that no employee of the Rowanty Technical Center will contact the student's home school or parents to obtain the signatures required for driving to the Technical Center. The driving pass must be submitted to the main office no later than the day prior to driving to Rowanty Technical Center or a date that is predetermined by administration and/or faculty. Failure to comply with this guideline will forfeit a student's rights to drive for the day. Repeated offenses will result in additional disciplinary action that may result in loss of driving privileges.

Students may not have other students riding in vehicles with them to/from Rowanty Technical Center or any other school sanctioned event (e.g., fire burns, field trips). Written permission must be obtained, according to administrative guidelines, for students to ride with other students' parents.

Student drivers are expected to apply safe driving practices when driving to/from the Technical Center. Student drivers will always yield the right of way to school buses and pedestrians. Any student who is found in violation of regulations or who drives to the Technical Center without prior authorization will face administrative action.

Student Rules and Regulations

In all cases where disciplinary action is required, the home school principal and superintendent may be consulted. Any disciplinary action issued at Rowanty Technical Center regarding suspension and bus suspension will apply at the home school. Any disciplinary action issued at the home school regarding suspension and bus suspension will also apply at Rowanty Technical Center.

Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student may not possess, use, or distribute alcohol, tobacco and/or tobacco products, and/or other drugs as denied in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia on school grounds, on school buses, or during school activities, on or off school property. This includes, but may not be limited to:

- Smokeless tobacco
- Electronic cigarettes
- Anabolic steroids
- Look-alike drugs
- Synthetic cannabis marijuana
- Drug paraphernalia
- Inhalants
- Any prescription or non-prescription drug not possessed in accordance with Rowanty Technical School Policy
-

Consequences may result in a suspension, long-term suspension or expulsion.

Assault and Battery

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in injury or serious injury that includes, but may not be limited to kicking, shoving, pushing, hitting, fighting and throwing objects. Battery is the unlawful application of force to the person of another. School consequences may result in a suspension, long-term suspension or expulsion in addition to legal charges filed.

Bomb Threat

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices, or hoax explosive devices, or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb other students, school personnel or property. Consequences may result in a long-term suspension or expulsion.

Bullying

A student, either individually or as part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates

of the targeted person. Consequences may result in a suspension, long-term suspension or expulsion.

Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Rowanty School Board Policies and regulations. Failure to comply with oral/written instruction may lead to suspension, long-term suspension or expulsion.

Disruptive Behavior

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities which interrupts or interferes with teaching and orderly conduct of school activities is prohibited. Consequences may involve suspension, long-term suspension or expulsion.

Electronic Devices/Laser Pointers

Students shall not use cell phones, tablets, laser pointers, electronic games, or any other communication/electronic devices. Per the [Virginia Governor's Executive Order #33](#), student cell phones should be silent, not visible, and stored in their backpacks, locker, or in other phone storage locations identified by their teacher, from the first bell of the day until the last bell of the day. Personal devices may not be used between classes, or in bathrooms. Personal devices may be used before or after school day as permitted by school administration. Cell phones should only be retrieved at the end of the school day due to the schedule of the Rowanty Technical Center. If a student uses such a device, in addition to other disciplinary sanctions that may be imposed, the device may be confiscated from the student and returned only to the student's parent/guardian. The Technical Center is not responsible for stolen, damaged or lost devices. More documentation on the cell phone policy can be found at [Rowanty Cell Phone Policy](#).

Gambling

A student shall not bet money or other things of value, play or participate in any game involving a bet on school property or during any school-sponsored activity. School consequences may result in a suspension, long-term suspension or expulsion.

Gang Related Activity

Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, accessories, jewelry, hand signals, rituals associated with or activities by an identified group of students, and posting to an electronic site). Consequences may result in a suspension, long-term suspension or expulsion in addition to legal charges filed.

Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Such actions are in violation of Rowanty School Board Policy and Regulations, Sexual Harassment/Harassment based on race, national origin, disability, and religion.

Hazing

No student shall engage in hazing. Hazing means:

- to recklessly and intentionally endanger the health or safety of a student(s)
- to inflict bodily harm on a student(s) in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, gang, organization, association, fraternity, sorority, or student body, regardless of whether the student(s) so endangered or injured participated voluntarily in the activities.

The Principal of the Rowanty Technical Center when hazing causes bodily injury shall report the hazing to the local Commonwealth Attorney. Consequences may result in a long-term suspension or expulsion with legal charges filed.

Insurance

The Rowanty Technical Center offers programs that expose students to a variety of career fields. Students have learning experiences where they are using tools and power equipment representative of that career field. The Center provides instruction on safety and the use of this equipment. This institution with supervision doesn't guarantee that students always follow the best practices or these measures prevent accidents. Consequently, students must have provided proof of accidental insurance through their parents/guardians or other issuing agency prior to attending and/or participating in shop and hands-on activities. **Students must provide proof of insurance by the third week of school or they may not remain at Rowanty Technical Center. Students without insurance should obtain an application for school insurance from the Main Office at Rowanty Technical Center and submit the online application and payment to receive documentation of proof of insurance.**

Medication

Rowanty Technical Center staff may not provide students with any medication, including prescription and/or over the counter medications without specific written instructions from the parents. An emergency medical form must be completed, indicating over the counter medications, before any medication may be dispensed.

Over the Counter and Prescription Drugs

The illegal use of over the counter and prescription drugs is prohibited. Further, no student may have in his/her possession any prescription or over the counter drug during attendance at Rowanty Technical Center. The parent or legal guardian shall take any prescription and/or over the counter drugs to the office of the principal for safekeeping and administration within prescribed medical procedures. Any student who possesses, distributes, or receives a prescription drug at any time while on school property or a school-sponsored activity will be recommended for long-term suspension or expulsion by the Principal. Rowanty Technical Center may not administer any drug that is not included in this policy.

Profane or Obscene Language or Conduct

Students shall not use or engage in the use of vulgar, profane or obscene language, or gestures that disrupts the teaching and learning environment. Consequences may involve a suspension, long-term suspension or expulsion.

Property Offenses/Theft/Vandalism

The following violations shall result in disciplinary action at the discretion of the Principal and may require a report to local law enforcement authorities:

- Willful causing or attempting to cause damage to school property;
- Theft or attempting to take another person's property or money without consent by force, fear or other means;
- Vandalism, arson, or any threat or false threat to bomb, burn, damage, or destroy in any manner a school building or school property.

A student (or the student's parent/guardian) shall be required to reimburse the Technical Center for any actual loss, breakage, destruction, or failure to return property owned by or under the control of the Rowanty Technical School Board caused or committed by such student. Consequences may lead to suspension, long-term suspension or expulsion, in addition to filing legal charges.

Search and Seizure

To maintain order and discipline at the Rowanty Technical Center and to protect the health, safety and welfare of students and school personnel, the administration may search a student, student lockers or student vehicles and may seize any illegal, unauthorized, or contraband materials discovered in the search, consistent with applicable law.

Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of students and the Rowanty Technical Center. The school administration has the right to search lockers, desks, and other storage facilities for items which violate law and Rowanty School Board Policy and Regulations, or which may be harmful to the school, students and staff. Lockers and other storage facilities are subject to periodic searches without notice and student consent.

To ensure a drug-and-alcohol-free learning environment for students and staff, school officials may at their discretion request assistance from a variety of available resources, including the home school resource officers, Prince George Sheriff/Police Officers (including canine officers), substance abuse counselors, and Prince George County Health Department.

The school administration also has the right to search any student and their belongings when there is reasonable basis to believe that the student possesses an item which violates law, Rowanty Technical Center School Board Policy and Regulations or which may be harmful to the school, students and staff. In no event shall strip searches of students be conducted.

Random searches are conducted at the principal's discretion and in accordance with the Rowanty Technical Center School Board Policy and Regulations and all applicable laws. Metal detectors may be used to assist school staff in ensuring the safety of students, school staff, and guests.

The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials will be notified, as well as the administration of the home school and the student's parent/guardian. Consequences may lead to suspension, long-term suspension or expulsion, in addition to filing legal charges.

Sexual Harassment

No person will be subject to sexual harassment. Conduct that has the purpose or effect of creating an intimidating, hostile, or offensive learning environment will be considered sexual harassment. Actions such as uninvited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Examples of sexual harassment may include, but are not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activities
- Brushing against, patting, or pinching
- Requesting sexual favors accompanied by implied or overt threat

Consequences may lead to suspension, long-term suspension or expulsion.

Stalking

Students shall not engage in a pattern of behavior that places another person in fear of serious harm. Consequences may lead to suspension, long-term suspension or expulsion.

Threats and Intimidation

Students shall not make any verbal, nonverbal, written, or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason. Consequences may lead to suspension, long-term suspension, or expulsion.

Trespassing

A student shall not trespass on school property or use school facilities without proper authority, permission, or during a period of suspension or expulsion.

All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action, and student visitors who fail to do so also may be subject to disciplinary as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity, wherever located.

Weapons

Students shall not have in their possession and/or transport any type of unauthorized firearm or other article that may be used as a weapon as defined by law on school property. This shall include, but is not limited to: guns, firearms, blank guns, starter guns, pellet guns, air guns, flare guns, toy guns, tear gas guns, paintball guns, chemical weapons, knives, metallic knuckles, blackjacks, explosive devices, joined rings, and other objects which may be used as weapons or

imitation weapons, or shoots projectiles. Consequences may lead to long-term suspension or expulsion, in addition to legal charges filed.

Other Conduct

In addition to those specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise in violation of federal, state, or local law. Consequences may lead to suspension, long-term suspension or expulsion. When a student is suspended from Rowanty Technical Center, he/she is suspended from their home school.

Reporting of Certain Offenses

Rowanty Technical Center School Board Policy and Regulations must provide for notification of the local law enforcement authorities in accordance with section 22.1-279.3:1. D. of the Code of Virginia that requires principals to immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of section 22.1-279.3:1. A. that may constitute a criminal offense. A principal may report to the local law-enforcement agency any incident described in clause (i) of subsection A. When there is injury, or the battery is against school personnel, reporting is mandatory.

Section 22.1-279.3:1. A. of the code lists offenses as follows:

- i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Code of Virginia section 18.2-60.3 on a school bus, on school property, or at a school-sponsored activity;
- iii. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, synthetic canabolic marijuana or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- iv. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
- v. The illegal carrying of a firearm, as defined in section 22.1-277.07, onto school property;
- vi. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in section 18.2-85, or explosive or incendiary devices as defined in section 18.2-433.1, or chemical bombs, as described in section 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
- vii. Any threats or false threats to bomb, as described in section 18.2-83, made against school personnel or involving school property or school buses; or
- viii. The arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefore.

The Principal or designee must also report their incidents to the superintendent of the student's home school division, who then reports them to the Department of Education [Section 22.1-279.3:1(C). Code of Virginia]. The principal or designee must also notify the parent of any

student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult, regardless of where the offense is committed, or would be a violation of the Drug Control Act if it occurs on a school bus, school property, or at a school sponsored activity [Section 22.1-279.3:1(B) and (C)]. Whenever a student commits a reportable incident named in the Code, the student shall be required to participate in prevention and intervention activities as determined appropriate by the superintendent or designee [Section 22.1-279.3:1(C)].

Academic Conduct

Students are expected to perform honestly on any assigned schoolwork or tests. The following actions are prohibited:

- Cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information.
- Plagiarizing by copying the language, structure, idea, and/or thoughts of another.
- Falsifying statements on any assigned schoolwork, tests, or other school documents.

Consequences may result with a zero for the assigned work/test(s), loss of credit for graduation, removal from a program, or other disciplinary action as deemed appropriate by administration.

Care of Building and Grounds

Students are expected to show respect for themselves, others, and the Technical Center building and grounds. Proper care and cleaning of the building and grounds is an extension of pride in oneself as a student of the Rowanty Technical Center. Students should show respect for the building and grounds of the Technical Center and are expected to make every effort to keep the building professional, safe and a sanitary work environment:

- Posters/signs are not to be posted without permission from administration
- Students should properly store tools/equipment/materials as necessary throughout class and at the culmination of instructional time
- Students should report any equipment malfunctions or unacceptable building and grounds conditions to their instructor
- Students should participate in activities designed to maintain a safe, orderly and sanitary environment
- Students should participate in efforts directed toward keeping the building/grounds neat and clean (use trash cans, maintain cleanliness of locker room, refrain from eating in labs, etc.)
-

Care of Textbooks

Textbooks may be issued to students depending on the course format or students may have access to a classroom set of textbooks. Individual copies of textbooks from classroom sets may be issued to a student overnight. The student must sign the book out with the teacher's permission and return the textbook when the assignment is completed. The student is responsible for the textbook(s) issued to him/her and expected to take care of the assigned textbook. If a book is lost or damaged, the student will reimburse the Rowanty Technical Center for the replacement cost of the book.

Dual Enrollment Credit

Dual enrollment credit courses allow students to meet requirements of high school graduation and to earn college credit through various community college programs dependent upon the program in which the student is enrolled. Courses are offered when there is sufficient interest in the courses. Criteria and procedures for enrolling dual enrollment credit courses include:

- Students must be at least 16 years of age
- Students must be enrolled in high school
- The cooperating community college must accept the student of admission
- College and high school credit shall be awarded upon successful completion of the course
- Students must meet the standards of the college such as admission standards, attendance standards set by the college (total of six excused and unexcused absences per semester), and specific standards within the course

The following programs have dual enrollment credit:

Criminal Justice: Brightpoint Community College

Electricity: Brightpoint Community College

Note: Successful completion of all dual enrollment classes in Electricity will provide the student with the credits required to receive a Career Studies Certificate in Residential Wiring from Brightpoint Community College.

Rowanty Technical Center's Grading Policies & Procedures

Grading Policies and Procedures

All instruction at the Rowanty Technical Center is directed towards the achievement of specified tasks or job skills. Instructors are required to incorporate state-approved task lists and tasks from **Virginia's All Aspects of an Industry and Workplace Readiness Skills**.

The teacher determines the student's grade through a weighted average of tests, quizzes, homework, project grades, and performance grades based on the state approved task list. Grades for these assignments will be based off the Rowanty Technical Center's Grading Scale. Grades will be reported to each home school. Dinwiddie and Sussex students will have their grades reported in letter and numerical score. Prince George students will have their grades reported in letter form only. The Prince George Guidance Department will translate these letters into numerical form, to be used for calculating GPA only. Please note that Rowanty Technical Center's numerical scores will be the **only** scores used to calculate whether students are eligible to take their state licensing exams (e.g., Nurse's Aide).

Any student that receives a grade of 65 or lower on an end of quarter, semester or year grade will be placed on academic probation. The home school will be notified and a plan for improvement will be completed in conjunction with the student, parents/guardians, home school (any appropriate personnel), and Rowanty Technical Center. Failure to comply with the plan for improvement may result in removal from the program.

Rowanty Technical Center's Grading Scale

<u>Grade</u>	<u>Scale</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	60 or below

Exams (Exam Exemption Policy)

1. Attendance – If a student is absent for the exam on the date that it is given, the student will have to produce a legal note to administration to be able to take the exam.
2. If the student is suspended on the date of the exam, the student will receive a 0/F for the exam, which is 20% of the student's semester grade.
3. **Rowanty Technical Center administration is the only individual that can modify exam dates or approve a makeup exam for a student.**

Industry Certifications and Licenses

The Virginia Board of Education has approved several industry certifications and licenses as options for students to earn the verified credits required for receiving a high school diploma. Students who pass a Virginia State Board approved certification or licensure examination may earn one or more student selected verified credits in career and technical education. The Rowanty Technical Center offers instructional programs with industry certifications or licensure programs that satisfy the requirements for the Virginia Board of Education Student Selected Verified Credit, and Career and Technical Education Graduation Seal:

<u>Program</u>	<u>Certification/ License</u>	<u>Verified Credit</u>	<u>Graduation Seal</u>
Automotive Technology	VA State Inspection License, ASE, VA Career Readiness,	Yes	Career & Tech
Auto Collision	ASE, & VA Career Readiness,		
Carpentry	OSHA 10, Forklift, & VA Career Readiness	Yes	Career & Tech
Cosmetology	State Board,, & VA Career Readiness	Yes	Career & Tech
Criminal Justice	, OSHA 10, & VA Career Readiness	Yes	Career & Tech
Electrical	, OSHA 10, Forklift, & VA Career Readiness	Yes	Career & Tech
Masonry	Forklift, OSHA 10, & VA Career Readiness	Yes	Career & Tech
Nurse Aide	State Board, & VA Career Readiness	Yes	Career & Tech
Welding	, OSHA 10, Forklift, AWS Plate Welding, & VA Career Readiness	Yes	Career & Tech
Plumbing	Workplace Readiness, OSHA 10, Forklift	Yes	Career & Tech

Virginia Career Readiness Certificate

Virginia Career Readiness Certificate is recognized by the **Virginia State Board of Education** as an assessment to qualify for a technical seal. The Virginia Career Readiness Certificate is a portable, evidence-based credential that measures essential workplace skills and is a reliable predictor of workplace success. Students who pass the Workplace Readiness Skills test may qualify for a technical seal on their diploma.

Rowanty Technical Center’s Internet & Technology Acceptable Use Policy

Technology Use

Rowanty Vocational Technical Center provides access for students, staff, and its community to resources from around the world through an electronic communication system which includes internet and email access. These technologies are provided for the purpose of enhancing learning and communication inside and outside Rowanty for educational or school business purposes only. For questions about the Internet Safety and Acceptable Use Policy, students should talk to a Rowanty staff member, and staff members should talk to Rowanty Administration or the I.T. Department.

The Opportunities and Risks of Technology Use

Rowanty Vocational Technical Center believes that the value of information and interaction that technology offers outweighs the possible hazards of its use. Making network, internet and email access available to students and staff, however, carries some risk to the user and to the security of personal information. Because information on networks is transitory and so diverse, Rowanty cannot completely predict or control what users may or may not locate either intentionally or accidentally.

In accordance with the Children's Internet Protection Act (CIPA) , Virginia Department of Human Resource Management Policy: 1.75 – Use of Electronic Communications And Social Media, the Keeping the Internet Devoid of Sexual Predators Act of 2008, and the Protecting Children in the 21st Century Act, Rowanty installs, operates, and monitors filtering software to limit users' internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, notwithstanding that such software may at certain times block access to materials deemed appropriate and valid for educational use as well. At the same time Rowanty cannot guarantee that filtering methods will in all instances successfully filter access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate. The use of Internet filtering does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials. No technology is guaranteed to be error-free or totally dependable. Among other matters, Rowanty, its I.T. Department, administrative team and governing board is not liable or responsible for:

1. any information that may be lost, damaged, or unavailable due to technical or other difficulties
2. the accuracy or suitability of any information that is retrieved and/or produced through technology, breaches of confidentiality, or defamatory material.
3. responsible for any breach of personal security as a result of user error, weak user password, or a security vulnerability.
4. access to material that may be seen as offensive or obscene in nature as a result of a system failure, system bypass either by accident or on purpose.

Privileges and Responsibilities

Rowanty Technical Center’s Network is a part of a curriculum and is not a public forum for general use. Users may access technology only for educational purposes. Access to the Rowanty Network and use of the technology related equipment is a privilege, not a right. We will strive to provide equitable opportunities for the use of technology, and the I.T. Department will take

reasonable measures to inform students and staff of the rules and regulations regarding network and equipment use in staff and student handbooks. This policy shall apply to all users and devices including but not limited to faculty, students, administrators, staff, community, and guests.

Users of technology will:

1. Use or access technology only for educational or administrative purposes.
2. Comply with copyright laws, fair-use laws, and software licensing agreements.
3. Understand that email, chats, sites, and network files are not private. Network administrators and other designated personnel have access to all email messages, chat logs, and network usage and may review files and communications to maintain integrity and monitor responsible use. All electronic transactions may be logged in accordance with the Electronic Discovery Act.
4. Respect the privacy rights of others and maintain confidentiality of all personnel and student records stored.
5. Be responsible at all times with the proper use of technology including the proper use of access privileges, complying with all system security identification codes, and not sharing any codes or passwords.
6. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, viruses, malware, scams, and phishing schemes.
7. Abide by the policies and procedures of networks and systems likened by technology.
8. Respect the rights of others to use equipment.

Users of technology will not:

1. Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially/religiously offensive, harassing, or illegal.
2. Use the Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student inadvertently accesses such information he or she should immediately disclose the inadvertent access to a teacher or other school official. Other authorized users should report the incident to the Network Administrator.
3. Solicit or distribute information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
4. Interfere with, or disrupt Network use by others; create and/or propagate unsolicited advertising, political lobbying (except in the case of an on-campus sanctioned activity as approved by administration), chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism includes any attempt to harm or destroy data of another user, the Internet, the Network or any other network. This includes, but is not limited to, uploading, downloading, creation or knowing transmission of computer viruses. If a user is uncertain whether his or her conduct is permissible, he or she should contact the Network Administrator immediately.
5. Students: Send mass emails to the entire student body or faculty/staff or both. This includes forwarding any chain letters or any other mass communication. All mass emails

must be submitted to a teacher or class sponsor for distribution and must pertain to school or otherwise educational activities.

6. Use another's account credentials.
7. Distribute user passwords, copyrighted or plagiarized material or material protected as a trade secret.
8. Misrepresent themselves or others.
9. Trespass in others' folders, work, or files, or attempt to gain unauthorized access to resources or entities.
10. Use the network to distribute or share files (including music and video files), images, applications, etc. with others unless the user has received direct permission from the author and appropriate teacher to do so and the material is not copyrighted.
11. Post personal contact information or other private information about oneself, a student or staff member, or otherwise invade the privacy of individuals or violate the federal Right to Privacy Education Act.
12. Use Rowanty technology for non-educational purposes/non-school business purposes, personal financial gain (including gambling), or any illegal purpose.
13. Forge or anonymously transmit electronic materials.
14. Attempt to and/or breach security measures or remove hardware/software, networks, information, or communication devices from any network.
15. Use the Network while access privileges are suspended or revoked.
16. Use the telephone system unless previously authorized by a teacher, staff member, or administrator to do so.
17. Use any unauthorized personal equipment to attach, connect to or install on the Network with the exception of any device connecting to our wireless network going through our sign in page.
18. Intentionally disrupt the network by any means with any type of hardware or software.
19. Maintain or use an account that has heightened privileges to install or modify a computer/device that is owned and operated by Rowanty Vocational Technical Center.
20. Use any form of electronic communication (either provided by Rowanty or provided by an external source) for the sole purpose of soliciting sexual contact or romantic relationship with a student.
21. Use any non-industry standard encryption or any word ciphery for the purpose of concealing a message.

Wireless Networking, Laptops, and Other Portable Communication Devices

Users may not connect to any other wireless network except the Rowanty Wireless Network while on-campus. This includes wireless internet access by cell carriers and access points maintained by the residences adjacent to the property. Any user found to be accessing the internet on a personal device with wireless connectivity without express permission by a teacher, administrator, or the I.T. Department will be subject to the disciplinary actions set forth in this policy.

Access to the Wireless Network is restricted to a per-user basis. Anyone who is authorized for wireless access to the network will be subject to the rules and regulations set forth in this policy. If a user violates any portion of the Internet Safety and Acceptable Use Policy, the right to access the Wireless Network will be immediately and permanently revoked.

Students may not use laptops or portable computing/communication devices while in class without the express permission of his or her teacher.

It should be noted that wireless connectivity is considered a secondary network and connectivity is not guaranteed on your device. Rowanty provides and maintains computers for students and staff to use. No assistance besides the information provided on the I.T. site will be provided for anyone connecting a personal device to the Rowanty provided wireless network.

Websites and Web pages

Authorized users may create web pages only as part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. The Teacher, I.T. Department, and Administration have the right to exercise control over the content and/or style of the student web pages. All class web pages shall be posted through the school website and not hosted by any provider other than Google Sites unless prior approval is obtained in writing.

Only those students whose parent(s) or guardian(s) have consented and signed a release may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes unless otherwise approved by Rowanty administration and a parent or guardian.

Guidelines for use of Electronic Communications

Technologies, such as social networking tools, blogs, forums, and message boards, provide excellent ways to collaborate and communicate. Nevertheless, we must exercise care to be sure we use such tools with students in ways that are both age-appropriate and consistent with the mission of the school.

School faculty and staff are expected to behave honorably in both real and virtual (online) spaces. Activities which are improper, unethical, illegal, or which cause undue discomfort for students, employees, parents, or other members of the school community should be judiciously avoided in both physical space and on the Internet.

To that end, we offer the following guidelines for school employees who use online social networking applications which may be frequented by current, former students, and potential future students.

1. Course use of Social Networking: In order to provide equal, age-appropriate access for students to course materials, faculty should limit class activities to school-sanctioned online tools. New social networking tools and features are being continually introduced which may or may not be appropriate for course use. The same care must be taken in choosing such tools and support materials.
2. Model Appropriate behavior: Exercise appropriate discretion when using social networks for personal communications (friends, colleagues, parents, former students, etc.) with the knowledge that adult behavior on social networks may be used as a model by our students.

3. **Friending:** Do not initiate friend contacts with current students or accept friend requests from current students.
4. **Unequal Relationships:** Understand that the uneven power dynamics of the school, in which adults have authority over former students, continues to shape those relationships.
5. **Other Friends:** Remind all other members of your network of your position as an educator whose profile may be accessed by current or former students, and to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friends' sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.
6. **Groups in your social network:** Associate with social networking groups consistent with healthy, pro-social activities and the mission and reputation of the school, acting with sensitivity within context of a diverse educational environment in which both students and adults practice tolerance and accept competing views.
7. **Privacy settings and content:** Exercise care with privacy settings and profile content. Content should be placed thoughtfully and periodically reviewed to maintain this standard. Be aware that some of your communications may be public or semi-public even though your privacy settings may reflect otherwise.
8. **Misrepresentation:** Faculty who use social networks should do so using their own name, not a pseudonym or nickname.
9. **Public Information:** Recognize that many former students have online connections with current students, and that information shared between school adults and former students is likely to be seen by current students as well.

Physical Technology Equipment

The Rowanty I.T. Department cannot be held responsible for any equipment that was not directly purchased by Rowanty Vocational Technical Center. Equipment not purchased by Rowanty Vocational Technical Center will not be serviced by the Rowanty I.T. Department.

Changes in the physical setup of any technology device owned by Rowanty are not permitted unless prior approval by the Information Technology Department. Examples include, but are not limited to: removing or disconnecting any peripherals connected (such as the mouse, keyboard, or speakers) or disconnecting a device from the local area network.

Printers may be used to make only one copy of a document. Printed material should be cropped or transformed textually prior to printing to make the best use of the paper size loaded into the printer. This includes but is not limited to: removing extra borders, removing ads, printing slides two to four per page, and/or printing only the selection you intend to use.

Reporting Violations

Any actual or suspected violation of the rules listed in the Internet Safety and Acceptable Use Policy should be brought to the attention of the I.T. Department immediately. The I.T. Department will perform an investigation and determine the appropriate course of action with the assistance and support of the Rowanty Administration.

Rowanty Response to a Reported Violation

Upon receipt of a violation notice, Rowanty I.T. may temporarily suspend a user's privileges or move or delete the allegedly offending material pending further proceedings. A person accused of a violation will be notified of the charge and have an opportunity to respond before Rowanty imposes a permanent sanction. If a user is deemed to be in violation of the Internet Safety and Acceptable Use Policy, he or she will be subject to the disciplinary actions defined in the following section.

Disciplinary Action

Failure to observe the Internet Safety and Acceptable Use Policy will result in possible disciplinary actions from Rowanty Administration. Punishment for infractions of the Internet Safety and Acceptable Use Policy includes, but is not limited to:

- a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, Rowanty-administered computing rooms, and other services or facilities
- verbal warnings
- disciplinary probation
- suspension from school
- permanent dismissal from school
- possible criminal prosecution

School administrators may impose any additional disciplinary actions not listed in this policy as deemed necessary by a situation which they feel warrants such actions.

Criminal prosecution, depending on the circumstances of each incident, may be necessary. If your activity breaks the law, you can be prosecuted. Even if you are not charged criminally, you can still be suspended from the school. Parents or guardians will be involved in any case which may result in suspension or dismissal from the school. Parents or guardians may be liable for damages resulting from student abuse of any system.

The school reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending device from the campus network, terminating a session, terminating a running job on a system, or taking other action. If Rowanty I.T. believes it's necessary to preserve the availability, security, integrity of facilities, user services, data, data security, or network security, it may temporarily suspend any account, service, or server with or without notice, whether or not the account/user is suspected of any violation. Servers, computers, and services that threaten the security of school systems may be removed from the network and allowed to reconnect only with the approval of network administration.

No Expectation of Privacy

No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the Rowanty Vocational Technical Center equipment

and/or access. Rowanty Vocational Technical Center has a right to monitor any and all aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and without the user's permission.

In addition, users must recognize that there is no assurance of confidentiality with respect to sending or receiving transmissions to/from persons outside the network as some transmissions are still in clear text with no encryption. This includes but may not be limited to email.

A third party may have access to the user's data only through the I.T. Department for the sole purpose of off-site backups, remote administration/technical support, or remote hosted/cloud applications.

Staff Responsibilities to Students

Staff members utilizing the network, internet and/or computer resources for instructional purposes with students are responsible for supervising such use. In selecting technology for teaching purposes, staff shall comply with the selection criteria for instructional materials. Staff members are expected to be familiar with the School's policies and any administrative rules concerning student computer and network use and then enforce them. When in the course of their duties staff members become aware of student violation(s), they are expected to stop the activity and/or inform the Information Technology Department.

Additional Rules/Actions/etc.

1. Community Outreach includes our newsletter, mailing lists, and our main website.
2. Rowanty offers ongoing professional development and needs assessments every year with our pre-school workweeks. Needs assessments are conducted at meetings and through surveys.
3. The Rowanty Administration Team may establish additional procedures and guidelines and shall take appropriate action to implement this policy as necessary.
4. The school board will review, amend if necessary, and approve this policy every year.

This ISAUP complies with all state and federal telecommunication codes, laws, and regulations.

*Adopted August 2016,
Revised August 2018.*

Appendix

Legal References

Virginia Computer Crimes Act, § 18.2-152.1 through § 18.2-152.8

<https://law.lis.virginia.gov/vacode/title18.2/chapter5/section18.2-152.1/>

Identity theft

<https://law.lis.virginia.gov/vacode/title18.2/chapter6/section18.2-186.3/>

Production, publication, sale, financing, etc., of child pornography, presumption as to age

<https://law.lis.virginia.gov/vacode/title18.2/chapter8/section18.2-374.1/>

Possession, reproduction, distribution, and facilitation of child pornography
<https://law.lis.virginia.gov/vacode/title18.2/chapter8/section18.2-374.1:1/>

Use of communications systems to facilitate certain offenses involving children (solicitation)
<https://law.lis.virginia.gov/vacode/title18.2/chapter8/section18.2-374.3/>

Enhanced penalties for using a computer in certain violations (advertising/producing obscene materials)
<https://law.lis.virginia.gov/vacode/title18.2/chapter8/section18.2-376.1/>

VDOE Acceptable Internet Use Policy
http://www.doe.virginia.gov/support/safety_crisis_management/internet_safety/acceptable_use_policy.shtml

VITA Security Policy
http://www.vita.virginia.gov/uploadedfiles/VITA_Main_Public/unmanaged/library/psgs/Security_Policy_519_00_Final_0709.pdf

STUDENT BEHAVIOR CATEGORIES

The following behavior categories have been developed by the state and are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness of students' social-emotional development and emphasize the importance of helping students achieve academically and develop SEL (Social-Emotional Learning) competencies.

Behaviors that Impede Academic Progress (BAP)

These behaviors impede academic progress of the student or of students. They are typically indicative of the student's lack of self-management or self-awareness. Sometimes, the student may need help in understanding how the behavior impacts others so training in social awareness may also be indicated.

Behaviors Related to School Operations (BSO)

These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social awareness skills.

Relationship Behaviors (RB)

These behaviors create a negative relationship between two or more people that does not result in physical harm.

Relationship behaviors affect the whole school community in that the school climate is often a reflection of how people treat one another. Students who exhibit difficulty with relationship behaviors may also have difficulty with the other social-emotional competencies.

Behaviors that Present a Safety Concern (BSC)

These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social-emotional competencies so the administrator should investigate the underlying motivation for the student's behavior. Training in social awareness and decision-making are usually indicated in any behavior that creates a safety concern.

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. Behaviors that rise to this level of severity are often complex. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social-emotional competencies.

Persistently Dangerous Behaviors (PD)

These behaviors are deemed as persistently dangerous by the state.

STUDENT BEHAVIOR DESCRIPTIONS

The following section outlines specific behavior descriptions and examples of behaviors that fall under each of the six behavior categories (outlined in the previous section). For additional information or clarification regarding a specific incident, please contact the student's school.

Behaviors that Impede Academic Progress (BAP)

of the student or other students

BAP 1: Interfering with learning in the classroom (e.g., inappropriate talking, excessive noise, off-task, out of seat, horse playing, making rude noises, and possession of items that distract)

BAP 2: Interfering with learning outside of the classroom (e.g., excessive noise, interrupting a class, inappropriate talking, horse playing, and making rude noises)

BAP 3: Scholastic dishonesty (e.g., cheating, giving, receiving, or use of any unauthorized aid or assistance or unfair advantage on any form of academic work; and plagiarism, falsely claiming authorship, to include copying of language, structure, idea, and/or thought of another and representing it as one's own original work)

BAP 4: Unexcused tardiness to class

BAP 5: Unexcused tardiness to school

Behaviors Related to School Operations (BSO)

interfere with the daily operation of school procedures

BSO 1: Altering an official document or record

BSO 2: Giving false information, misrepresentation (to include verbal or written statements, counterfeit money, forgery, imitation alcohol and drug look-alike)

BSO 3: Refusal to comply with requests of staff in a way that interferes with the operation of school (to include refusal to work in class, minor insubordination, improper vehicle use and repeated refusals to comply or display appropriate behavior)

BSO 4: Failure to be in one's assigned place

BSO 5: Failure to attend assigned disciplinary setting (e.g., detention, In-School Suspension, afternoon/evening school, Saturday school)

BSO 6: Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building

BSO 7: Dress code violation

BSO 8: Gambling (playing or being present at the scene of games of skill or chance for money, property or profit; to include shooting dice)

BSO 9: Possessing items that are inappropriate for school (e.g., toys, literature, lighters, tobacco-free dip, and electronic devices); items will be confiscated and turned over to the parent/legal guardian at a reasonable time convenient to the school

BSO 10: Possession of stolen items (property obtained without permission of owner)

BSO 11: Unauthorized use of school electronic or other equipment

Computer systems include, but are not limited to, all computers, electronic tablets, electronic readers, servers, network devices, telecommunication devices, multifunction devices, printers, scanners, peripheral equipment, local and wide area networks, internet access, software, apps, application systems, web resources, data and digital content

Computer systems shall not be used to conduct illegal activities or to send, receive, view, or download illegal materials. Any authorized or unauthorized use in school or out of school, of computer software, computer networks (including social networks), telecommunications, information technology, and related technologies which disrupts or interferes with the learning environment, students or staff members in any manner; or involvement in willful acts that cause physical, financial, social, emotional or other harm in any manner is prohibited and may result in a recommendation for expulsion

BSO 12: Violation of the Acceptable use of Technology/Internet Policy

BSO 13: Violation of school board policy regarding the possession or use of portable communication devices (e.g., cell phones)

BSO 14: Vandalism, graffiti or other damage to school or personal property

A student or parent/legal guardian will be held financially responsible, as allowed by state law, for willful or malicious destruction of school property.

Relationship Behaviors (RB) *create a negative relationship between two or more members of the school community (no physical harm)*

RB1: Bullying with no physical injury

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 does not include ordinary teasing, horseplay, argument, or peer conflict.

RB 2: Cyberbullying: Using information and communication technologies, such as cell phone text messages and pictures, internet email, social networking websites, defamatory personal websites, and defamatory online personal polling websites to support *deliberate, hostile behavior intended to harm others*

RB 3: Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronic means (to include nude or explicit photos)

RB 4: Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature (to include obscene phone calls and sexual harassment)

Sexual Harassment *Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.*

RB 5: Stealing money or property without physical force (to intentionally take or attempt to take the property of another without consent)

RB 6: Speaking to another in an uncivil, discourteous manner (e.g., talking back)

RB 7: Teasing, taunting, engaging in a verbal confrontation

RB 8: Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)

RB 9: Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identify, gender expression, sexual orientation or disability

RB 10: Failure to respond to questions or requests by staff (e.g., walking away, refusing to identify self properly, challenging authority).

RB 11: Unwanted or inappropriate physical contact (improper physical contact against a student or staff that is offensive, undesirable, and/or unwanted as determined by the victim)

Behaviors of a Safety Concern (BSC) *create unsafe conditions for student, staff, and/or visitors to the school*

BSC 1: Alcohol: Possessing, using, or being under the influence of alcohol

Students will not use, have in their possession, have dominion and/or control of, or be under the influence of alcohol on School Board property, at school-sponsored activities, or while going to or from school

BSC 2: Alcohol: Distributing alcohol to other students. Students will not distribute alcohol on School Board property, at school-sponsored activities, or while going to or from school

BSC 3: Drugs: Possessing drug paraphernalia Students will not use, have in their possession, have dominion and/or control of drug paraphernalia (pipes, etc.) on School Board property, at school-sponsored activities, or while going to or from school

BSC 4: Drugs: Violating school board non-prescription (over-the-counter medication or look-alike drug policy) Students are not to be in possession of medication (prescribed or over-the-counter) at any time([see School Board Policy JHCD](#))

BSC 5: Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment

Students are prohibited from possessing, selling or trading or offering to do so, smoking, and/or using tobacco products or nicotine vapor or alternative nicotine products as defined in [Virginia Code §18.2-371.2](#), as amended, at all times while on School Board owned or leased property, in School Board vehicles, in any vehicle parked on School Board property, at on or off site school-sponsored or school-related activities, or while going to or coming home from school.

BSC 6: Bullying Behavior without physical injury that continues after intervention.

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 does not include ordinary teasing, horseplay, argument, or peer conflict. As outlined in [Virginia Code § 22.1-279.6](#), each school principal or their designee will notify the parent of any student involved in an alleged incident of bullying within 24 hours of learning of the allegation of bullying.

BSC 7: Cyberbullying that continues after intervention using information and communication technologies, such as cell phone text messages and pictures, internet email, social networking websites, defamatory personal websites, and defamatory online personal polling websites to support *deliberate, hostile behavior intended to harm others*

BSC 8: Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment

A student will not harass or discriminate against another person based upon that person's race, color, sex, disability, national origin, ethnicity, religion, or any other protected class/category. Harassment or discrimination consists of verbal or physical conduct or other action relating to a person's race, color, sex, disability, national origin, ethnicity, or religion when one or more apply:

1. The conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

2. The conduct had the purpose or effect of substantially or unreasonably interfering with a student's academic performance or another person's employment or participation in school activities.
3. The conduct otherwise adversely affects a student's learning opportunities.

Examples include, but are not limited to:

1. Written or spoken language or graffiti containing offensive language or graphic depictions;
2. Name calling, jokes or rumors;
3. Threatening or intimidating conduct directed at another person;
4. Notes or drawings/illustrations;
5. Slurs, negative stereotypes, hostile acts; or
6. Physical acts of aggressive conduct such as assault, theft, or damage to property.

BSC 9: Distracting the bus driver (e.g., inappropriate talking, horseplay, making rude noises)

BSC 10: Endangering the safety of others on the bus (e.g., throwing item from moving bus)

BSC 11: Falsely activating a fire or other disaster alarm (to include false calls to 911)

BSC 12: Possessing items that could be used to set or cause a fire or produce large amounts of smoke (to include smoke bombs) Students shall not possess, distribute, discharge, or participate in the discharge of fireworks or similar items capable of producing a combustible or explosive reaction by fire, friction, concussion, percussion, or detonation, including, but not limited to firecrackers

BSC 13: Engaging in reckless behavior that creates a risk of injury to self or others

A student shall not engage in conduct that is dangerous to the health or safety of self, students or others. (e.g., failure to come under control during altercation, adding a foreign substance to another person's food or drink)

BSC 14: Fighting that results in no injury as determined by the school administration

Fighting involves two or more parties in conflict when they are striking each other for the purpose of causing harm or injury. This may extend to mutual shoving, wrestling, or other aggressive actions that may result in the danger of harm or injury to participants, bystanders, or school property. A student that is assaulted and retaliates by hitting/ kicking/etc., may be disciplined for fighting.

BSC 15: Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students

Inciting a Riot is the unlawful use of force or violence that seriously jeopardized the public safety, peace, or order; typically, three or more people acting together. Substantial Disturbance Actions and/or statements (written or verbal), including threats to school, that result in a substantial disturbance to the operation of school.

BSC 16: Throwing an object that has the potential to cause a disturbance, injury, or property damage

BSC 17: Shoving, pushing, striking, biting another student with no visible injury

Physical aggression also includes scratching, kicking, blocking the passage of, cutting or pulling another student's hair and "pantsing".

BSC 18: Exposing body parts, lewd or indecent public behavior (to include mooning)

BSC 19: Physical contact of a sexual nature – patting body parts, pinching, tugging clothing

Inappropriate Sexual Behavior Lewd behavior, indecent exposure that includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat. Sexual Battery against Staff or Student involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse (Class 1 Misdemeanor)

BSC 21: Stalking as described in the [Code of Virginia Section §18.2-60.3](#) :

One who engages in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury

BSC 22: Stealing money or property using physical force (no weapon involved)

Attempted Burglary & Burglary Unlawful attempted entry or entry into a building or other structure with the intent to commit a crime. Attempted Extortion & Extortion A student will not attempt to, threaten to or take another person's property by force, violence, threats, or intimidation. This includes obtaining money, property, or other objects of value, either tangible or intangible.

BSC 24: Leaving school grounds without permission

BSC 25: Trespassing Entering or remaining on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension/expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave

BSC 26: Possessing dangerous instruments/substances that could be used to inflict harm upon another (to include pepper spray, mace and mace-like devices)

BSC 27: Weapons: Possessing any weapon (other than a firearm) as defined by [§18.2-308.1](#). Possession includes bringing onto school property and/or storing in vehicle, locker or other receptacle

Pneumatic Weapon (BB/Pellet Gun or Rifle, Paint Ball Gun) refers to the possession, handling, using, or distribution of pellet guns, BB guns, paint ball guns, air pistols and all other devices under the definition of pneumatic weapon in the *Code of Virginia*.

Look-alike Firearm Possession of an instrument or device that resembles or looks like a pistol, revolver, or any type of weapon but not capable of propelling a missile. May include but not be limited to a cap pistol, water pistol, or any look-alike gun.

Principal may determine if a look-alike is a weapon by considering the following:

1.
 - A. Whether it is reasonable that a person would mistake the object for a weapon;
 - B. Whether the object was used for the purpose of threatening, intimidating, harassing, or harming another person; and/or
 - C. Whether it was the intent of the student who possessed, handled, used, or distributed the object to cause another person, or other persons, to believe that the object was, in fact, a weapon.

Knife Possessing or bringing to school or school-sponsored event any sharp-edged instrument that is classified as a knife with a blade of three inches or more.

Razor Blade or Box Cutter

Ammunition Possession of any bullet, shell, cartridge, case, primer, or propellant powder designed for use in any firearm.

Other Weapon Possession of any object or substance that could cause injury including (but not limited to) slingshots, ice picks, knives less than three inches long, multi-fingered rings, heavy chains, metal knuckles, clubs, stink bombs, itching powder, martial arts objects, chemical bombs; the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons; giving a dangerous liquid, pill, or substance that causes illness; and laser pens, firearm mufflers and firearm silencers when used to potentially cause harm, injury, or irritation.

Taser or Stun Gun Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or other charge or shock through the use of a projectile or exceeds the equivalency of five milliamp 60 hertz shock and used for the purpose of temporarily incapacitating a person.

Behaviors that Endanger Self or Others (BESO) *endanger the health, safety, or welfare of either the student or others in the school community*

BESO 1: Assault: Intending to cause physical injury to another person

BESO 2: Assault and Battery: Causing physical injury to another person

BESO 3: Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration

Fighting involves two or more parties in conflict when they are striking each other for the purpose of causing harm or injury. This may extend to mutual shoving, wrestling, or other aggressive actions that may result in the danger of harm or injury to participants, bystanders, or school property. A student that is assaulted and retaliates by hitting/kicking/etc., may be disciplined for fighting.

BESO 4: Striking Staff: The use of force against a staff member when no injury is caused (to include hitting, pushing, scratching, kicking, blocking the passage of, and throwing objects at staff)

BESO 5: Drugs: Possessing controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications

Students will not have in their possession or have dominion and/or control of marijuana or controlled substances on School Board property, at school-sponsored activities, or while going to or from school.

BESO 6: Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications

Students will not be under the influence of marijuana or controlled substances on School Board property, at school-sponsored activities, or while going to or from school.

BESO 7: Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications

Students will not use marijuana or controlled substances on School Board property, at school-sponsored activities, or while going to or from school.

BESO 9: Attempting to set, aiding in setting, or setting a fire

To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fire would be included in this category if they were contributing factors to a damaging fire.

BESO 10: Engaging in threatening or dangerous behavior that is gang-related as defined in [§18.2-46.1](#) Street gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, which has as one of its primary objectives or activities the commission of one or more criminal or non-criminal gang activities. This includes articles of clothing that symbolize association, rituals, or activities identified by groups of students.

BESO 11: Hazing as defined in [§18.2-56](#) and noted in [§22.1-279.6](#)

Initiation of another student into a club, group, or any other organization through abuse and humiliation or as to cause bodily injury.

BESO 12: Threatening, intimidating, or instigating violence, injury or harm to a staff member or members

Making a threat, including false threats and posturing, against division personnel or encouraging, inciting, enticing, or soliciting any person to commit such a threat is unlawful and forbidden. This includes physical gestures, oral or written (including by electronic means) threats to do bodily harm to any staff while on a school bus, on school property, or at school-sponsored or related activity is prohibited. A student shall be in violation of this rule regardless of whether the person who is the object of the threat receives the threat, so long as a reasonable person would foresee that the statement would be interpreted by those to whom the maker communicates the statement as a serious expression of intent to harm or assault, or it materially disrupts classwork, involves substantial disorder, or invades the rights of others.

BESO 13: Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s)

Making a threat, including false threats and posturing, against students or others or encouraging, inciting, enticing, or soliciting any person to commit such a threat is unlawful and forbidden. This includes physical gestures or verbal threats to do bodily harm to any student while on a school bus, on school property, or at school-sponsored or related activity is prohibited. A student shall be in violation of this rule regardless of whether the person who is the object of the threat receives the threat, so long as a reasonable person would foresee that the statement would be interpreted by those to whom the maker communicates the statement as a serious expression of intent to harm or assault, or it materially disrupts classwork, involves substantial disorder, or invades the rights of others.

Posturing to Fight Student or Other Person Conveying by threats, gestures, stance, raised fists, etc., the intention to fight.

BESO 15: Using an object not generally considered being a weapon to threaten or attempt to injure school **personnel/others**

BESO 17: Making a bomb threat, including false threats, against division personnel or School Board property, or encouraging, inciting, enticing, or soliciting any person to commit such a threat is unlawful and forbidden.

Students are forbidden from threatening injury to the person or property of another by the use of an imitation infectious biological, toxic, or radioactive substance; use of an imitation infectious biological, toxic, or radioactive substance in such a manner as to place any person in reasonable apprehension of death or bodily harm, or with the intent to disrupt or interfere with the operations of any school, school bus, or school-sponsored event or activity; possess, manufacture, sell, give, or distribute an imitation infectious biological, toxic, or radioactive substance with the intent to place a person in reasonable apprehension of death or bodily harm; or knowingly release or place, or cause or procure to be released or placed in, on, or around any school, school bus, school event, or school activity any imitation infectious biological, toxic, or radioactive substance with the intent to place any person in reasonable apprehension of death or bodily harm.

Behaviors Used to Determine Persistently Dangerous Schools (PD)

PD 1: Homicide Firearm

PD 2: Homicide Other Weapon

PD 3: Sexual Assault

Sexual penetration (e.g., oral, anal, or vaginal) without consent. This category includes statutory rape that is defined as sexual penetration with or without the consent of a minor.

PD 4: Attempted Sexual Assault

Attempted sexual penetration (e.g., oral, anal, or vaginal) without consent. This category includes statutory rape that is defined as sexual penetration with or without the consent of a minor.

PD 5: Use of a Bomb

Use of any device possessed or assembled at school that contains combustible material or combustible material and a fuse.

PD 6: Assault with Firearm or Weapon

Physical violence with use of a weapon, directed toward another person and causing bodily harm is considered an assault with firearm or weapon

PD 7: Actual or Attempted Robbery

A student will not take or attempt to take another person's property by force or violence. This includes obtaining money, property, or other objects of value, either tangible or intangible.

PD 8: Kidnapping/Abduction

Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s)/legal guardian(s). This includes hostage-taking.

PD 9: Malicious Wounding without a Weapon

Any person who maliciously wounds another person or by causing bodily injury, with the intent to maim, disfigure, disable, or kill.

PD 10: Aggravated Sexual Battery on a Student

Sexual abuse of a victim: who is less than thirteen years of age, or that act is accomplished against the will of the victim, by force, threat or intimidation, or through the use of the victim's mental incapacity or physical helplessness, and—the victim is at least thirteen but less than fifteen years of age, or the accused causes serious bodily or mental injury to the victim, or the accused used or threatens to use a dangerous weapon. Sexual Abuse means an act committed with the intent to sexually molest, arouse, or gratify any person.

PD 11: Illegal Possession of Handgun

The possession, handling, using, or distribution of a firearm, whether loaded or unloaded, operative or inoperative, on the way to or from school, on school property, or at any school-sponsored or related activity is prohibited. Possession includes bringing a firearm onto school property, storing it in a vehicle, locker, or other receptacle.

PD 12: Illegal Possession of Rifle or Shotgun

The possession, handling, using, or distribution of a rifle or shotgun, whether loaded or unloaded, operative or inoperative, on the way to or from school, on school property, or at any school-sponsored or related activity is prohibited. Possession includes bringing a firearm onto school property, storing it in a vehicle, locker, or other receptacle.

PD 13: Illegal Possession of Any Other Projectile Weapon

Any weapon designed to expel a projectile or that may readily be converted or modified manufactured guns to expel a projectile by the action of an explosive device.

PD 14: Illegal Possession of Bomb

Any device possessed or assembled at school that contains combustible material or combustible material and a fuse.

PD 15: Illegal Possession of Other Firearms: firebombs, explosive materials or devices, hoax explosive devices per 18.2-85, or explosive incendiary devices, as defined in § 18.2-433.1, or chemical bombs per § 18.2-87.1

Any weapon that will, or is designed to, expel a projectile by the action of an explosive; this includes firearms not mentioned previously (operable or inoperable, loaded or unloaded) such as, but not limited to, a zip or starter gun.

PD 16: Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell

This includes the sale/distribution of anabolic steroid, illegal drug inhalant, marijuana, Schedule 1 or 2 drug and prescription drugs.

Leveled Responses to Student Behaviors

SBAR	Behaviors that impede the Academic Progress (BAP) of the student or of other students	1	2	3	4	5
BAP1	Interfering with learning in the classroom (<i>examples include talking, excessive noise, off-task, out of seat, possessing items that distract</i>)	•	•	•		
BAP2	Interfering with learning outside of the classroom (<i>examples include excessive noise, interrupting a class, etc.</i>)	•	•	•		
BAP3	Scholastic dishonesty (<i>cheating, plagiarism, forgery (including computer forgery), lying, stealing, or any other acts of dishonestly</i>)	•	•			
BAP4	Unexcused tardiness to class (<i>A student is considered tardy to class if he/she is not in the classroom when the class is scheduled to begin.</i>)	•	•			
BAP5	Unexcused tardiness to school (<i>A student is considered tardy to school if he/she is not in the classroom when the school day is scheduled to begin.</i>)	•	•			

SBAR	Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures	1	2	3	4	5
BSO1	Altering an official document or record		•	•		
BSO2	Giving false information, misrepresentation (<i>i.e. intentional or repeated cheating, plagiarism, lying</i>)	•	•	•		
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 (<i>detention, in-school suspension, Saturday school, Alternatives to Suspension</i>)	•	•	•		
BSO6	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building		•	•	•	
BSO7	Dress Code Violation	•	•			
BSO8	Gambling (<i>including games of chance for money or profit as defined in § 18.2-46.1. Possession of gambling devices and paraphernalia is prohibited</i>)	•	•	•		
BSO9	Possessing items that are inappropriate for school (examples include toys, literature, electronics)	•	•	•		
BSO10	Possession of stolen items *Report to SRO		•	•		
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	•	•	•		

BSO1 4	Vandalism, graffiti or other damage to school or personal property (<i>Thoughtless defacement, damage, or destruction and willful or malicious acts of damage or destruction of public/school property</i>) *Report to SRO			•	•	•		
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SBAR	Relationship Behaviors (RB) create a negative relationship between two or more members of the school community (No physical harm is done.)	1	2	3	4	5
RB1	Bullying with no physical injury	•	•	•		
RB2	Cyberbullying	•	•	•		
RB3	Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronics 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 (<i>swearing, cursing, hate speech, gang signs or gestures</i>)		•	•	•	
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 of a sexual nature	•	•	•		

SBAR	Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school	1	2	3	4	5
BSC1	Alcohol: Possessing, using, or being under the influence of alcohol *Report to SRO			•	•	
BSC2	Alcohol: Distributing alcohol to other students *Report to SRO			•	•	
BSC3	Drugs: Possessing drug paraphernalia *Report to SRO		•	•		
BSC4	Drugs: Violating school board non-prescription (Over the counter) medication policy or look-alike drug policy *Report to SRO		•	•		
BSC5	Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment		•	•		
BSC6	Bullying Behavior without physical injury that continues after intervention (<i>Bullying that leads to physical injury will be classified as Assault and Battery</i>)		•	•	•	
BSC7	Cyberbullying that continues after intervention (<i>Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences</i>)		•	•	•	
BSC8	Harassment (<i>Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment</i>)		•	•	•	
BSC9	Bus: Distracting the bus driver	•	•	•		
BSC10	Bus: Endangering the safety of others on the bus (<i>Serious or repeated incidents of bus misconduct will result in denying the student the privilege of riding on the bus</i>)		•	•	•	
BSC11	Fire alarm: Falsely activating a fire or other disaster alarm *Report to SRO		•	•		

BSC1 2	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 that creates a risk of injury to self or others (<i>including reckless use of a vehicle on school property</i>)	•	•	•		
BSC14	Fighting that results in no injury as determined by 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, biting another student with no visible injury	•	•	•		
BSC18	Exposing body parts, lewd or indecent public behavior *Report to SRO			•	•	
BSC19	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing,		•	•	•	
BSC21	Stalking as described in the <i>Code of Virginia Section 18.2-60.3</i> *Report to SRO		•	•		
BSC22	Stealing money or property using physical force (no weapon involved) *Report to SRO		•	•		

BSC24	Leaving school grounds without permission		•	•		
BSC25	Trespassing		•	•	•	
BSC26	Possessing dangerous instruments/substances that could be used to inflict harm upon another *Report to SRO			•	•	
BSC27	Weapon: Possessing any weapon (other than a firearms) as defined by § 18.2-308.1 *Report to SRO			•	•	•

SBAR	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.	1	2	3	4	5
BESO1	Assault: Intending to cause physical injury to another person *Report to SRO		•	•	•	
BESO2	Assault and Battery: Causing physical injury to another person *Report to SRO				•	•
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 *Report to SRO			•	•	•

BESO5	Drugs: Possessing controlled substances, illegal drugs, inhalants, synthetic hallucinogens or unauthorized prescription medications *Report to SRO			•	•	•
BESO6	Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, synthetic hallucinogens or unauthorized prescription medications *Report to SRO			•	•	•
BESO7	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications *Report to SRO				•	•
BESO9	Fire: Attempting to set, aiding in setting, or setting a fire *Report to SRO				•	
BESO10	Gang-Related Behavior (<i>Engaging in threatening or dangerous behavior that is gang-related</i>) *Report to SRO			•	•	
BESO11	Hazing as defined in § 18.2-56 and noted in § 22.1-279.6 *Report to SRO		•	•	•	
BESO12	Threatening, intimidating, or instigating violence, injury or harm to a staff member or members *Report to SRO			•	•	
BESO13	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or others(s) *Report to SRO		•	•	•	
BESO15	Using an object not generally considered to be a weapon to threaten or attempt to injure students or others *Report to SRO				•	•

BESO16	Using a weapon to threaten or attempt to injure student or other(s) *Report to SRO						•
BESO17	Bomb threat –Making a bomb threat *Report to SRO					•	•

SBAR	Category F: Behaviors described in the Virginia’s Unsafe School Choice Option Policy (PD) required by the federal Every Student Succeeds Act of 2015	1	2	3	4	5
PD1	Homicide – Firearm *Report to SRO					•
PD2	Homicide – Other Weapon *Report to SRO					•
PD3	Sexual Assault *Report to SRO					•
PD4	Attempted Sexual Assault *Report to SRO					•
PD5	Use of a Bomb *Report to SRO					•
PD6	Assault with Firearm or Weapon *Report to SRO					•
PD7	Actual or Attempted Robbery *Report to SRO					•
PD8	Kidnapping/Abduction *Report to SRO					•
PD9	Malicious Wounding without a Weapon *Report to SRO					•

PD10	Aggravated Sexual Battery on a Student *Report to SRO								•
PD11	Illegal Possession of Handgun *Report to SRO								•
PD12	Illegal Possession of Rifle or Shotgun *Report to SRO								•
PD13	Illegal Possession of Any Other Projectile Weapon *Report to SRO								•
PD14	Illegal Possession of Bomb *Report to SRO								•
PD15	Illegal Possession of Other Firearms: firebombs, explosive materials or devices, hoax explosive devices per § 18.2-85, or explosive incendiary devices, as defined in § 18.2-433.1, or chemical bombs per § 18.2-87.1 *Report to SRO								•
PD16	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell *Report to SRO								•

LEVELS OF ADMINISTRATIVE RESPONSES TO STUDENT BEHAVIOR

The following summarizes the levels of disciplinary responses which shall be enforced by school personnel with students who are in violation of school rules, *Code of Student Conduct*, School Board Bylaws, Policies, Division Regulations, the Discipline Guidelines, and/or local, state, or federal laws. Disciplinary responses to student behavior are dependent on the nature of the behavior and are progressive in nature; that is, the level of response increases as the number of instances of similar inappropriate behavior increases.

In an effective approach to intervention and discipline, when students do not meet behavioral expectations, they receive support to address the root causes of the behavior and learn appropriate alternatives. When a specific student behavior does not change following an intervention – or the behavior increases in frequency, intensity, or duration – a problem solving approach is used to identify alternative interventions and responses. All stages of a system of intervention should include opportunities for learning acceptable replacement behaviors within the school and community and access to interventions to address the underlying causes of behavior.

Delivering disciplinary responses to unwanted behaviors is often a needed but never sufficient strategy for reducing inappropriate behavior. Therefore, leveled systems of disciplinary responses should always be only one part of more comprehensive policy around behavior that includes instructional, preventive, and proactive strategies as described earlier in this document.

The delivery of disciplinary responses should only serve four (4) key functions:

- preventing a negative behavior from being rewarded
- preventing a problem behavior from escalating
- preventing a problem behavior from significantly interrupting instruction
- preventing physical and/or social emotional harm to others

Note: If the Principal or his/her designee determines that the student's presence at school creates a continuing danger to persons or property or an ongoing threat of disruption, the student may be removed from school immediately.

LEVEL 1 RESPONSES

Level 1 responses are intended to prevent further behavioral issues while keeping the student in school.

- Re-teaching or modeling of desired behavior
- Verbal Warning/Reprimand (*Every effort should be made to conduct warnings/reprimands privately.*)
- Written reflection or letter of apology
- Peer mediation or conflict resolution
- Behavior progress chart
- Timeout/Reset (Max 1 day) with behavioral instruction and academic support
- Seat change
- Loss of school privileges
- Confiscation of item or device by the administration
- Administrator/Teacher/Parent/Guardian conference
- Detention (*before school, at lunch, after school **Students will be supervised by an administrator, teacher, or other instructional staff*)
- Administrator/Student conference and/or Administrator /Student/ Teacher conference
- Restitution
- Bus Suspension (*Elementary: up to 2 days, Secondary: up to 3 days*)

LEVEL 2 RESPONSES

Level 2 responses are designed to prevent further behavioral issues and attempt to keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.

- Student conference
- Administrator/Teacher/Parent/Guardian Conference
- Check-In/Check-Out
- Mediation or conflict resolution

- Behavior Contract (*Developed with and signed by the student, parent/guardian, and school officials*)
- Detention (*before school, at lunch, after school **Students will be supervised by an administrator, teacher, or other instructional staff*)
- Community service (*Through Prevention Services*)
- Referral for support services (g. *School Counselor, School Social Worker, Prevention Services, Mentor Program*)
- Referral to RISE program (*Secondary students only*)
- Restitution
- Confiscation
- Temporary loss of privileges
- Schedule change
- ISS with behavioral interventions and/or restorative practices (*Elementary: up to 3 hours, Secondary: up to 3 days*)
- Bus suspension (*Elementary: up to 4 days, Secondary: up to 5 days*)

LEVEL 3 RESPONSES

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

- Administrator/Teacher/Parent/Guardian Conference
- Detention (*before school, at lunch, after school **Students will be supervised by an administrator, teacher, or other instructional staff*)
- Behavior Contract (*Developed with and signed by the student, parent/guardian, and school officials*)
- Community service (*Through Prevention Services*)
- Referral for support services (g. *School Counselor, School Social Worker, Prevention Services, Mentor Program*)
- Referral to RISE program (*Secondary students only*)
- Restitution
- Revocation of privileges
- Referral to School-based Student Success Team (SST)
- ISS with restorative practices (*Elementary: up to a full day, Secondary: 3-5 days*)
- Functional Behavior Assessment (FBA) and Behavior Support Plan (BSP) Development (*General Education Student*)
- Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) Development (*Exceptional Education Student*)
- Short-term(OSS) Out of School Suspension (*Elementary: up to 3 days, Secondary: up to 5 days*)
 - During the period of OSS **restrictions** are in place. The student is not permitted on school property or at school-sponsored activities. The student will be provided classwork and homework material so that the student may remain current with school instruction while enrolled in school. The parent/legal guardian shall be required to confer with the administrator prior to the student's reinstatement from OSS.
- Bus Suspension (*up to 10 days*)

LEVEL 4 RESPONSES

Level 4 behaviors may require a report to the Chief Academic Officer (as the Superintendents' designee) as outlined in [Virginia Code §22.1-279.3:1](#). It does not automatically result in a long-term suspension, change of placement or expulsion. After a review of the incident in context, the student may be permitted to return to the comprehensive setting with additional supports and/or responses to be implemented.

- Threat Assessment as indicated by the behavior
- Referral to law enforcement, as required
- Long-term revocation of privileges
- Restitution
- Behavior Contract (*Developed with and signed by the student, parent/guardian, and school officials*)
- Schedule Change
- Referral to RISE program (*Secondary students only*)
- Community service (*Through Prevention Services*)
- Short-term(OSS) Out of School Suspension (*PreK-3rd: 1-3 days, 4th and 5th: 4-10 days, 6th-12th: 5-10 days*)
 - During the period of OSS **restrictions** are in place. The student is not permitted on school property or at school-sponsored activities. The student will be provided classwork and homework material so that the student may remain current with school instruction while enrolled in school. The parent/legal guardian shall be required to confer with the administrator prior to the student's reinstatement from OSS.
- Recommendation for a long-term suspension (*up to 45 days*)
- Referral for alternative setting

LEVEL 5 RESPONSES

Level 5 responses are reserved for the most serious behaviors, resulting in a report to the Chief Academic Officer (as the Superintendents' designee). The referral to the Chief Academic Officer may not automatically result in a school reassignment, alternative placement, long-term suspension or expulsion.

- Threat Assessment as indicated by the behavior
- Referral to law enforcement, as required
- Recommendation for a long-term suspension (*up to 45 days*)
- Referral for alternative setting
- Recommendation for expulsion
- In the case of a recommendation for long-term suspension or expulsion, the parent or guardian may appeal to the Chief Academic Officer in writing within five days of receiving notice from the principal. The Chief Academic Officer will arrange a time and place for a hearing to be held within ten school days of the date of notice from the Principal. The Principal and any witnesses deemed necessary should attend the hearing. The student and the parent/legal guardian shall also be required to attend the hearing. The Chief Academic Officer may uphold or modify the recommendation. Should the decision be made to uphold the recommendation, the parent or guardian

has the right to appeal the decision to the School Board. Instruction will continue to that the student may remain current with academics.

BEHAVIORAL RESPONSES AND INTERVENTIONS DEFINED

Rowanty uses a variety of behavioral interventions in order to work as a community to address inappropriate behavior, with a focus on teaching appropriate behavior, restoring harm and repairing relationships. The following behavioral interventions/responses may be used when responding to student behavior:

Parent/Legal Guardian Contact – Parent/legal guardian contact may be in the form of verbal communication (e.g., phone call) or written communication (e.g., letter or email).

Conference – A conference may be held in person or by virtual means and may include any combination of the following participants: student, parent/legal guardian, administrator, counselor and other school staff. After a first conference is held, additional conferences may be necessary in order to continue to provide support and guidance to the student.

Behavioral Contract – The contract is a written agreement between the student, parent/legal guardian and the school, listing requirements for improvement.

Functional Behavior Assessment (FBA) –The FBA examines the student’s behavior and potential reasons for the behavior.

Behavioral Intervention Plan (BIP) – The BIP is a plan developed with information from the FBA. It is designed to put strategies in place to assist the student with changing inappropriate behavior.

Progress Monitoring – Methods to monitor and support a student’s behavioral progress include strategies such as the check-in/check-out system and/or a behavior progress chart.

Seat or Schedule Change – A student’s immediate environment may be altered in order to assist the student in behavioral success. This may include actions such as assigning a seat, changing the student’s seat and/or changing the student’s schedule.

Restorative Practices – Restorative practices may be used in order for a student to understand the impact of their actions on others and give the student an opportunity to repair the harm that was done and/or repair relationships. Examples of restorative practices are mediation, formal restorative conferences, restorative circles or groups, and restitution. (see Restorative Practices)

Referral to Outside Support Agency – A referral to an outside support agency may be made by the school in order to assist the parent/legal guardian with finding additional resources to assist their student. The cost for participation in programs and/or services by agencies outside of the school division is the responsibility of the parent/legal guardian.

Referral to Threat Assessment Team – In circumstances involving a threat to students or staff, a school threat assessment team will meet to evaluate the seriousness of the threat in order to take appropriate action. Members of the team may include the school’s administration, resource officer, psychologist and counselor.

MANDATORY EXPULSION

Any student committing any of the following offenses while on school property or at school-sponsored or related activities, shall, except for a first-time simple drug or alcohol possession or drug paraphernalia possession offense at the discretion of the Principal will be automatically recommended by the Principal to the Superintendent for expulsion of at least one calendar year and, when appropriate, referred for criminal prosecution. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects the educational environment.

1. Arson or attempted arson
2. Assault and battery on an employee or student
3. Possession, use or sale of a firearm, pneumatic weapon or dangerous weapon
4. Extortion, attempted extortion, robbery, burglary, motor vehicle theft, and/or larceny
5. Sex Offenses: sexual battery, inappropriate sexual behavior, obscene phone calls, and sexual assault
6. Hazing: initiation of another student into a club, group, or any other organization through abuse and humiliation so as to cause bodily injury
7. Kidnapping or other serious criminal violations
8. Possession, use, distribution, sale, lighting or discharge of explosive devices
9. Homicide
10. Malicious wounding of an employee or student
11. And other good and just causes as determined by the Superintendent

DISCIPLINARY ACTION FOR CONDUCT NOT RELATED TO SCHOOL ACTIVITIES

The School Board requires a transition meeting with the parents/legal guardians of any student who was:

- charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies on weapons, alcohol or drugs, or intentional injury to another person;
- found guilty, adjudicated delinquent, or not innocent of a crime which resulted in or could have resulted in injury to others, or of a crime for which the disposition ordered by a court is required to be disclosed to the Superintendent; or
- expelled for certain drug offenses, convictions or adjudication of delinquency 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 School Board may impose this requirement regardless of where the crime occurred.

[Virginia Code §22.1-277.2:1](#), and Subsection G of [Virginia Code §16.1-260](#)]

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

[The Family Educational Rights and Privacy Act \(FERPA\)](#) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/legal guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents/legal guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/legal guardians or eligible students to review the records. Schools may charge a fee for copies.
- Parents/legal guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/legal guardian or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/legal guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent/legal guardian or eligible student in order

to release any information from a student's education record. However, FERPA allows schools to disclose those

records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory information is routine information that generally is not considered harmful to disclose. Consequently, this kind of information may be included in school publications and disclosed to outside organizations without the parent’s prior written consent – unless the parent has opted out of such disclosure. For students currently enrolled in DCPS, the decision to opt out of the release of directory information applies only to the current school year and the decision to opt out of directory information must be sent in writing to the student’s school office within 10 days of receiving this notification. If a student withdraws or graduates from DCPS, however, DCPS will continue to honor the last opt-out decision made while the student attended DCPS, unless DCPS is notified that the choice has been rescinded. The following are examples of directory information that are frequently made available to the general public (including the press):

- Honor rolls, awards, and scholarship lists
- Officially recognized activities and sports (weight and height if needed as a member of an athletic team)
- Videos of performances, school activities, graduation, and athletic events
- Articles about school activities and athletic events
- Students’ major field of study
- Pictures on division or school websites, promotional materials, annual reports, or other Rowanty online or print documents

Rowanty does not generally release student birth date, gender, primary/home language, addresses and phone numbers, attendance, weight, height, and other similar information to the press or the general public, even though it is directory information. Unless the parent (or student over 18) has opted out of such disclosures, Rowanty will disclose some of these information items only to certain designated organizations. These may include state, and county agencies, and other organizations to assist in the provision of services in the best interest of the student. Please note that even if a parent has decided to opt out of the release of directory information to such agencies, Rowanty may release this information to such agencies if the release is otherwise authorized by law.

STUDENT SEARCHES

A student’s individual right to privacy and freedom from unreasonable search and seizure is balanced against the school’s responsibility to protect the health, safety and welfare of all persons within the school community. Designated school officials may search any student and their property (including privately owned electronic devices) and/or an impairment assessment completed when there is reasonable suspicion that a law or school rule has been or is about to be broken, or there is reasonable basis to believe that the student possesses an item which violates local, state or federal law, school board policies or division regulations, or which may be harmful to the school or its students and staff. Any illegal materials discovered by school administrators will be seized and turned over to appropriate law personnel.

Metal detectors and other types of surveillance equipment may be used in the schools and at school activities for both random searches and where reasonable suspicion to search is present. Police dogs may be used on school property to detect the presences of weapons, drugs, and/or other contraband. Depending on the infraction, appropriate legal charges can be pressed against a student. [Virginia Code §16.1-269.1](#) permits juveniles, 14 years of age or older at the time of an alleged offense to be prosecuted as adults for specific crimes under certain circumstances.

QUESTIONING OF STUDENTS

School staff may question or interview minor students regarding violations of the *Code of Student Conduct* and criminal matters without the consent or presence of parents/legal guardians.

Courses Maximum Fees, Codes & Credits

Any supply lists given to students should read “Recommended Supply List.” All lists must be approved by the principal prior to distribution.

All supplies on the course fee list will be provided by the participating school division. If a student withdraws from the program, the student MUST return all supplies or reimburse Rowanty for the amount that was paid for the fees.

**Rowanty Technical Center
20000 Rowanty Road
Carson, Virginia 23830**

Student-Parent Acknowledgement of Rules and Regulations

These signatures acknowledge receipt of this document and that I have medical/accidental insurance for my child. By signing this statement of receipt, I do not waive, but expressly reserve, my rights protected by the United States Constitution or laws of the United States or Virginia. Further, the Internet Safety and Acceptable Use Policy contained in this document complies with all state and federal telecommunication codes, laws, and regulations. I retain the right to express disagreement with Rowanty Technical School's Policy and Regulations.

Print Parent/Legal Guardian/and Student Name

Signature of Parent/Legal Guardian

Date

Signature of Student

Date

Photo Release

To publicize the achievements of our students and the great work they do, we like to occasionally publish our students' names, photographs, or achievements in our school publications, television, video, promotions, or release the information to local newspapers. We may also post the information on the school's web site. We understand that you may not want to have your child's name, photo, or achievements published. Please initial below to let us know your wishes and sign and date on the parent/guardian line. Failure to complete this portion of the signature page will imply consent.

_____ **I consent** to having my child's photo, name, and/or academic achievements published in school newspapers and/or newsletters, released to local newspapers, school promotion brochures, and/or posted on the school's web page.

_____ **I do not consent** to having my child's photo, name and/or academic achievements published in school newspapers and/or newsletters, released to local newspapers, school promotion brochures, and/or posted on the school's web page.

Failure to return this form by the due date will forfeit use of the Rowanty Technical Center network until the form is returned.

Rowanty Technical Center Insurance Verification Form

The Rowanty Technical Center offers programs that expose students to a variety of career fields. Students have learning experiences where they are using tools and power equipment representative of that career field. The Center provides instruction on safety and the use of this equipment. This institution with supervision doesn't guarantee that students always follow the best practices or these measures prevent accidents. Consequently, students must have accidental insurance either through their parents/guardians or purchase school accidental insurance. Please contact Rowanty if you need information about school insurance. I have had an opportunity to understand the risk.

He/she has student medical/accident insurance and is insured by our family policy with:

Name of Medical Insurance Company:

Policy Number: _____

Name of Policy Holder: _____

He/she does not have a private medical/accident insurance and is insured a medical/accident insurance through a school policy with:

Name of Medical Insurance Company:

Policy Number: _____

Name of Policy Holder: _____

By this signature, I hereby state my child has accidental insurance and consent to allow the physician(s) and other health care provider(s) of the school to perform an examination of injury on my child and to provide treatment for that injury or condition for him/her during the school year.

Parent/Guardian Signature

Date

Student Name (Print)

Failure to provide proof of insurance or purchase of school insurance by the due date, will require students to return to their home school.