Welcome

Dear Parents/Guardians and Students:

Welcome to the 2020-21 school year!

The York County School Division strives to engage our students in mastering the skills and knowledge needed to make productive contributions in the world. We believe that students, parents/guardians, and staff can collaborate in a safe and productive school environment that offers rigorous educational opportunities. The Student Handbook and Conduct Code provides information and policies that will support our partnership with you.

In addition to calendars, school hours and directory information, the Student Handbook and Conduct Code provides brief descriptions of the program offerings that are available in the division as well as information on division policies. If you would like additional information on programs or policies, ask your school office staff or visit our website at www.yorkcountyschools.org.

A significant portion of the Student Handbook and Conduct Code is dedicated to the division's conduct code. Please review this section with your child so that he or she is aware of the division's expectations for student behavior.

Additionally, in the back of the Student Handbook and Conduct Code are three forms that must be completed and signed by all parents/guardians and students. Please return these forms to your child’s school by the dates indicated on each form.

I wish you and your child a successful and memorable school year. Thank you for your continued support of York County schools!

Sincerely,

Victor D. Shandor, Ed.D.
Division Superintendent

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Hours of Operation

**SCHOOL HOURS**

<table>
<thead>
<tr>
<th>School</th>
<th>Beginning</th>
<th>Ending</th>
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<tbody>
<tr>
<td>Bethel Manor, Magruder, Mt. Vernon and Tabb Elementary</td>
<td>8:40 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Coventry, Dare, Grafton Bethel, Seaford, Waller Mill and Yorktown Elementary</td>
<td>8:55 a.m.</td>
<td>3:35 p.m.</td>
</tr>
<tr>
<td>Queens Lake and Tabb Middle</td>
<td>8 a.m.</td>
<td>2:45 p.m.</td>
</tr>
<tr>
<td>Grafton and Yorktown Middle</td>
<td>8:05 a.m.</td>
<td>2:50 p.m.</td>
</tr>
<tr>
<td>Bruton, Grafton, Tabb and York High</td>
<td>7:20 a.m.</td>
<td>2:05 p.m.</td>
</tr>
<tr>
<td>York River Academy</td>
<td>8:25 a.m.</td>
<td>3:10 p.m.</td>
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**OFFICE HOURS**

<table>
<thead>
<tr>
<th>Office</th>
<th>Open</th>
<th>Close</th>
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<tr>
<td>Elementary Schools</td>
<td>8 a.m.</td>
<td>4:15 p.m.</td>
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<tr>
<td>Middle Schools</td>
<td>7:30 a.m.</td>
<td>4 p.m.</td>
</tr>
<tr>
<td>High Schools</td>
<td>7 a.m.</td>
<td>4 p.m.</td>
</tr>
<tr>
<td>School Board Office</td>
<td>8 a.m.</td>
<td>5 p.m.</td>
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**Early Dismissal Schedule**

Dismissal Times for November 11, December 11, January 27-28, March 5, April 2, May 7, June 16-17

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<th>Early Dismissal Time</th>
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<td>Bethel Manor, Magruder, Mt. Vernon and Tabb Elementary</td>
<td>12:45 p.m.</td>
</tr>
<tr>
<td>Coventry, Dare, Grafton Bethel, Seaford, Waller Mill and Yorktown Elementary</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>Queens Lake and Tabb Middle</td>
<td>12 p.m.</td>
</tr>
<tr>
<td>Grafton and Yorktown Middle</td>
<td>12:05 p.m.</td>
</tr>
<tr>
<td>Bruton, Grafton, Tabb and York High</td>
<td>11:20 a.m.</td>
</tr>
<tr>
<td>York River Academy</td>
<td>12:25 p.m.</td>
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Alternative Programs

REFERENCE: SCHOOL BOARD POLICIES IGBG, IGBGA AND IGBH

The York County School Division (YCSD) utilizes several alternative programs. A student may be assigned to an alternative program subject to the approval or recommendation of the division superintendent.

At the secondary level, a student may have the opportunity to participate in Virtual High School, the Learning Center, in classes at Enterprise Academy, or alternative offerings through the adult education program. Students completing graduation requirements at Enterprise Academy receive their high school diploma through YCSD.

Attendance

REFERENCE: SCHOOL BOARD POLICIES JEA, JEC, JED AND IUY

Regular attendance has a significant impact on a student’s academic success. Attendance patterns are formed early in life, so attendance should be a priority for parents starting in kindergarten. Students who develop good attendance habits are more successful in school. YCSD wants all students to be successful so the expectation is that students attend school every day.

To comply with the CODE OF VIRGINIA § 22.1-254, any child who will have reached the 5th birthday on or before September 30th of any school year and who has not passed the 18th birthday is expected to attend school every day and be on time.

EXCUSED ABSENCES

Parents/guardians are requested to call the school if their child is going to be absent. Parents/guardians are responsible for providing the school with a note (within 72 hours) indicating the reason(s) for the absence. Legitimate reasons for absences are illness (including mental health, behavioral health, and substance abuse illnesses), death in the family, funeral, legal obligations, suspensions, religious observances, military obligations, injury, medical procedures, doctor or dental appointments (not possible to be scheduled on non-school time), and/or exceptional circumstances as determined by the building principal.

EXCEPTIONAL CIRCUMSTANCES

Parents/guardians should discuss with the building principal any absence, which the parent/guardian believes constitutes exceptional circumstances. In such event, the building principal shall make the final decision whether the absence is excused or unexcused.

MAKE-UP WORK

When requesting make-up work, parents/guardians should give teachers 24 hours’ notice to have the child’s assignments prepared for take homework. At least one (1) day will be allowed for make-up work for every day of excused absence. Failure on part of the student to complete make-up work on time will result in the student receiving a lowered grade on the assignment. Students are not allowed to make up any daily work or quizzes missed during unexcused absences or unexcused tardies. Students may be given credit for extended assignments with a due date that occurs during an unexcused absence. Extended assignments include, but are not limited to, research papers, essays, book reports, projects, tests and quarterly assessments. To comply with the CODE OF VIRGINIA § 22.1-254, the school will attempt to telephone a student’s home to verify absences. Parents/guardians are encouraged to notify the school when a student is absent or tardy.

UNEXCUSED ABSENCES

Any absence from school that is not documented by parent/guardian or doctor’s note is considered unexcused. Any absence not defined under the before mentioned excused absence section is considered an unexcused absence. If a student accrues more than ten (10) absences, which is considered excessive, and does not provide a doctor’s note or specific documentation from the institution requiring the student to miss school, the absence is considered an unexcused absence (exceptions to this regulation can be determined by the building principal upon collaboration with the school division’s attendance officer).

If a student accumulates excessive (ten (10) or more) absences, a physician’s note may be required. At least one (1) day will be allowed for make-up work for every day of excused absence. If a student is absent
due to the observance of a religious holiday, the absence will be recorded as excused on the student’s attendance record. That student cannot be deprived of any award or eligibility or opportunity to compete for any award or of the right to take an alternate test or examination, for any time missed due to the observance of a religious holiday.

Evidence of a court appearance or a medical appointment should be presented to the principal for administrative review upon the student’s return to school.

**Compulsory Attendance Law**

To comply with the **Code of Virginia § 22.1-258**, having more than five (5) unexcused absences could result in a complaint being filed with the York County Juvenile and Domestic Relations Court. Court action could result in suspension of the driver’s license of any minor who has had ten (10) or more unexcused absences from public school on consecutive school days (**Code of Virginia § 46.2-334.001**).

In accordance with state regulations, fifteen (15) days of consecutive absences will result in withdrawal of the student from the attendance roll.

Parents/guardians will receive written notification from the school when a student has accumulated five (5) unexcused and ten (10) total absences. An accumulation of five (5) unexcused absences will result in a referral to the school division’s attendance officer, and, if an additional unexcused absence occurs, the attendance office and parents/guardians will be required to participate in the development of a plan to improve the student’s attendance. Continued unexcused absences may result in a referral of the parent/guardian to court.

Parents/guardians should discuss with the school principal any absence, which the parent/guardian believe constitutes exceptional circumstances. In such event, the principal shall make the final decision as to whether the absence is excused or unexcused.

**Tardiness to School** — Students are expected to be in their first class on time. If tardy, students should bring a note from a parent or guardian indicating the reason for the tardiness, sign in and secure a tardy slip from the attendance office. The determination of whether the tardy is excused or unexcused will be determined by school administration.

**Early Dismissal** — Students should bring a note from a parent or guardian indicating the reason for the early dismissal, sign out in the office, and sign back in when they return. Parents/guardians should report to the school office to sign a student out of school during regular school hours.

**Effects of Absence on High School Credits**

**Block Classes**
- Absences that exceed eight (8) days from one class are considered excessive.
- When absences in a class reach five (5) days (or two (2) days in a half-credit class), the school will mail notification to the parent or guardian.
- When absences in a class reach eight (8) days (or four (4) days in a half-credit class), a second notification will be mailed to the parent or guardian.
- Make-up work for absences in excess of eight (8) days will be permitted only if extenuating circumstances are documented. The following are considered to be extenuating circumstances:
  1. Prearranged absences approved by the principal.
  2. Natural disaster affecting home (e.g., fire, flood).
  3. Recent death in immediate family.
  4. Serious illness or illness in immediate family as documented by a physician’s note.

*The inability to make up work based on excessive absences may result in a failing grade and denial of high school credit.*

**Single Period (Non-Block) Classes**
- Absences that exceed fifteen (15) days from one class are considered excessive.
- When absences in a class reach ten (10) days (or four (4) days in a semester class), the school will mail notification to the parent or guardian.
- When absences in a class reach fifteen (15) days (or seven (7) days in a semester class), a second notification will be mailed to the parent or guardian.
- Make-up work for absences in excess of fifteen (15) days will be permitted only if extenuating circumstances are documented. The following are considered to be extenuating circumstances:
  1. Prearranged absences approved by the principal.
2. Natural disaster affecting home (e.g., fire, flood).
3. Recent death in immediate family.
4. Serious illness or illness in immediate family as documented by a physician’s note.

- **The inability to make up work based on excessive absences may result in a failing grade and denial of high school credit.**

**Awards and Recognitions**

All elementary students have the opportunity to gain recognition during the school year by achievement in classroom, grade-level, school, county, local, state, and national activities. Announcements about activities, programs, and competitions are made throughout the school year. Students are recognized at award assemblies in each school. The Presidential Award for Educational Excellence is given to grade five (5) students who are being promoted to middle school. The criteria for receiving this award includes a G.P.A. of 3.5 and a total achievement score at the 85th percentile or higher on a standardized achievement test.

At the secondary level, outstanding student achievement is encouraged and recognized by an award system in each school and in the division. Performance of high quality in academics, the visual and performing arts, career/technical areas, citizenship (or leadership), and athletics is recognized through certificates, medals, trophies, letters, pins, diploma seals, and/or similar awards. Announcements, assemblies, or banquets are conducted to note special student achievement.

Scholarships are actively sought for graduating seniors who plan post-secondary education. Programs, activities and competitions are specified and announced in each school. The following list includes examples of awards and recognitions:

- Academic Challenge
- Mathematics Competitions
- Great Computer Challenge
- Scholarship Competitions
- National Honor Society
- Odyssey of the Mind
- Career/Technical Ed Competitions
- Athletics
- Art Contests
- Forensics
- Science Fairs
- Governor’s School
- Debate
- One-Act Plays
- Boys State/Girls State

**Bicycles**

The York County School Board permits, but does not advocate, the riding of bicycles to school by students. The riding of bicycles is permitted at Bethel Manor Elementary, Coventry Elementary, Mt. Vernon Elementary, Grafton Middle, Queens Lake Middle, Tabb Middle, and Grafton High, and only if parents/guardians have provided written permission to the principals of these schools.

**Child Abuse**

The law protects children up to 18 years of age from extreme mistreatment at home. It requires that “...any teacher or other person employed in a public or private school...” report cases of suspected child abuse and neglect. School employees must report the suspected case of child abuse to Child Protective Services. Social workers then investigate the matter. If Social Services finds that parents/guardians are not adequately caring for their children, they provide assistance to try to correct the situation. It is important for students and parents/guardians to know this process because the main purpose of the law is to prevent the abuse and neglect of children rather than to punish anyone. Students should report what they believe to be cases of abuse or neglect to a counselor, teacher or principal.

**Child Find**

Reference: 8 VAC 20-81-50

Child Find is a component of the Individuals with Disabilities Education Act (IDEA). YCSD implements ongoing and continuous strategies to identify, locate, and evaluate children residing or parentally placed in private schools (including those that are home-schooled or home-tutored) within its jurisdiction who are ages two (2) through twenty-one (21) and are in need of early intervention or special education and related services. YCSD provides screenings and/or evaluations for children who are suspected of having a developmental delay or disability. Please contact the administrator at your child’s neighborhood school for additional information.
Children’s Internet Protection Act (CIPA)

The Children’s Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to offensive content over the internet on school and library computers. This law applies to all schools that receive e-rate funds from the U.S. Department of Education. YCSD has software in place designed to filter inappropriate content from the internet that may be harmful to minors.

Contact Lenses

To help ensure eye safety for contact lens wears, **it is imperative that the school be notified if students use contact lenses.** Parents/guardians should notify the school health services provider in writing at the time of the registration for new students, during the first week of school for returning students, or as soon as a student begins to wear contact lenses.

Counseling Services

**Reference: School Board Policy IKB**

The York County School Board affirms that parents/guardians are a student’s first teachers, and public schools should serve to strengthen family and parental support. YCSD offers counseling services to all students in grades kindergarten through 12. Counselors work closely with parents/guardians and school personnel to find and remove barriers to student learning. Parents/guardians are encouraged to contact a school counselor to discuss concerns or ask questions about their child’s school experience. School counselors provide services in three (3) major areas: academic counseling, career counseling and personal/social counseling.

**Academic Counseling**

School counselors help students and parents/guardians learn about available curricula choices, plan a program of studies, arrange and interpret academic testing, and seek post-secondary academic opportunities.

All 10th grade students in YCSD take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) at no cost to the student. The test is administered on a regular school day. The PSAT/NMSQT provides excellent feedback on personal achievement in mathematics and verbal skills and provide a free score report for students to evaluate themselves in these important subject areas. Students will also have the opportunity to pay required fees, register and retake the PSAT/NMSQT during their junior year. Students who achieve strong scores on this exam during their junior year are eligible for the National Merit Scholarship Program, a corporate-sponsored program that provides college scholarships to college-bound students. NMSQT semifinalists can receive finalist recognition and scholarship awards based on an application and their SAT scores, which must be comparable to their PSAT/NMSQT scores. For more information regarding this program or to register for these examinations, contact high school counselors.

**Career Counseling**

Counseling services help students acquire information and plan action about work, apprenticeships and post-secondary educational and career opportunities. Beginning in the elementary school years, students explore the different occupations associated with career clusters. Students begin the development of an Academic and Career Plan Portfolio to include information about interests, values such as dependability and responsibility, and skills supporting decisions about their future interest and goals. Students in grades 3 through 11 participate in a variety of career exploration activities. Students at the secondary level complete interest inventories and career assessments. Additionally, opportunities are provided for high school students to explore career options. Emphasis is placed on helping students make connections between academic strengths and career goals.

The York County School Division is committed to ensuring all students graduate with the skills and knowledge to be successful and productive citizens in whichever career path they choose. Career coaches assist high school students as they navigate the path through school and into a future career. Career coaches support students and counselors by reviewing Academic and Career Plans to align course selections with the student’s career interests. Students receive help in areas such as job applications, resume writing, portfolio development, and essential interview skills. YCSD offers multiple ways for students to begin experiencing their chosen career field while also earning high school course credits.
• Internships
• Mentorships
• Service Learning
• Cooperative Education Courses
• Credit for Work Experience.

Personal/Social Counseling
• Counseling assists students in developing an understanding of themselves, the rights and needs of others, how to resolve conflict, and how to define individual goals that reflect their interests, abilities and aptitudes. Such counseling may be provided either in groups in which generic issues of social development are addressed or through structured individual or small group, multi-session counseling which focuses on the specific concerns of participant(s).
• Throughout the year, parents/guardians may contact their child’s school to review materials and discuss services provided by school counseling staff. Requests by parents/guardians to change their child’s participation in personal/social counseling services must be provided in writing to the principal of the student’s school.

Custodial Documents
Parents/guardians who have custodial documentation for their child are requested to provide a copy to the school’s main office upon registration of their child, and when/if changes are made to the custodial document.

Discrimination, Harassment and Sexual Misconduct (Title IX) Policies
The York County School Board is committed to maintaining an educational environment and work place that are free from discrimination, harassment and sexual misconduct. School Board Policy Files GB, GB-F, GBA/JFHA, GB-F/JFHA-F, which are attached to this handbook as appendices (see Appendices A through D), outline the division’s commitment and procedures for the reporting and handling of complaints.

Documents of General Interest
Available at Schools/Online
• Policy Manual (https://go.boarddocs.com/vsba/ycsd/Board.nsf/Public?open&id=policies)
• Program of Studies https://yorkcountyschools.org/parents/studentInfo/pds.aspx
• Family Life Education (York County School Division)
• Accreditation Report https://yorkcountyschools.org/aboutUs/studentAchievement/accreditationStatus.aspx
• Asbestos Inspection Report and Management Plan, AHERA 40 CFR, Part 763 (School)
• School Improvement Plan (School)
• Hazard Communication Standard (School)
• Approved Annual Budget https://yorkcountyschools.org/aboutUs/budget/default.aspx

English Learners (ELs) Program
Students who qualify as English Learners (ELs) will be provided with instructional services that are based on the student’s identified academic needs. EL teachers will use the YCSD curriculum and World-Class Instructional Design and Assessment (WIDA) English Language Proficiency (ELP) Standards and the student’s EL Instructional Plan to drive their instructional decisions and planning for EL services.

Enrollment Requirements
REFERENCE: SCHOOL BOARD POLICY JEC
A parent/guardian or other adult having custody of a student must provide two documented proofs of residence in York County. The CODE OF VIRGINIA § 22.1-264.1 states that a parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a
false statement concerning the residency of a child in a particular school division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student resides.

1. Any student entering YCSD for the first time is required to provide:
   A. Proof of birth (original Birth Certificate or for non-US citizens, other substantiating documents).
   B. Documentation of a comprehensive physical examination is required before entry to pre-kindergarten and elementary school (Code of Virginia § 22.1-270). The physical must be completed no earlier than one (1) calendar year before entry to public pre-kindergarten, kindergarten or elementary school. The physical exam must be performed by a licensed physician, a licensed nurse practitioner or licensed physician assistant acting under the supervision of a license physician.
   • A School Entrance Physical and Immunization Form (MCH 213 G revised 10/2010) may be obtained from any YCSD school, the Peninsula Health Department, any family practice medical office, military medical clinic, or the YCSD website:
   C. Documented proof of adequate immunization with the prescribed number of doses of each vaccine as required by Virginia law. Listed below are the minimum acceptable immunization levels:
      1) Four (4) doses of DTP or DTaP for all new children enrolling (kindergarten through 12th grade) (one of the four (4) must have been administered on/after the 4th birthday).
      2) Four (4) doses of Polio (OPV/IPV) for all new children enrolling (kindergarten through 12th grade) (one (1) of the four (4) must have been administered on/after the 4th birthday).
   Note: The fourth dose is not necessary if the third dose is administered at 4 years of age or older and at least six (6) months following previous dose.
   3) Two (2) doses of Measles (first dose on/after 12 months of age). (see note below)
   4) One (1) dose of Mumps (first dose on/after 12 months of age). (see note below)
   5) Two (2) doses Mumps (first dose on/after 12 mos. of age). (see note below)
   6) Three (3) doses of Hepatitis B vaccine (two (2) doses of Merck adult formulation if given between 11-15 years of age).
   7) Two (2) doses of Varicella to susceptible students (first dose on/after 12 months of age; second dose prior to entering kindergarten).
   8) Beginning July 1, 2019, all rising 7th graders are required to have a dose of Tdap regardless of the interval since the last dose of tetanus-containing vaccine. If there is documentation of receipt of a dose of Tdap prior to 7th grade, another dose is not necessary. All new students entering grades 7 through 12 will be required to have received one (1) dose of Tdap.

   Note: Measles, Mumps, Rubella requirements also met with two (2) MMR – first dose on/after 12 months of age; second dose prior to entering kindergarten.

   A child whose immunizations are incomplete may be admitted conditionally, as specified in the Code of Virginia § 22.1-271.2.B, provided the parent or guardian has documentation at the time of enrollment indicating that the child has received at least one dose of the required immunizations and has a written schedule for completing the remaining doses within 90 calendar days of enrollment. If the parent has not provided the required documentation by the end of the 90th day, the student will be withdrawn.

   The 90-day grace period does not apply to the Tdap booster requirement because Tdap is a single dose vaccine, not a series.

   D. Exemptions for physicals and immunizations:
      1. A medical exemption is a physician’s written statement that immunizations would be detrimental to the child’s health at that time and future immunization compliance is planned.

E. Documented proof that parent or other adult having custody of the child is a resident of York County. Documents that verify York County residency include utility company statement, bank statement, auto/home-owner/rental insurance policy, rental contract or rent receipt, notarized letter from homeowner, property tax bill, mortgage verification, close of escrow. Two (2) of the listed documents are required as specified on the Parent Information Form-Residence Verification. Any person who knowingly makes a false statement concerning the residency of a child, as determined by § 22.1-3 of the Code of Virginia, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, may be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to § 22.1-5, for the time the student was enrolled in such school division.

F. Students identified as homeless will be admitted into YCSD in accordance with the provisions of the McKinney-Vento Act of 2001. Assistance in obtaining registration documents will be provided.

G. Students who are visiting the United States through a sponsoring exchange agency may be admitted to York County schools with the appropriate paperwork. The U.S. Department of Homeland Security requires that other foreign students who wish to attend school in the United States must be registered with Bureau of Immigration and Customs Enforcement (ICE). Please contact the Department of School Administration (757-833-7001) for specific information.

H. Pursuant to the Code of Virginia § 22.1-3.4, a student who has been placed in foster care by a local social services agency shall be immediately enrolled, even if the placing social services agency is unable to produce the documents required for enrollment. In such cases, the person enrolling the student shall provide a written statement that, to the best of his/her knowledge, sets forth (i) the student’s age; (ii) compliance with the requirements of § 22.1-3.2 of the Code (student’s school status); and (iii) that the student is in good health and is free from communicable or contagious disease.

I. On July 1, 2009, Virginia entered into the Interstate Compact on Educational Opportunity for Military Children (§ 22.1-360 of the Code). This compact facilitates the timely enrollment of children of military families and ensures that they are not placed at a disadvantage due to difficulty in the transfer of education records from the previous school district(s) or variations in entrance requirements. According to the compact, children of military families, without documentation of immunizations, should be immediately enrolled and shall have up to 30 days from the date of enrollment to obtain any immunization(s) required by the receiving state. The compact does not waive the physical examination requirement for these children.

J. Students entering kindergarten must have reached their 5th birthday on or before September 30th of the year in which they enroll.

K. Affidavit of Prior School Expulsions, § 22.1-3.2 of the Code of Virginia requires, upon registration, a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private or public school for an offense relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

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/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.” However, a school may disclose the scholastic records to the parents/guardians of an eligible student who is age 18 or over and who is considered a dependent student under section 152 of the Internal Revenue Code of 1954 without the consent of the eligible student. A parent/guardian of a child with a disability who is 18 may retain his or her rights provided that the child has been determined to be legally incompetent or legally incapacitated.

**Family Life Education**

A family life education program designed to reach goals established by the Virginia Department of Education is offered in grades kindergarten through 12. A listing of family life education topics by grade level can be found online in the parent resource section of the division website, [https://yorkcountyschools.org/parents/parentResources/default.aspx](https://yorkcountyschools.org/parents/parentResources/default.aspx).

Parents/guardians who wish to exclude their student(s) from any or all family life education topics may do so by completing the form included in this handbook. Printed/audio-visual materials, as well as the family life education curriculum guide, are available for preview at your child’s school and the York County School Board Office.

**Fees**

**Reference:** School Board Policy JN

- **International Baccalaureate (IB) Exams**
  Fee determined by the IB Organization

- **Advanced Placements (AP) Exams**
  Fee determined by the College Board

- **Art Course**
  Full Year ($15), Semester ($7.50)—No Refund
  Nine Weeks ($5)—Middle School ONLY—No Refund

- **Drama Courses**
  Middle School ONLY—Full Year ($15), Semester ($7.50), Nine Weeks ($5)—No Refund

- **Career/Technical Education**
  Full Year ($15), Semester ($7.50, Nine Weeks ($5)—No Refund

- **Instrument Rental**
  Middle and High Schools ($30)—No Refund
  (Note: Middle School ONLY—to be paid AFTER instructions from Band Director)

- **Band Uniform**
  High School ($20)—No Refund

- **Athletics**
  Middle School—$50 per season; up to $100 (third season no charge)
  High School—$60 per season; up to $120 (third season no charge)

- **Parking**
  High School—Full Year ($100), Semester ($50)—No Refund

**Notes:**

- Fees may be subject to change without notice.
- MAKE CHECK PAYABLE TO THE STUDENT’S SCHOOL.
- The charge for lost textbooks will be the current replacement cost, and a charge will be made for damaged books.
- Students who do not return locks and/or students who damage lockers will be assessed replacement or repair costs.
- When a student taking career/technical or art courses selects a project costing more than the course fee, the student will assume the additional cost and the project will be retained by the student.
- Special performing groups, such as stage band and vocal ensembles, will be required to purchase their own attire.
- A waiver of fees or a payment schedule may be considered under certain circumstances. All requests must be made in writing to the building principal.
- Students enrolling after January 1 will be assessed fifty (50) percent of the designated fee(s), except for semester classes.
- Schools may charge fees for overdue library books.
- Students who choose to take career/technical certification exams will be required to pay the fee as designated by the certifying agent. Typical fees range from $20 to $120 per month.

For additional information, please check with your child’s school.
Fire Lanes
Fire lanes in front of YCSD schools provide first responders with unencumbered access to the schools in the event of an emergency. These lanes are not parking zones. They are marked with yellow paint and/or “No Parking: Fire Lane” signs. Only driver-attended school buses are allowed to stop in fire lanes for student pick-up and drop-off. Unauthorized parking in a fire lane is a violation of the law as well as a safety hazard.

Fine Arts
Fine arts education is an integral part of the total instructional program. Fine arts teachers work directly with student groups and with other teachers on a consulting basis to correlate fine arts activities with other areas of the curriculum. Through fine arts instruction, students are exposed to many art forms, media, tools and techniques.

Fund Raising
**REFERENCE: SCHOOL BOARD POLICY DGCY**
Fund-raising activities are defined as those activities, which contribute to the operation or maintenance of any school club or organization.

Fund raising is further defined as either internal or external. Internal fund-raising activities are defined as those taking place on the school premises or in an alternate location available exclusively to the school. External fund-raising activities are defined as those where funds would be procured from the community. Students may not sell, on school property, any item for themselves or a non-school organization.

In accordance with **STANDARDS OF ACCREDITING PUBLIC SCHOOLS IN VIRGINIA**, Standard D-18, fund-raising activities that involve elementary students in door-to-door solicitation shall be prohibited.

**ELEMENTARY SCHOOLS**
Fund-raising activities will be restricted to internal fund-raising activities only. Internal fund-raising activities will be left to the discretion and prudent judgment of the school principal. No external fund raising will be held in the elementary schools.

**MIDDLE SCHOOLS**
Internal fund-raising activities will be left to the discretion and prudent judgment of the school principal. External fund-raising activities will be restricted to one (1) activity per school per school year.

**HIGH SCHOOLS**
Internal fund-raising activities will be left to the discretion and prudent judgment of the school principal. External fund-raising activities will be restricted to one (1) activity per school per school year. This limitation does not preclude advertising in school programs, event programs, yearbooks and/or performances. In addition, it does not preclude school clubs and organizations, with the approval of the school principal, from participating in no more than one (1) external fund-raising activity per club or organization per school year.

**PHOTOGRAPHS AND RELATED ITEMS**
Sale of photographs and related items to students is considered to be an internal fund-raising activity as well as a service to students and their parents/guardians. Advertisement for competitive proposals must be made, and proposals must be properly accepted in a confidential manner. The contract may be awarded according to the quality of service as well as price, but no vendor shall be designated as the “official supplier.” An affirmative and complete disclosure must be made by the school to students and parents/guardians that the project is a fund-raising activity, and that they may purchase the goods elsewhere, if they desire. The disclosure must include the amount that will be retained by the school and the use to be made of these funds.

**PUBLICATIONS**
Yearbooks, newspapers, journals or other school publications require a charge to pay for the cost of the publication. Cost will vary from school to school. If additional charges are added to the basic publication cost, the project must be considered a fund-raising activity. In that case, adherence to school board policy concerning such activities is required.
Gifted Education

REFERENCE: SCHOOL BOARD POLICY IGBB

YCSD identifies students in grades kindergarten through 12 who have potential and/or demonstrated abilities and who exhibit high performance capabilities in the area of general intellectual ability.

Grades K-7
Gifted students are identified in the spring of the kindergarten year and throughout grades 1 through 12. All gifted students in kindergarten through grade 5 attend the EXTEND Program at the division’s gifted education center located on the Dare Elementary School campus. Identified kindergarten students participate in special seminars each spring during the school day; while students in grades 1 through 5 travel from their home schools one (1) day each week to participate in the program. Identified students in grades 6 and 7 meet weekly in their home schools with a gifted education teacher. For all identified gifted students, learning is “extended” as they participate in interdisciplinary units of study and research activities, which emphasize abstract thinking and independent learning.

Grades 8-12
Eligible students in grades 8 through 12 are encouraged to select from the available advanced secondary program options, which include the YCSD Honor Program, the Pre-Diploma Program, Virtual Virginia online courses, the International Baccalaureate Diploma Programme, Advanced Placement courses, the School of the Arts, Summer Residential Governor’s School, the Early College Program, and New Horizons Governor’s School for Science and Technology. In addition, concurrent dual enrollment in cooperation with local colleges, seminars and enrichment activities is available to eligible students.

Gifted Education Advisory Committee
The Gifted Education Advisory Committee advises and assists YCSD on various aspects related to gifted education services. Information about regularly scheduled meetings is posted on the YCSD website and school division TV channel, and the gifted center notifies parents/guardians about these meetings. Parents/guardians are encouraged to attend and share information on issues and concerns regarding gifted education in York County. Each meeting contains a public comment period. For information about this committee, contact one of the committee members or the gifted center. This contact information is listed on the division’s website, at: https://yorkcountyschools.org/parents/specialtyPrograms/giftedEducation.

Anyone interested in serving as a school representative on the Gifted Education Advisory Committee should contact his or her child’s principal.

Questions regarding referrals for gifted services, timelines, and other eligibility criteria should be directed to the gifted education contact at your child’s school. The school-based contact may also provide assistance regarding transfer students who were identified as gifted in another division.

Grading

REFERENCE: SCHOOL BOARD POLICY IU

Student performance is reported to parents/guardians every nine (9) weeks. Interim reports are issued at the mid-point of each grading period in grades 1 through 12. Beginning in the 2019-20 school year, the kindergarten report card will provide detailed progress on student performance in the areas of reading, written/oral communication, and mathematics. Because of the detail provided in the quarterly report card, kindergarten students will not receive interim report cards.

The numerical grading scale was revised to a modified 10-point grading scale for grades 3 through 12 effective September 2012. The current grading scale is as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 64-69
- F= 0-63

Note: Student transcripts and transcript supplements will denote both the old and current grading scales and the implementation date for the current grading scale.

Interim Reports

Students in grades 1 through 12 receive quarterly interim reports electronically via their activated Aspen accounts. Parents/guardians may contact their child’s school office for information on activating their accounts. Paper copies of interims will be provided for parents/guardians upon request and given to students to take home.
Rounding
In grades 3 through 12, when the cumulative grade is within .5 of the next higher letter grade, the grade will be rounded on the interim report/report card as follows:

<table>
<thead>
<tr>
<th>Cumulative Average</th>
<th>Rounded Cumulative Average</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>89.5 to 89.9</td>
<td>90</td>
<td>A</td>
</tr>
<tr>
<td>79.5 to 79.9</td>
<td>80</td>
<td>B</td>
</tr>
<tr>
<td>69.5 to 69.9</td>
<td>70</td>
<td>C</td>
</tr>
<tr>
<td>63.5 to 63.9</td>
<td>64</td>
<td>D</td>
</tr>
</tbody>
</table>

The default setting for the electronic grade book will be set to round the cumulative grade that is calculated whenever a report is viewed or printed.

Elementary School
At the end of the first quarter, parents/guardians will be invited to a conference to discuss their student’s progress with the teacher. In addition, students will receive feedback on their academic performance through interim and quarterly report cards. Should a conference be requested at any other time during the year, parents/guardians should contact the teacher or telephone the office for an appointment that will be mutually convenient to both parent and teacher.

The grading scale for elementary students is as follows:

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Grades 1-2</th>
<th>Grades 3-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>N = Novice – Not making expected progress toward proficiency</td>
<td>S = Satisfactory</td>
<td>A (90-100) = Excellent</td>
</tr>
<tr>
<td>DP = Developing Proficiency – Beginning to grasp and apply key concepts, processes and skills</td>
<td>P = Progressing</td>
<td>B (80-89) = Good</td>
</tr>
<tr>
<td>P = Proficient – Regularly grasps and applies key concepts, processes and skills with limited errors</td>
<td>N = Needs Improvement</td>
<td>C (70-79) = Average</td>
</tr>
<tr>
<td>V = Not Evaluated</td>
<td>D (64-69) = Poor</td>
<td></td>
</tr>
<tr>
<td>F (0-63) = Failing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluation of Student Work
The evaluation of student work is a vital part of the educational process. Students should be aware of their progress as they proceed with their studies.

1. Quizzes and Tests
   A. All papers (quizzes and/or tests) should be returned to students corrected and/or with directions for corrections.
   B. Quizzes should be returned to students within a 3-day period.
   C. Tests should be returned to students within a 5-day period.
   D. All quizzes and tests should be evaluated.

2. Written Assignments (e.g., homework, make-up work)
   A. Required work should be received by the teacher.
   B. Required work should be corrected by the student prior to grading.
   C. Required work should be evaluated.
   D. Required work should be returned within an 8-day period, depending on the type of work. Failure of the student to turn in an assignment on time may result in the student receiving a lowered grade on the assignment.

Middle and High School Procedures and Regulations for Grading and Averaging of Grades
Quarterly Assessments
Beginning with the 2019-20 school year, semester and final exams are replaced with four (4) quarterly assessments. Quarterly assessments are a separate category in the teacher gradebook and are weighted at 10 percent of the quarterly grade.

Procedures for Calculating Grades
Teachers use numerical scores in determining letter grades. The procedure for determining final grades is as follows (semester grades in a year-long course are determined in the same manner as grades in a semester course):

Semester Courses – Credit Bearing:
First or Third Quarter Grade = 50%
Second or Fourth Quarter Grade = 50%

Semester Courses – Middle School Only:
First or Third Quarter Grade = 50%
Second or Fourth Quarter Grade = 50%

Year-Long Courses:
First Semester Grade = 50%
Second Semester Grade = 50%

Transfer Student: Letter grades from a previous school division will be converted to YCSD’s four-point grading scale. Grade Point Average (GPA) will be calculated based on conversion results.
Class Ranking

REFERENCE: SCHOOL BOARD POLICY IUX

1. All courses taught in York County middle and high schools are assigned grade-point values as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>1 point</td>
</tr>
<tr>
<td>F</td>
<td>0 points</td>
</tr>
</tbody>
</table>

High school class ranking within YCSD is based upon the grades earned in courses for which high school credit is awarded.

The following formula is used for computing full-year GPA for class rank:

\[
\frac{\text{Regular GPA Part}}{\text{Sum of Quality Points}} + \frac{\text{Bonus Part}}{\text{Sum of Weighted Course Credits Attempted}} = \text{GPA}
\]

Where: Quality Points are the points assigned for a letter grade earned in a course:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points
- I = 0 points

Where: 7 represents the number of periods in a regular school day and X represents the unit of time in high school:

- 1 = end of 9th grade
- 2 = end of 10th grade cumulative
- 3 = end of 11th grade cumulative
- 4 = end of 12th grade cumulative

Note: A weighted course is an advanced placement, advanced or other course in which credit is increased by reason of the rigor of the curriculum and quality of work accomplished.

2. Class rank is to be determined by assigning the highest grade point average a rank of number one (1); the second highest, the rank of number two (2); etc. In cases where more than one student has the same grade point average, all students with that average will be given the same rank. The next highest average will assume the rank position, which will indicate the number of students having higher rank.

3. Class rank shall be computed at the end of the 11th grade, at the completion of the first semester of the 12th grade, and at the end of the senior year. Class ranking reports to colleges shall be based on the most recent computation. Class rank at the end of the first semester of the senior year shall be used for purposes related to graduation.

4. Students entering the 9th grade and their parents/guardians will be advised, in writing, of the method of calculating class rank and grade point average. Transfer students will receive this information at the time of registration.

Non-York County School Division Courses

High school students who wish to take courses at colleges or other institutions outside of YCSD must have those courses approved in advance by the principal for high school credit to be awarded. Such courses cannot be offered by YCSD or the New Horizons Regional Education Center except under limited circumstances and must be compatible with local and state regulations. Written approval must be secured from the principal prior to enrollment in the course. With the exception of the methodology used to calculate transfer credits, weighted credit will not be awarded for course-work taken outside of YCSD.

Grounds and Facilities, Use of

REFERENCE: SCHOOL BOARD POLICY KG

School grounds and facilities may be used after school hours for purposes and activities, which have been authorized by the school board. Forms to request the use of facilities are available in each school. Forms to request the use of grounds at elementary and middle schools are forwarded via the principal to York County Parks, Recreation & Tourism. Fees may be charged for facility use.

Unlicensed vehicles are unlawful on school property at all times. Unauthorized motorized vehicles are not permitted on school grounds at any time.

Health Services

School clinics are staffed by registered nurses, licensed practical nurses or trained aides.

NOTICE OF STUDENT SCREENING
REFERENCE: CODE OF VIRGINIA § 22.1-273

All students (kindergarten through grade 12) enrolling in a Virginia public school for the first time shall be screened by
school health service providers in the areas of vision and hearing within 60 business days from the day of initial enrollment. Additionally, the vision and hearing of all students in grades 3, 7 and 10 shall be screened during the school year. Scoliosis informational letters are sent home to parents of students in grades 6, 8 and 10. If screening results warrant further evaluation by a medical professional, parents will be notified.

**HEAD LICE**
Consistent with the Virginia School Health Code (Code of Virginia § 22.1-272), students identified with head lice will not be allowed to remain at school and will not be readmitted to school until they have been treated and are free of all evidence of head lice and nits, as determined by school health services providers.

**ILLNESSES/ACCIDENTS**
Students with infectious or contagious conditions such as conjunctivitis (pink eye), impetigo, head lice, ringworm or scabies may be sent home until treatment is initiated. The Virginia Department of Health guidelines are followed by the school health services provider regarding communicable diseases. **If you know your student is ill, please keep him/her at home.** Your child will be sent home, and/or asked to remain at home, if any of the following signs or symptoms are present: fever of 100 degrees Fahrenheit or more, vomiting, repeated diarrhea, inflamed or draining eyes/ears, persistent cough/sore throat, skin eruptions/draining sores. If your student has been sent home with any of those contagious symptoms, they may return to school when he/she has been symptom free for at least 24 hours without the use of medications, to include over-the-counter fever-reducing medications. Working together, the spread of illnesses can be minimized.

If a student has an accident or becomes ill during the school day, the school’s health service provider will assess their condition and provide appropriate care. The parents/guardians will be contacted immediately if they need to go home or need further treatment. In case of emergencies, the school’s health service provider will provide care until the student can be transported to a hospital. **It is important that clinic staff be made aware of current telephone numbers, emergency contacts, changes in health status and student medications, and that emergency contacts live locally.**

**MEDICATION**
Parents should try to schedule medication, including over-the-counter medication, before and after school. However, if a student has to take medicine during the school day, it must be brought to the school by the parent/guardian in the original container with the prescription label intact. It will not be accepted unless it is in its original container. Over-the-counter medication needed during school hours must be in the original, sealed, unused container. Alternative or homeopathic remedies cannot be administered without a written order from a health care provider authorized to prescribe in Virginia and with certain conditions met. Medication is to be left in the clinic. A signed parental YCSD medical permission form must be completed for medication to be given at school. The medication will be administered as directed per the container label. The clinic cannot accept phone permission for dispensing medication. The above procedures are designed to help ensure students receive the appropriate medication and dosage. **Cough drops are discouraged at school.** After initial notification, school health services providers will make personal contact with parents/guardians at the end of the school year to pick up any unused medication. **Any medication not picked up after parent contact will be destroyed.**

**CONCUSION GUIDELINES**
Concussion Definition – a brain injury that is characterized by an onset of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body which causes a sudden jarring to the head. A concussion can occur with or without a loss of consciousness.

The 2010 Virginia General Assembly passed the Student-Athlete Protection Act (SB 652) to ensure that student-athletes who suffer a concussion are given a proper diagnosis, given adequate time to heal, and are not allow to return to sports participation until they are symptom free and cleared by the appropriate license health care provider. The licensed health care provider must be a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.
Consideration should also be given to addressing the needs and gradual reintroduction of cognitive demands for all students who have been determined to have a concussion. This includes students who have been medically diagnosed with cancer or a concussion.

The full text of the Virginia Board of Education Guidelines for Policies on Concussions in Students can be found at:

Physical Education Excuses
If your child has an injury or illness which causes them to temporarily miss or need short-term accommodations in their PE class, a parent note is acceptable for up to three (3) PE classes. During this time frame, an alternative assignment will be provided. Injuries or illnesses that exceed three (3) class periods require a note from a medical provider who can provide guidance for a more permanent solution for the student’s participation in physical activity. Please note, if a student’s PE class is modified, the same restrictions will apply to recess, sports and any intramural activity period occurring at school.

Epinephrine Guidelines
All public school systems in Virginia are required to have epinephrine available in each school for the emergency treatment of anaphylaxis. Each school will be required to have at least two (2) employees trained in the administration of epinephrine. YCSD will follow the guidelines on epinephrine as set forth by the Virginia Department of Education.

Seizure Management Guidelines
Seizure Definition – temporary change in behavior resulting from a sudden, abnormal burst of electrical activity in the brain. Depending on where the electrical disturbance occurs in the brain constitutes whether the seizure is partial or generalized.

Recognizing that students with a history of seizures attend public school, every effort is made to accommodate the student in the school setting. YCSD health service providers follow the Seizure Management Guidelines as set forth by the Virginia Department of Education.

Managing a seizure in the school setting consists of protecting the student, observing the student, and administering medical assistance when needed. The Seizure Action Plan should be used with students being treated for a seizure disorder and contains vital information, which may assist if a seizure occurs during the school day.

Should you have questions or concerns, please contact your child’s school clinic directly.

Homebound Instruction
Reference: School Board Policy IGBG
Homebound instruction will be made available to eligible students who are confined at home or in a health care facility for periods that would prevent normal school attendance. Contact the school’s main office for information and necessary forms.

Homeless Children & Youth
The McKinney-Vento Act of 2001 ensures that homeless students have access to the same, free, appropriate public education provided to other children and youth. Students identified as homeless will be enrolled in YCSD and assistance in obtaining registration documents will be provided. Services for homeless students may include transportation to their school of origin or to the school in the district in which they live, as well as referral to local service agencies.

Homework Policy
Reference: School Board Policy IKB
Guidelines
Homework assignments will depend upon the age and ability levels of students. In making homework assignments, teachers will adhere to the following guidelines:

1. Homework should be valuable to students. It should be reasonable in length and related to specific goals. For example, if a student can correctly multiply ten (10) three-digit decimal problems, there is little validity in assigning more. Such an assignment becomes busy work and has little educational value.

2. With the exception of reading, all homework will be practice and application of previously taught concepts.

3. Clear, specific directions with step-by-step examples will be given when the assignment is made. To minimize confusion about the specifics of an assignment, the homework assignment will be displayed in a strategic place for students to copy.
The homework assignment will include a concise description of expectations for completion and valuation.

4. Homework expectations will be communicated to students and parents. Evaluation procedures and the part homework will play in determining students’ grades will be clearly stated.

5. Time will be provided for students to complete assignments requiring access to technology. For such assignments, a reasonable completion deadline will be set that permits all students equal access to school resources. Teachers will make every effort not to make assignments that require significant financial contribution from students or parents. Teachers will inform parents of resources available through the school.

6. In support of differentiated instruction, teachers may vary homework assignments.

7. Homework will never be used for disciplinary purposes.

**Evaluation**

Written homework assignments will be explained, evaluated and returned in a timely manner to students. “Evaluation” does not necessarily require the “grading” of each assignment. Check marks, stickers for reinforcement and written comments are examples of how assignments can be graded. The message that students should receive is that homework is important enough to be monitored. Non-written assignments such as reading assignments may be monitored by assessing student participation in class discussion or by written assessment on the previously read material. Standards for the weighting of homework are indicated below:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten to 8</td>
<td>Not to exceed 10% of marking period grade (except high school credit courses)</td>
</tr>
<tr>
<td>9 to 12</td>
<td>Not to exceed 20% of marking period grade</td>
</tr>
</tbody>
</table>

**Suggested Time Standards**

The amount of homework assigned should be appropriate to the needs of students. While it is recognized that homework assignments may vary in length, the following daily homework maximum standards are recommended.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten to 1</td>
<td>30 minutes, including reading</td>
</tr>
<tr>
<td>2 to 5</td>
<td>45 minutes, including reading</td>
</tr>
<tr>
<td>6 to 8</td>
<td>75 minutes</td>
</tr>
<tr>
<td>9 to 12</td>
<td>30 minutes per class</td>
</tr>
</tbody>
</table>

**Notes:**

1. Students in grades 6 to 12 who are enrolled in advanced, honor and AP courses may be assigned additional homework.

2. Because of the alternating-day block schedule in high schools, a maximum of 30 minutes of homework should be assigned for each class meeting. Examples: Class meets two times during Week 1 = 60 minutes of homework per week; class meeting three times during Week 2 = 90 minutes of homework per week.

**Honor Roll**

Elementary, middle and high school students are eligible for honor roll status based on specific criteria:

**Elementary and Middle School**

- Will consist of “All A” and “A-B” honor rolls
- Will be based on quarter grades
- Will be based on core classes in elementary schools
- Will not include citizenship as criteria

**High School**

- Will be based on grade point averages (highest honors 3.75 or above and honors 3.25 to 3.7499)

**Hotline Number**

The division has an emergency **HOTLINE** number for the purpose of allowing students, parents and members of the community to anonymously report actual or suspected threats to the safety of students, division personnel or facilities (e.g., bomb threats, fights, possession of drug paraphernalia).

Information can be left on voice mail at any time of the day or night. Reports to this **HOTLINE** will be retrieved daily and investigated by the proper authorities. All calls are confidential.

**HOTLINE NUMBER: 757-890-5000**
Insurance
REFERENCE: SCHOOL BOARD POLICY JHC
Accident and dental insurance are offered at the beginning of the school year. Information regarding the available plan is sent home with all students. No monies for insurance will be collected at school.

The York County School Board carries liability insurance only. This insurance does not include medical coverage for student in the event of accidents.

Instructional Materials
REFERENCE: SCHOOL BOARD POLICY IIAU
1. A multi-text approach may be used in some classes. Textbooks may be issued for part of or the entire school year.
2. The following procedures are to be used for textbooks:
   A. The teacher issuing the text to a student will write the following in ink:
      1) Student’s name
      2) Date issued
      3) Condition when issued – N (New), G (Good), F (Fair), P (Poor)
   B. Individual copies of classroom sets may be issued to a student overnight. The student, however, must sign the book out on an overnight issue sheet and sign it back in the next day.
   C. Periodic checks for lost or damaged books will be made by the teacher. If a student loses or damages a book, he/she is not to be issued another book until damages are paid or until the book is replaced.
   D. If a student loses or damages a textbook, the student will be required to pay the replacement cost of the book. Students may be denied parking privileges as well as participation in extra-curricular activities to include, but not limited to, athletics, clubs, non-curricular trips, dances and graduation ceremonies until the cost of lost books or materials has been paid in full.

Interscholastic Athletics
REFERENCE: SCHOOL BOARD POLICY JFCB
Interscholastic activities may not be conducted in the elementary grades. Middle school students in grades 7 and 8 have the opportunity to participate in interscholastic athletics. At the high school level, student participation in interscholastic athletics is governed by the Virginia High School League (VHSL) rules.

Library Media Center
Each library media center is a dynamic extension of the classroom that provides students with opportunities to read, research, study and explore areas of interest. The library blends traditional print materials, books, reference materials and periodicals, with digital multimedia research resources delivered via the wide-area network and the internet. Web-based subscription resources support and enhance exemplary content area instruction.

Students are expected to use all resources knowledgeably and should demonstrate an understanding of the ethics and fair use of materials. Every student must have a signed Network Services/Internet Acceptable Use Agreement on file with the school prior to accessing any electronic resource.

Lost and Found
The school cannot accept responsibility for lost articles. Lost and found articles may be claimed in the school’s office or other designated area. Unclaimed articles are disposed of periodically.

Lunches
REFERENCE: SCHOOL BOARD POLICY EF
Lunch prices are posted in the cafeteria. Free or reduced-price lunches are available (upon application and approval) to students whose family income falls within federally established guidelines. Applications are distributed to parents at the beginning of the school year. Applications also may be requested at any time from any school. Only approved food and drink items will be sold to elementary school students. The cafeteria and/or the school cannot accept lunch charges. Students may not leave school grounds during lunch.

Minute of Silence
YCSD, in compliance with the CODE OF VIRGINIA § 22.1-203, shall establish a daily observance of one (1) minute of silence in each division classroom.
Network Services/Internet
Acceptable Use Policy (AUP)

YCSD provides access to an extensive array of network services, web-based services and applications to staff and students. These network and internet resources support the delivery of the division’s program of studies, the Virginia Standards of Learning, and also assist with and enhance innovative instruction and educational excellence. Instructional staff evaluates the validity and appropriateness of network and internet resources used in instruction.

Students and staff are provided with instruction on social and ethical issues of internet use including copyright, fair use and plagiarism, and internet safety and security. Additionally, students and staff are provided with instruction on the use of portable communication or privately-owned electronic devices in the classroom. These devices include, but are not limited to laptops, netbooks, tablets, iPads, cell phones, PDAs, e-readers and hand-held gaming devices.

Training includes:
- Internet safety and ethical use lessons throughout the school year.
- Internet safety and ethical use topics integrated into classroom instruction.
- Safe and ethical use of privately-owned or division-issued devices for instruction communicated through multiple means.

Children’s Online Privacy Protection Act Notice (COPPA)
The Children’s Online Privacy Protection Act (COPPA) is a federal law governing the online collections of personal information from children under 13.

YCSD utilizes several third-party educational software applications and web-based services. In order for students to use these valuable programs and services, certain personal identifying information must be provided to the website operator. In accordance with COPPA, these websites must provide parental notification and obtain verifiable parental consent before collecting the personal identifying information from children under the age of 13. The law permits schools to obtain this consent, eliminating the need for parents to provide consent to each individual operator. YCSD will provide the following personal identifying information: student’s first and last name, YCSD username and YCSD email address, when required by website operators.

A list of the applications and websites, along with privacy policy information, currently used by the school division can be found online at: http://yorkcountyschools.org/technology/techResource/coppa.aspx.

As new applications and resources are continuously emerging, teachers may identify additional online tools deemed educationally purposeful. In the event a teacher plans to use a new resource that has not yet been adopted at the division level, the teacher will seek additional parental permission.

Under the terms and conditions stated in this Acceptable Use Policy (AUP), all authorized users have access to:
- Productivity and instructional applications
- Virtual classroom instruction via distance learning services
- Web-based electronic research and instructional services
- Internet access to news, university and public library access to print and multimedia assets, and content-rich activities available from sites across the internet
- Electronic communication locally, regionally and globally, including but not limited to electronic discussion groups, email, video conferences and white-board communications
- Public domain multimedia files
- Video conferencing

Division Student Guidelines
1. Every division student under 18 years of age must have a parent/guardian signature on this AUP form and return the form to school. Students 18 years of age or older must sign this AUP form and return the form to the school.
2. Every division student will receive internet safety instruction.
3. Any parent/guardian may revoke permission for a student’s access to all network services may sign a Removal of Permission for Network Services form, which is available at every YCSD school.
4. Parents/guardians may reinstate permission for student access to all computer, network and internet services at any time by signing a Student/
Parent Technology Usage Form. This form is also available at all YCSD schools.

If you opt not to give your child permission to use any network services or internet services, your child will not have access to the Canvas Learning Management System to check assignments, post homework and participate in online learning, the Aspen student information system to check grades, Outlook to access student email, Office365 productivity tools, video conferencing, division-purchased instructional software and associated web services. It will become the parent/guardian’s responsibility to retrieve grades, assignments and instructional materials. In addition, your student will not have access to division-issued devices or computers, nor will they be allowed to use their own device for any computer-related courses offered in their assigned school. This would include access to Virtual High School and Virtual Virginia courses from within the division. Additionally, division course assessments and state- and federal-mandated testing, such as the Virginia SOL testing, require the use of computers.

5. Arrangements will be made on an individual basis for required testing.

Use of YCSD network services, web-based services, applications, and the internet is a privilege, not a right. Division users have no right of privacy nor an expectation of privacy for any activities, conducted on any service provided by the division, including but not limited to email/chats/video or materials sent/posted/uploaded, received and/or stored on any division system. Division officials reserve the right to monitor and record all user activity. Should there be any evidence of violation of this AUP, school board policy or regulations, student conduct code or any local, state or federal law, division network personnel will provide such evidence to division administrators or to law enforcement officials, as appropriate, for disciplinary action and/or criminal prosecution.

Division Staff Responsibilities
The division staff will:
1. Monitor and evaluate all internet safety instruction for staff and students and update as needed;
2. Evaluate annually the division’s technology infrastructure and the network, internet and data security procedures in place;
3. Remain cognizant of the latest developments in internet vulnerabilities, legal issues and capabilities related to instruction and impact on division students;
4. Provide professional development for all staff on the social and ethical issues of internet use including copyright, fair use and plagiarism, and internet safety and security;
5. Evaluate the effectiveness of the division AUP and update annually as needed;
6. Assess the need for community outreach related to internet use and safety issues; and,
7. Provide information related to internet safety and security to parents and the community via the division’s website and other methods.

User Privileges
1. Students and staff may make use of all district technology, software and network services for approved instructional purposes such as research, communication and production. Projects and assignments may be posted electronically and could include personally identifiable information that may be classified as an educational record under the Family Education Rights and Privacy Act (FERPA). Efforts will be made to restrict the amount of personally identifiable information when communicating electronically over the internet. Assignments and activities conducted online may receive teacher comments, grades or evaluations; under no circumstances will comments, grades or evaluations be posted to the general public.
2. All students will be assigned a YCSD email account. Students under the age of 13 will only be able to send and receive email from staff and students from within the division and from any third-party educational software application or web-based service approved and used by YCSD.
3. Students and staff may access information from outside resources via the internet that facilitates or supports learning and educational activities. Student internet use should occur in a supervised school or home environment.
4. Students may download and transfer data files necessary and approved for daily instruction over the network provided that such activity does not violate copyright or other laws, no fees are incurred, and/or no freeware, shareware, games or other executable files are placed on network stores.
5. Students may use portable communication or privately-owned electronic devices for instructional activities as directed by school staff and as set forth in this handbook.

USER RESPONSIBILITIES

1. Students must maintain the privacy and security of passwords and accounts. Students will not attempt to learn another student’s password, access another student’s account, or impersonate another student on the network.

2. Students may not operate any division technology for commercial use, personal gain or product advertisement.

3. Students should not connect any portable communication or privately-owned electronic device to the school division network using a cable.

4. Students will respect the property of others and will not access, modify or delete any network files, documents, applications or data files belonging to others. Vandalism, defined as a malicious attempt to harm or destroy another user’s data or any network service, will result in cancellation of privileges and disciplinary action.

5. Students will not activate privately-owned hotspots, 3G, 4G, or 5G services, or similar services/devices to access the internet or share internet per network and email etiquette. Harassment, discriminatory remarks, hate mail and threats, obscene or vulgar language, and conduct prohibited by the student conduct code, school board policy, federal or state law are prohibited in email or other electronic communications.

6. Students will properly use and care for all hardware and ancillary computer and network equipment available for use at any division site or distributed for home use. Vandalism or destruction of any technology or related components will result in cancellation of privileges, disciplinary action and restitution to the school division.

7. Students will be responsible for all material in his/her network account and agree to maintain the account free from pornographic, undesirable or inappropriate materials, files or emails and to prevent such materials from entering the network via the internet or other source. Personal software may not be installed on any division hardware. Users shall adhere to the Copyright Act of 1976 and the Fair Use provisions as related to education. Transmission of any material in violation of federal or state law or regulation is prohibited and will be dealt with according to criminal statutes and will result in the cancellation of privileges and disciplinary action in accordance with the student conduct code.

8. Students are also prohibited from performing or attempting to perform any actions that will increase the level of vulnerability, risk, or exposure to threats to YCSD technology resources, networks, systems or data.

9. Any student who gains access to inappropriate or undesirable internet materials, becomes aware of a network or hardware security problem, copyright or fair use infringement or any internet safety issue shall immediately notify a classroom teacher or building administrator who will notify the Department of Information Technology or Department of Instruction for assistance.

YCSD will take precautions to restrict access to undesirable or inappropriate materials using firewalls, encryption schematics and filtering applications and other security measures as well as provide error-free, dependable access to electronic resources. All division teachers and staff will monitor all student activity in classrooms, labs and libraries and will pursue appropriate disciplinary actions based on the student conduct code or criminal statutes as appropriate for any violations of this AUP. Appropriate, safe and valuable use of the internet is the responsibility of students, parents and YCSD staff. Parents can assist school division staff by monitoring student internet use at home; establishing rules for online behavior at home; and reinforcing the division’s internet safety instruction by encouraging discussion of the positive and negative aspects of internet use. Use of division-provided devices as part of the 1:1 initiative, or any initiative that are used at home or any non-YCSD location, are subject to the expectations of this AUP.

YCSD makes no warranties of any kind, expressed or implied, for the network services it provides or hardware/software provided to students. YCSD is not responsible for any damages students may incur, including loss of data due to delays, non-deliveries, miss-deliveries, equipment failures, property damage, service interruptions or any resulting data corruption. Due to the vast, diverse, unmanaged character of the internet, YCSD will not be responsible for the accuracy, nature or quality of information gathered from
the internet. YCSD is not responsible for personal property used to access division hardware or networks or the internet or for any financial obligations resulting from internet access provided by the division.

The YCSD Network Services/Internet Acceptable Use Policy complies with all local, state and national telecommunications rules and regulations. The YCSD Network Services/Internet Acceptable Use Policy is available for review at: http://yorkcountyschools.org/technology/techResource/.

Please contact the Department of Instruction with comments or questions.

Non-Custodial Parents’ Rights
The Code of Virginia § 22.1-4.3 states that unless a court order has been issued to the contrary, the non-custodial parent of a student enrolled in a public school (i) shall not be denied the opportunity to participate in any of the student’s school activities (such as lunch breaks, parent-teacher conferences and extracurricular activities).

Nondiscrimination

Reference: School Board Policy GB
The President and the Congress of the United States and the General Assembly of Virginia have enacted laws and issued directives affirming their intent to protect and grant equal opportunities to employees and students. In addition, the federal government and Virginia have enacted and enforced laws regarding the quality and equality of opportunities in education.

In YCSD, students will be admitted, retained, dismissed, assigned and/or transferred and be allowed to participate in all programs and activities in YCSD without regard to race, color, creed, sex, gender, national origin, political affiliation, age, disability or belief, except as permitted by state or federal law.

The division superintendent shall take appropriate steps to implement and oversee this policy in accordance with federal and state laws and regulations, including:

- Establishing procedures for dealing with complaints and grievances alleging violations of this policy as reported by any employee, student or third party;
- Training of employees on the policy and complaint procedures; and
- Publicizing this policy and the procedures for dealing with reported violations to the general public, to parents/guardians, to students and to all employees.

Chief Human Resources Officer, Title IX Coordinator
302 Dare Road, Yorktown, VA 23692
757-898-0349

Director of Student Services, Section 504 Coordinator,
302 Dare Road, Yorktown, VA 23692
757-898-0455

Non-Instructional Materials, Distribution of

The distribution of all non-instructional materials for outside organizations, both nonprofit and for profit, must be approved by the division’s Community and Public Relations Coordinator through an online application available on the division’s website at: http://yorkcountyschools.org/onlineForms/materialDistribution/default.aspx.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

Parental/guardian consent must be obtained for a child to participate in any student survey, analysis or evaluation that concerns one or more of the eight (8) areas of protected information. Parents/guardians must also consent to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings. The eight (8) areas of protected information are:

- Political affiliations or beliefs;
- Mental or psychological problems;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of others;
- Illegally recognized privileged relationships;
• Religious practices, affiliations or beliefs; and,
• Income other than required by law.

Parents/guardians and eligible students have the right to be notified of, to inspect, and to opt out of participation in any of the above surveys, analyses or evaluations, as well as any survey that is sponsored/funded by sources other than the U.S. Department of Education.

Out-of-Zone Attendance

**REFERENCE: SCHOOL BOARD POLICY JC**

Based on capacity and program offerings, students may enroll in schools other than those in their assigned attendance zone for documented family need. Applications and additional information may be obtained from any school main office or the School Board Office. Applications will be accepted between March 1st and July 1st for the upcoming school year.

Out-of-zone high school students, with the exception of rising freshmen who choose to transfer under the “non-resident policy” will be ineligible to compete in Virginia High School League-sponsored athletic or scholastic activities for 365 consecutive calendar days after being enrolled in the new school.

Students must maintain good attendance and behavior to remain in the out-of-zone placement. Attendance and discipline problems could result in revocation of the out-of-zone attendance approval.

Parent/Guardian Resources

Curriculum information, reading lists, writing requirements and helpful web addresses that contain information for parents/guardians and students are posted on the York County School Division website [http://yorkcountyschools.org/](http://yorkcountyschools.org/). Parents/guardians may obtain a paper copy of this information by contacting their child’s school.

Plagiarism

By simple definition, plagiarism is literary theft – the act of appropriating the work of another without giving credit to the original creator of the work. YCSD requires all students to respect the intellectual property of others by practicing appropriate academic integrity and attributing material with cites to the originators (e.g., words, ideas, data or digital products).

Intentional plagiarism is not tolerated and offenses will be addressed according to the consequences outlined in the student conduct code.

Pledge of Allegiance & Patriotic Songs

Section 22.1-202 of the **CODE OF VIRGINIA** states that each school board shall require the daily recitation of the Pledge of Allegiance in each classroom of the school division, facing the flag with the right hand over the heart. No student shall be compelled to recite the pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds. Students not reciting the pledge must sit or stand quietly and make no display that disrupts or distracts others who are reciting the pledge. Students will be afforded the opportunity to sing the national anthem and other patriotic songs. Principals are charged with the responsibility to see that each classroom is furnished with an American flag.

Portable Communication & Privately-Owned Electronic Devices

To avoid disruption of the instructional process, students shall not display, use or activate portable communication devices or other privately-owned electronic devices during the instructional day, during after-school activities, or on the school bus with the exception of structured instructional activities supervised by a classroom teacher unless otherwise noted by building administrators. The instructional day includes, but is not limited to, lunch breaks, class changes and other structured instructional activities that occur during the normal school day. **Students must ensure that such devices are turned off and out of sight during the instructional day, during after-school activities and on the school bus. School personnel may confiscate items that disrupt instruction. Confiscated items will only be returned to parents/guardians at the end of the school day.**

**Bring Your Own Technology (BYOT)**

Students may bring iPads, chromebooks or laptops with parent permission if they choose their own personal device rather than a division-issued device.
Students may not use these devices to access the internet using any private 3, 4, or 5G subscriptions through their own internet provider.

This wireless access by privately-owned electronic devices is to be used as a means to enhance the students’ classroom educational experience. Permission to bring and use privately-owned devices is contingent upon adherence to the following guidelines. Failure to comply with the guidelines established will result in disciplinary action.

**GENERAL RULES**

1. No privately-owned electronic device should ever be connected by cable to the school system network. Network access is provided via wireless connection only. No one is allowed to connect a privately-owned electronic device to the network by an Ethernet cable plugged into a data jack in the school. Violation will result in disciplinary action and revocation of access to the network.

2. Teacher permission is necessary for student use of a privately-owned electronic device during classroom instruction or the class period. Voice, video and image capture applications may only be used with teacher permission and for specific instructional purposes.

3. The use of privately-owned electronic devices, to include earbuds and headphones, is solely limited to support instructional activities and must be turned off and put away if requested by the teacher.

4. All sound should be muted unless the teacher grants permission for use of sound associated with instructional activities.

5. No student shall be directed to share a privately-owned electronic device with another student.

6. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.

7. No student shall install division-owned licensed software on their privately-owned electronic device.

8. No student shall establish a wireless ad-hoc network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to, using a privately-owned electronic device as a cabled or wireless hotspot.

9. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use disruption or harm to the school network, internet services, or any other electronic device owned by the school, any school personnel and/or student.

10. Students may not attempt to, or use any software, utilities or other means to access internet sites or content blocked by internet filters.

11. Students have no expectation of privacy in their use of a privately-owned electronic device(s) while at school. The school reserves the right to search (Code of Virginia § 22.1-279.6) a privately-owned electronic device, in accordance with applicable laws and policies, if there is reasonable suspicion that the student has violated the laws of the Commonwealth of Virginia, YCSD policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.

12. Division software does not filter inappropriate content for devices accessing the internet through private subscriptions. Parents are encouraged to have their own security and filtering controls on these devices.

13. Students using cell phones and other devices are prohibited from accessing the internet through their personal internet service provider while at school. YCSD is not responsible for any financial obligations resulting from calls, internet access, application downloads, messaging services, or items of a similar nature.

**PRIVATELY-OWNED ELECTRONIC DEVICE SECURITY RISKS**

Laptops and other portable electronic devices are especially vulnerable to loss and theft. These items may be targeted in school, on school grounds, parking lots and on buses. If a privately-owned electronic device is stolen, the theft must be reported immediately to a building administrator. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school division computer.

The student must be responsible and aware of all risks. YCSD will not accept responsibility for the loss, damage, or theft of personal property. Students who bring privately-owned electronic devices on school property must assume the total responsibility of
these items. The school division and division personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software. Laptops, netbooks and all other portable electronic devices should NEVER be left unattended for ANY period of time by the owner. When not in use, they should be at the student’s side or in a secured location such as a school locker when applicable. If a privately-owned electronic device is found unattended, it will be turned into the school administration.

**Private Transportation**

Students who are brought to school by private means of transportation should arrive no earlier than 15 minutes before the start of the school day. Teachers have assigned responsibilities prior to the beginning of classes. Responsibility for the supervision of students who arrive earlier will not be accepted by the school. All students who go home by means of private transportation must be picked up at the appropriate dismissal time. Private vehicles are not permitted in areas designated for the loading and unloading of school buses. Please observe signs that are posted at school entrance ways. Private vehicles on school board property can be searched if there is a cause to suspect violation of school board policy.

**Promotion Policy**

**REFERENCE: SCHOOL BOARD POLICY IUY**

In the elementary schools, students are promoted from grade to grade based upon multiple criteria, including achievement in the areas of language arts, reading and mathematics, as well as test results from the Virginia assessment program. A student may remain for more than one (1) year in a designated elementary grade if his or her academic achievement in any of the areas of language arts, reading or mathematics is unsatisfactory or is significantly less than the established achievement level.

In the middle schools, students are promoted from grade to grade based upon achievement in all subject areas. A student must successfully complete English, mathematics, science and social studies or a recommended summer program that is approved by the middle school principal to be promoted to the next grade level. Students failing a class will also be evaluated for promotion based on standardized test scores and completion of a remediation program. Remediation may be comprised of summer school and/or a targeted skill program.

In the high schools, promotion is based upon achievement reflected by the number of credits earned. The grade level designations will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>12</td>
<td>15</td>
</tr>
</tbody>
</table>

Students who meet the requirements for promotion to the next grade level should not be retained in a grade level. When considering retention for a student, teachers will follow the guidelines outlined in Standard Operating Procedure: Retention.

**Records**

**REFERENCE: SCHOOL BOARD POLICY JO**

1. Accurate and complete individual, permanent and cumulative records are maintained for each student in YCSD. All data maintained on an individual student is considered to be the scholastic record. The content of the scholastic record is limited to data needed by the school to assist the student in his/her personal, social, educational and vocational development and in his/her educational and vocational placement. Scholastic records are maintained in the school that the student attends.

2. The principal of the school in which the scholastic record is held is responsible for maintaining the record. Additionally, the principal is responsible for maintaining a record log of parties to whom data has been disclosed and the purpose of disclosure.

3. The policies and procedures for reviewing and expunging scholastic records are included in School Board Policy Manual File JO and Superintendent’s Regulation JO. A current copy of all division policies are posted on the division’s website. Printed copies of the policies are available as needed to citizens who do not have online access.

4. Parents/guardians and eligible students may challenge the content of scholastic records and may request the amendment of inaccurate or misleading information. If the request for amendment is denied by school officials, the parents/guardians or eligible students will be advised of the right to
a hearing. Parents/guardians or eligible students also have the right to file with the Family Education Rights and Privacy Act Office a complaint concerning an alleged failure of YCSD to comply with 20 U.S.C. 1232g.

5. Parents/guardians and eligible students may be charged a fee for copying scholastic record data. That fee may not exceed the cost of reproduction.

6. Parents/guardians and eligible students may obtain, upon request, a copy of the written policy and procedure on the management of and location of scholastic records.

7. Maintenance
   A. Students’ scholastic records are under direct supervision of the school principal.
   B. Pursuant to the Family Education Rights and Privacy Act (Title 20, U.S. Code, §1232g, 1986) procedures are established for inspecting, viewing, challenging and/or releasing personally identifiable data contained in students’ scholastic records.
   C. Every student shall have a student scholastic record that contains some or all of the following:
      1) Identifying data: name, birth date, latest address;
      2) Parent/guardian name and address;
      3) Scholastic work completed, level of achievement (grades);
      4) Results of standardized achievement and ability tests required by the state;
      5) Attendance data;
      6) Health, physical examination report, immunization certificate;
      7) Type of diploma;
      8) Permission for testing;
      9) Reports of initial and periodic assessment;
      10) Special education information;
      11) Individualized Education Plan (IEP);
      12) Legal, psychological, medical reports, social history;
      13) Record of sensitive physical problems;
      14) Verified reports of recurrent, atypical behavior; and,
      15) Reports from agencies such as juvenile court, probation, welfare.

   All data in a student’s scholastic record are regarded as confidential.

8. Access
   A. The school presumes that both parents have the authority to inspect and review records relating to the student unless the school has been advised that both parents do not have the authority under applicable state law governing such matters as guardianship, separation and divorce.
   B. Parents or eligible students may inspect and review scholastic records relating to the student which are collected, maintained or used by the school division. The school will comply with the request without unnecessary delay and in no case more than fourteen (14) calendar days after the written request has been received. Parents and eligible students will be notified of the time and place where records may be inspected.
   C. The school division will comply with a request to inspect and review scholastic records before any meeting regarding an IEP or hearing relating to the identification, evaluation or educational placement of a student or provision of a free, appropriate public education.
   D. Those persons within the school who are involved directly in the supervision or instruction of students have access to records. These include building principals, assistant principals, teachers, supervisors, school board members, and related service providers, e.g., occupational and physical therapists. Permission for certain other parties requesting access, e.g., law enforcement officials, persons with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist), or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks may be granted in accordance with the Guidelines for the Management of Student’s Scholastic Record in Virginia Public Schools.
   E. The right to inspect and review scholastic records includes:
      1) The right to a response from the school to reasonable requests for explanations and interpretations of scholastic records;
2) The right to request that the school provide copies of scholastic records containing information if failure to provide the copies would effectively prevent the parent from exercising the right to inspect and review scholastic records; and

3) The right to have a representative of the parent inspect and review the scholastic records.

E. If any scholastic record includes information on more than one student, parents/guardians of those students will have the right to inspect and review only the information relating to their child or to be informed of that specific information.

F. When requested, the school will provide parents or eligible students with a list of the types and locations of scholastic records collected, maintained or used by the schools.

G. All parental rights regarding student records will pass to the child upon reaching age 18 or when attending an institution of post-secondary education, unless a specific statute or court decision directs otherwise.

9. Disclosure

A. When a request for disclosure of scholastic record data is made, such a request will be granted immediately, if practical, but in no case more than five (5) administrative working days after the date of the request. If the school determines that it is practically impossible to provide the requested records or to determine whether they are available within five (5) administrative working days, the school will inform the requesting party and will have an additional seven (7) administrative working days to provide the requested records.

B. A school may disclose, upon student transfer, information from scholastic records to another school or school division without parental consent, unless prohibited by other applicable law. Scholastic information may also be provided to an institution of post-secondary education to which a student seeks to enroll.

C. The school will keep permanently with the student’s scholastic file a RECORD DATA DISCLOSURE FORM showing:

1) The parties who have requested and/or obtained scholastic record data disclosure, with the exception of adult clerical and professional personnel within the school division, the parent/guardian or eligible student; and the parties receiving directory information;

2) The agency or institution represented, if appropriate;

3) The date of the disclosure;

4) And the specific legitimate interest of such disclosure and the purpose for which the data will be used.

D. When personally identifiable information concerning a student with a disability is no longer needed, it must be destroyed at the request of the parents (except that the student’s name, address, telephone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation). If parents do not request the destruction of the personally identifiable information, it may be retained permanently.

E. The record data disclosure form will be available to parents/guardians or eligible students, to school officials responsible for record maintenance and to authorized parties.

F. Personally identifiable information from scholastic records, with the exception of directory information will be disclosed to a third party only on the condition that said party will not disclose such information without the written consent of the part/guardian or eligible student. A written statement explaining the above stated condition will accompany such disclosure. If a third party is an institution, agency or organization, the disclosed personal information may be used by its officers, employees and agents, but only for the purpose for which the disclosure was made.

G. A listing of parties to whom scholastic record data will be disclosed, upon request, and the conditions of such disclosures is available in each school in School Board Policy Manual File JO.
H. The principal or his designee may disclose identifying information from a student’s scholastic record for the purpose of furthering the ability of the juvenile justice system to effectively serve the student prior to adjudication. In addition to those agencies, the principal or his/her designee may disclose identifying information from a student’s scholastic record to attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his/her designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the student or by such student if the student is 18 years of age or older.

I. When parental consent is required in order to release a student’s scholastic record data, and the parent/guardian refuses to give such consent, the Local Education Agency (LEA) must use informal means to secure the consent. If the parent/guardian continues to refuse to give consent, the LEA must provide written notification to the person/agency requesting the information that parental consent is required and has been refused. If the LEA wishes to disclose information and has been unable to secure the necessary consent through informal means, the LEA may use more formal measures, as appropriate, to effect release of information.

10. Directory Information
   A. Data considered to be directory information is as follows:
      1) Name of student in attendance or no longer in attendance;
      2) Address;
      3) Date and place of birth;
      4) Telephone listing;
      5) Dates of attendance;
      6) Participation in officially recognized activities and sports
      7) Height and weight, if member of athletic team;
      8) Awards and honors received; and
      9) Other similar information.

B. Parents/guardians or eligible students may refuse permission to disclose directory information by notifying the principal in writing within fifteen (15) administrative working days that any part of or all such information shall not be disclosed without prior consent.

C. In the absence of parent/guardian or eligible student request for nondisclosure, the school division will disclose directory information in accordance with school division policy.

D. The school is not required to maintain a record of the disclosure of directory information.

11. Destruction of Non-Permanent Records
    YCSD destroys the non-permanent records (not scholastic records) of all students including special needs students in accordance with the CODE OF VIRGINIA and the guidelines provided by the State Board of Education and the Library of Virginia. These records must be retained five (5) years after the student graduates or withdraws from YCSD or transfers to another school division. Should this information be needed for social security benefits or other purposes, the student (or parent/guardian, if the former student is less than 18 years of age) may obtain a copy of his/her records by calling 757-898-0314 no later than five (5) years after the student has withdrawn or graduated from YCSD.

12. Permanent or Long-Term Records
    The permanent or long-term records include the academic transcript, immunization verification access log, final opt-out for directory information and termination (graduation/withdrawal) information. These records are retained for 75 years and are then destroyed.

13. Secondary School Transcripts
    When college performance-related standardized test scores such as the SAT and ACT are available for a student, an eligible student, the student’s parent(s), guardian(s), or others having legal control or charge of that student can elect in writing to have these test scores excluded from the student’s transcript. To request an exclusion of the SAT and ACT from secondary transcripts, an eligible student, the student’s parent(s), guardian(s), or others having legal control or charge are
required to complete the YCSD Transcript Request Form (I-93) and submit the request to the school division records manager.

**Release of Students**

**REFERENCE: SCHOOL BOARD POLICY JED**

No student will be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a duly authorized school employee, a law enforcement officer, a court official, or the parent or guardian who has custody of the child unless written permission is first received from the parent or guardian of the student.

If a student is to be dismissed early, the parent, guardian or an adult approved by the parents must sign the child out from the office. For the student’s own protection, he/she will not be permitted to meet adults at a car, wait outside the building or walk home. **STUDENTS MAY NOT BE PICKED UP DIRECTLY FROM THE CLASSROOMS.** Parents are required to supply the school with written notification when their student is left in someone else’s care.

**School Closings or Delays**

The decision to close school due to inclement weather is a very difficult and serious undertaking. When deciding whether to close schools, factors that are taken into consideration include:

- Amount and type of forecasted inclement weather;
- Timing of the inclement weather;
- Condition of all streets (thoroughfare and residential) and bus stops; and
- Ability to clear parking lots and sidewalks around schools.

In the event of school closings or delayed opening, information is posted on the division’s website, YCSD-TV, Facebook and Twitter accounts as soon as decisions are made. In addition, any delay or cancellation information is shared via the division’s telephone and email notification system to all parent contact information on file for each student. Information is also provided to local television and radio stations, though the division cannot guarantee the broadcast or accuracy of closure announcements on these stations. In most instances notification will begin by 5:30 a.m. on the morning of the school closing. In the event of a 2-hour delay, no pre-kindergarten or EXTEND classes will be held.

In accordance with **Section 22.1-98 of the CODE OF VIRGINIA**, the following provisions are required:

- When severe weather conditions or other emergency situations have resulted in the closing of a school or the schools in a school division for less than five (5) days, the school or the schools in the school division shall make up such days as may be required by the Board’s regulations; however, the required make-up days shall not exceed the missing teaching days;
- When severe weather conditions or other emergency situations have resulted in the closing of a school or the schools in a school division for five (5) days, but no more than fifteen (15) days, the school or the schools in the school division shall make up the first five (5) days plus one (1) day for each two (2) days missed in excess of the first five (5), up to a maximum of nine (9) make-up days;
- When severe weather conditions or other emergency situations have resulted in the closing of a school or the schools in a school division for more than fifteen (15) days, the school or the schools in the school division shall make up at least ten (10) days; or
- When severe weather conditions or other emergency situations have resulted in the closing of any school in a school division and such school has been unable to meet the 180 teach day or 990 teaching hour requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days.

**New Horizons Regional Education Center**

When the majority of the five (5) school divisions on the Peninsula are closed for inclement weather, New Horizons Regional Education Center will be closed. Announcements will be made on local radio and television stations.

**School Quality Profiles**

The Virginia Department of Education’s School Quality Profiles provide information about student achievement, college and career readiness, program completion, school safety, teacher quality and other topics of interest to parents and the general public. This information for YCSD, as well as individual schools, is available at: [http://schoolquality.virginia.gov](http://schoolquality.virginia.gov).
School Safety & Emergency Preparedness

REFERENCE: SCHOOL BOARD POLICIES EB AND EE

The safety of the school environment where your children spend much of their day is a top priority for YCSD. Staff work in partnership with national, state, and local safety officials – police, fire, emergency medical services, and public health – in order to ensure our schools are well prepared for an emergency.

All schools have comprehensive crisis plans in place to address a wide variety of emergency situations. These plans were developed in conjunction with safety officials and are reviewed annually. In general, each plan involves:

• the designation of an emergency incident management team;
• development of evacuation, reverse evacuation, shelter-in-place, and lockdown procedures;
• preparation of a portable emergency go-kit that contains key information and supplies;
• designation of appropriate evacuation sites;
• provisions for training personnel and exercising the plan;
• action guides for dealing with specific types of incidents; and
• Resources for help before, during and after an event.

Drills

Over the course of the school year, schools will hold several drills to help ensure that students and staff know what to do in the event of an emergency. These drills include, but are not limited to, fire, tornado and lockdown. Drills are not typically announced to students and staff prior to taking place in order to accurately assess emergency response procedures. School administrators will review safety and drill procedures with students and staff before the end of the first week of school. School safety and emergency information will also be shared with parents through school newsletters and at Back-to-School nights.

Many drills are held in coordination with the York-Poquoson Sheriff’s Office and the York County Department of Fire & Life Safety. To reduce confusion in the event of a true emergency, schools will not call or email families when a drill is held unless there are unusual circumstances.

Parent Information

Access to school facilities may be limited during an emergency as it may be necessary to keep the streets and parking lot clear for emergency vehicles. If it is hazardous for students to be released, everyone will be kept inside the school until notified by the authorities that it is safe outside. Schools will act with the safety of students in mind, and school official will always follow the directives of emergency personnel.

Parents are asked not to call or come to a school during an emergency. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications and that staff are handling their emergency roles.

Emergency Notification

Parents will be notified of emergencies through the division’s rapid notification system. Parents are encouraged to remain close to their source of communication whether it is phone or email, to ensure they are receiving accurate and timely updates on the emergency from school division staff.

Search & Seizure

Lockers and other storage facilities are the property of the school board and are lent to the student for his/her use during school hours. School officials have the authority to open and inspect any and all storage spaces.

School officials also have the right to search any student and/or a student’s personal effects (e.g., purse, book bag) when there is reasonable suspicion to believe that the student possesses an item which violates the law, school policies and regulations, or which may be harmful to the school or its students. Such searches will be conducted by the administration with another person present. In no event will strip-searches of students be conducted.

The school administration has the authority to conduct routine patrols of student parking lots. Automobiles on school property are subject to search whenever a school administrator has reasonable suspicion to believe that illegal or unauthorized materials are contained in or on an automobile.
Random searches may be conducted on school property using metal detectors or dogs capable of detecting drugs, bombs and firearms. These searches may be conducted by school administrators or by law enforcement officers in coordination with school administrators. Canines shall not be used to search students.

Weapons of any nature, on school property or at school functions, are prohibited by policy and state law. The school administration has the authority to use stationary or mobile metal detectors to ensure that weapons and other dangerous objects are not brought onto school property or to school-sponsored functions.

School authorities may seize any illegal, unauthorized or contraband items or materials discovered on school grounds.

Section 504 of the Rehabilitation Act of 1973

Services for students who have been determined eligible under Section 504 of the Rehabilitation Act of 1973 are available in each school. Contact the building principal for information and referral procedures.

Sex Offender Registry Notification

REFERENCE: SCHOOL BOARD POLICY KN

YCSD recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school, or are at school-related activities, each school in YCSD shall request electronic notification of the registration or re-registration of any sex offender in the same or contiguous zip codes as the school. Such request and notifications shall be made according to the procedure established by the Virginia Department of State Police. Pursuant to School Board Policy KN, registered sex offenders are prohibited from being on school board property. Parents can access information on the registry at: http://sex-offender.vsp.virginia.gov.

Special Education

REFERENCE: SCHOOL BOARD POLICY IGBA

In accordance with the Individuals with Disabilities Education Improvement Act (IDEA), special education and related services are provided at no cost to eligible students with disabilities ages 2 through 21. A multi-disciplinary team, including the parents or the adult student, determines eligibility for services based on evaluations conducted by school division and appropriate outside agencies. Disabilities include autism, deaf-blindness, developmental delay, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, emotional disability, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment including blindness.

If your child received special education services in another locality, please provide the school with a copy of your child’s current Individualized Education Plan (IEP) upon enrollment or as soon as possible. For more information about special education, contact either your school principal or the director of student services. To refer a child for special education evaluation, please contact your school principal.

Note: Special education records are destroyed five (5) years after student withdraws, transfers to another school division, graduates or completes a board of education program.

The Early Childhood Special Education Preschool Program

REFERENCE: SCHOOL BOARD POLICY IGBA

The Early Childhood Special Education Program (ECSE) is Part B of IDEA in Virginia and provides services for children from age two to kindergarten age who qualify according to state and federal law. The ECSE Program provides early intervention services for children who have delayed functioning; manifest atypical development or behavior; or have behavioral disorders that interfere with the acquisition of developmental skills.

Preschoolers may be found eligible for ECSE services under one or more of the 13 disability categories which are defined in federal and state regulations. The goals settings and related services that are needed to assist identified children’s development are individualized. School personnel working collaboratively with the child’s family develop an individualized plan with goals and objectives to meet the child’s developmental needs.

YCSD offers an Integrated Preschool Outreach Program (IPOP), a language-based preschool environment providing a wide variety of enriching activities in an educational setting which serves both students who are typically developing and those with special
needs. The curriculum places emphasis on socialization and readiness skills.

The Virginia Preschool Initiative Program (VPI) serves at-risk students who have reached their fourth birthdays by September 30th and are not served by the Head Start Program. VPI is a family-focused, language-based preschool program where students are engaged in high quality educational activities with a primary focus on school readiness, health, nutrition and social skills. Students participate in all school-wide activities, including library, art and music classes.

**Special Education Advisory Committee**

The Special Education Advisory Committee (SEAC) advises and assists YCSD on various aspects related to special education services. Information about regularly scheduled meetings is posted on the YCSD website and school division TV channel. Parents/guardians are also notified through the schools and the notification system phone calls and emails. Parents are encouraged to attend to hear presentations on relevant special education topics and to share information on issues and concerns regarding special education in York County. Each meeting includes a public comment period. For information about this committee, contact Student Services at 757-898-0308 or contact one of the SEAC committee members. This contact information is listed on the division’s website: [https://yorkcountyschools.org/parents/specialtyPrograms/giftedEducation.aspx](https://yorkcountyschools.org/parents/specialtyPrograms/giftedEducation.aspx)

Anyone interested in serving on the SEAC should submit a letter stating his or her qualifications and reasons for wanting to serve as a committee member to the director of student services.

**Student Property**

Students should be cautious with valuable personal items to prevent loss. In addition, students should not carry large amounts of cash. Schools are not responsible for lost items or theft of student property.

Possession of items forbidden in the conduct code or items that disrupt instruction may be confiscated by school personnel. In some cases, confiscated items will be returned only to parents/guardians. Illegal or contraband materials shall be Turned over to the proper legal authorities for ultimate disposal.

**Telephone and Email Notification System**

YCSD uses an automated mass notification system to enhance school-to-home communications. Division and school staff use the system to notify parents/guardians of school closings, emergencies, student attendance and school events and activities via telephone and/or email.

To receive these messages, the school must have your up-to-date contact information. If you move, change jobs or obtain a new cell phone number, be sure to provide your child’s school with the new contact information so you will not miss a single notification message.

**Telephone Use**

The telephone is an essential instrument for school operation. Therefore, students will be allowed to use the classroom or office phone only in the event of unusual circumstances. Parents/guardians should limit requests for delivery of reminders or messages to students to only those of an urgent nature. Emergency or time-sensitive messages should be called into the front office and not left on classroom voice mail.

**Testing & Assessment**

**Reference: School Board Policy IKF and IKFA**

**Standards of Learning**

By emphasizing the Virginia Standards of Learning (SOL) throughout the instructional process. YCSD provides its students with a sound instructional program and prepares them for state-mandated SOL testing that occurs in the spring. SOL tests are untimed. In elementary schools, students take the following SOL tests: Reading and Math (Grades 3 to 5), History (Grade 4) and Science (Grade 5). In middle school, students take the following SOL tests: Reading and Math (Grades 6 to 8), History, Science and Writing (Grade 8). End-of-Course SOL tests may be given to students, based on graduation requirements, in the following subjects taken for high school credit: Algebra I, Algebra II, Geometry, World History I, World History II, World Geography, U.S. History, Earth Science, Biology and Chemistry. All students are given the following
SOL tests: English: Reading & Writing (two (2) tests given in grade 11 that cover English 9-11 SOLs).

All students are required to earn a certain number of verified credits to be eligible for a standard or advanced studies high school diploma. Verified credits for graduation are based on a passing score on the required end-of-course SOL tests or state-approved substitute tests. Intervention plans are available for students who do not achieve a pass/proficient rating on SOL tests. Test accommodations are provided for eligible students with disabilities as documented in and IEP or 504 Management Plan and as appropriate. Students identified as English Learners (EL) are also eligible for test accommodations as described in their EL Instructional Plan.

Students and families are strongly encouraged to speak with the counseling staff or assessment and compliance coordinator at their school for information about schedules, deadlines and related topics. More specific information for SOL tests is available online at: http://www.doe.virginia.gov/.

ACCESS FOR ELs 2.0
In accordance with the requirements of the Every Student Succeeds Act, English Learners (EL) in grades K-12 must participate in language proficiency testing. The ACCESS for ELs 2.0 test assesses speaking, listening, reading and writing skills of EL.

IOWA TEST OF BASIC SKILLS
The Iowa Test of Basic Skills is a nationally norm-referenced test that assesses reading, math, vocabulary and language. Students in grade 5 are tested in the fall, and students in grade 2 are tested in the spring.

NAGLIERI NONVERBAL ABILITY TEST (NNAT3)
The Naglieri Nonverbal Ability Test (NNAT3) is a nonverbal measure of general ability. Students in grade 1 are tested in the fall.

COLLEGE ENTRANCE EXAMINATIONS
- Scholastic Aptitude Test (SAT)
- SAT Subject Tests
- American College Test (ACT)

Most degree-granting colleges require an admission examination of some kind, as specified in their bulletins or catalogs. Also, most colleges and sponsors of financial aid programs asks students to take either the ACT or the College Entrance Examination Board (CEEB) tests. The fall dates of either program are recommended for seniors. The spring dates are recommended for juniors who plan to apply under an early decision plan or to military academies. The ACT and SAT are administered at Grafton High School. The ACT measures ability to perform types of intellectual tasks typically required of college students. Subjects covered are English, math, social studies and natural sciences.

The SAT is a 3-hour test of critical reading, writing and mathematical abilities. Information booklets are available in counseling offices. The SAT Subject Tests are 1-hour tests in specific secondary school subjects. Colleges that require these tests of applicants specify the subjects and dates in their catalogs.

PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (NMSQT)
Tenth grade students are provided the opportunity to take the Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT). This test is administered at all York County high schools in October.

The PSAT/NMSQT is a shortened version of the SAT which measures critical reading, writing and mathematical abilities important in college work. While sophomores are encouraged to take the PSAT/NMSQT, the test is also recommended for juniors who plan to continue their education beyond high school. Taking this test is the first step in entering the National Merit Scholarship Program and the National Achievement Scholarship Program.

ADVANCED PLACEMENT (AP) EXAMS
Students enrolled in advanced placement (AP) courses are encouraged to take AP exams. Many colleges offer advanced placement, college credit or both to students who obtain satisfactory scores. These tests are administered at all York County high schools.

ARMED SERVICES VOCATIONAL APTITUDE TEST BATTERY (ASVAB)
This test is primarily for juniors and seniors. It measures aptitude in various vocational areas to provide assistance in determining possible life-long work-study goals. It provides an opportunity to view military service as a potential career option while
examining alternative civilian options. The test’s scores are combined to form five (5) aptitude job clusters. The job reference guide lists civilian job categories and military job specialties for which one of the five (5) aptitudes is most relevant. Information regarding the ASVAB can be located in high school counseling offices. The ASVAB is administered at all York County high schools on an “opt-in” basis with parent permission. High schools in YCSD will not release test results to the military, unless requested by the student.

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IB DP)

International Baccalaureate Diploma Programme examinations are available to students who complete courses in any or all of the six (6) IB DP subject groups: English A Language and Literature HL; Classical Languages Latin SL, French SL or HL, Spanish SL or HL; History of the Americas HL; Biology HL, Chemistry HL, Physics SL; Mathematical Studies SL or Mathematics HL; Geography SL, Theatre HL. Colleges and universities may award credit to students based on their IB grades in the courses. IB grades are determined by the International Baccalaureate Organization based on student performance on both internal assessments and the end-of-course examinations. The assessments are administered at York High School.

More information about the SATs, including available testing dates, can be found at: https://collegereadiness.collegeboard.org/sat.

More information about the ACTs, including available testing dates, can be found at: https://www.act.org/.

**IB DP Examination Schedule Pending Schedule Release**

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, May 4</td>
<td>History HL Papers 1 &amp; 2</td>
</tr>
<tr>
<td>Wednesday, May 5</td>
<td>History HL Paper 3</td>
</tr>
<tr>
<td>Thursday, May 6</td>
<td>Math Applications SL Paper 1</td>
</tr>
<tr>
<td></td>
<td>Math SL Paper 1</td>
</tr>
<tr>
<td>Friday, May 7</td>
<td>Math Applications SL Paper 2</td>
</tr>
<tr>
<td></td>
<td>Math SL Paper 2</td>
</tr>
<tr>
<td>Monday, May 10</td>
<td>English HL Paper 1</td>
</tr>
<tr>
<td>Tuesday, May 11</td>
<td>English HL Paper 2</td>
</tr>
<tr>
<td></td>
<td>Chemistry HL, Papers 1 &amp; 2</td>
</tr>
<tr>
<td>Wednesday, May 12</td>
<td>Chemistry HL Paper 3</td>
</tr>
<tr>
<td></td>
<td>Geography SL, Paper 1</td>
</tr>
<tr>
<td>Thursday, May 13</td>
<td>Geography SL Paper 2</td>
</tr>
<tr>
<td></td>
<td>Spanish HL, Paper 1 &amp; SL Paper 2 – Reading Comprehension</td>
</tr>
</tbody>
</table>

The Division Testing Calendar will be shared by schools prior to testing windows.

**Transportation**

**REFERENCE: SCHOOL BOARD POLICY EEAB**

Students who attend York County schools, and live within the county and outside of walking zones, are provided free transportation to and from designated bus stops to their zoned school. Transportation is also available for many after-school activities.

A copy of bus rider safety and behavior rules, along with an acknowledgment form, shall be sent to parents/guardians at the beginning of the school year. Acknowledgment forms must be completed by parents/guardians and returned to the school by the end of the first week of school.

- In addition, pursuant to the Code of Virginia § 22.1-16, § 22.1-177 and § 22.1-178, initial student rider safety training at the Pre-K to grade 1 levels shall occur during the first week of school with additional training on a periodic basis during the year.
- Emergency exit drills shall be practiced by all student riders during the first thirty (30) instructional days and the second in the second semester.

**Schedules and Routes**

The Transportation Department establishes bus routes, bus and driver assignments, bus stops and pick-up times. Parents/guardians will be notified prior to the start of the school year if there is any change in bus routes or bus stop locations from the previous year. In addition, this information is mailed to all kindergarten, sixth grade, and ninth grade students, as well as all new students whose registration is received by Transportation prior to the third week in August.

Bus services will not be provided on dead-end streets or roads that are less than a quarter mile from a principal road or street. In addition, bus service will not
be provided on those roads which have not been accepted by the Virginia Department of Transportation for maintenance.

Following are the schools with neighborhoods designated as walking zones:

<table>
<thead>
<tr>
<th>School</th>
<th>Neighbors/Designations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bethel Manor Elementary School</td>
<td>Part of attendance area</td>
</tr>
<tr>
<td>Coventry Elementary School</td>
<td>Part of Coventry subdivision</td>
</tr>
<tr>
<td>Dare Elementary School</td>
<td>Grafton Station Apartments</td>
</tr>
<tr>
<td>Mt. Vernon Elementary and Tabb Middle Schools</td>
<td>Kings Villa and Plantation Acres</td>
</tr>
<tr>
<td>Queens Lake Middle School</td>
<td>Creekside Landing subdivision</td>
</tr>
<tr>
<td>Grafton Middle and Grafton High Schools</td>
<td>Glen Laurel and Grafton Woods subdivisions</td>
</tr>
</tbody>
</table>

**Bus Stops**

Secondary students may be required to walk up to four-tenths of a mile and elementary students a quarter mile to a bus stop. Bus stops for after-school activities can require some secondary students to walk up to one (1) mile.

Students should arrive at the bus stop no more than fifteen (15) minutes and no less than ten (10) minutes prior to the time for them to be picked up. Parents/guardians or their designee are encouraged to accompany their young children to and from the bus stop and remain until the bus has loaded or unloaded. Students are expected to stand quietly in line while waiting for the bus and to remain out of the street. Unavoidable bus delays occasionally occur; therefore, students should remain at the bus stop for at least fifteen (15) minutes beyond normal pick up time.

**Kindergarten Transportation**

Kindergarten students are transported to and from school with students in grades 1 through 5 who live in the same neighborhood. At the end of the school day, kindergarten students are dropped off at the bus stop with other students who are exiting the bus. If a kindergarten student is the only child at the bus stop, a parent/guardian (or other adult with permission to care for the child) must be present at the bus stop or the child will be returned to school.

Parents/guardians who do not want their child to be dropped off with other students must notify the transportation department and the principal at the elementary school their child attends.

**Requesting Bus Change**

Requests from parents for a student to occasionally ride a bus different from their regular bus for special activities must be in writing. A permanent bus change must be in writing and forwarded to the associate director of vehicle maintenance and transportation. If a student is going home with another student, parents of both students must send a note requesting the change. Generally, school buses operate at capacity; therefore, permission may be given for baby-sitting purposes but not necessarily for other activities (e.g., parties, visit to play).

**Non-Students on Buses and/or Field Trips**

Insurance regulations prohibit any child not enrolled in YCSD from riding school buses.

*Note:* This includes the children of parents who chaperone field trips on school buses. Parents/guardians should not board the bus at any time without permission.

**Authority of School Officials for Student Conduct on the Bus and at the Bus Stop**

Students who ride the bus fall under the behavior expectations and guidelines found in the Student Handbook and Code of Conduct. School officials can investigate and provide disciplinary sanctions for student behaviors and conduct that occurs, on the bus, at the bus stop, and while in transport from the bus stop to their primary residence.

**Transportation to Special Instructional Programs**

YCSD will allow students to enroll in instructional programs in schools other than their home schools and will provide transportation for the following programs:

1. Enrollment in the School of the Arts (SOA) program
2. Enrollment in the NJROTC program
3. Enrollment in the International Baccalaureate (IB) program
4. Enrollment in the Governor’s School and New Horizons Educational
5. Enrollment in the Fine Arts Magnet Program at Waller Mill Elementary School (Magruder Elementary students only)
Video Surveillance

Video surveillance equipment will be used to monitor security and student behavior in high traffic areas of the schools or on school buses. Surveillance equipment may or may not be monitored at any time. Video recordings may be used for disciplinary purposes. Law enforcement representatives may view video recordings pertaining to criminal investigations.

Volunteers

Volunteers play a vital role in each of our schools. Volunteers assist in the front office, in the classroom and on field trips. Volunteers also may act as mentors to students in our schools. If you would like to volunteer, or if you have questions about a school’s volunteer program, please contact your child’s school for more information. Non-parent volunteer information can be found on the division website at: yorkcountyschools.org/community/volunteers.

Visiting Schools

REFERENCE: SCHOOL BOARD POLICY KK
All visitors must report to the office where they will be issued a visitor’s pass. Proper identification may be required before a visitor’s pass is issued.

Students from other schools inside or outside the county are forbidden to come on the campus of another school without a specific reason (e.g., to pick up a brother or sister, tutoring).

Parents wishing to visit classes should contact the school principal in advance of the proposed visit and arrange an appropriate visitation schedule. They also must obtain a visitor’s pass prior to going into classrooms. Passes must be visibly displayed throughout any visit to the school.

Walking to School

Walking to school is discouraged except in neighborhoods for which no transportation is provided (see Transportation Schedules and Routes). Students must have written permission from parents/guardians and the approval of the school to walk from neighborhoods in which transportation is provided. Walkers should not arrive at school more than 15 minutes before the beginning of the school day. Walkers must wait until buses have departed before leaving school grounds.

Any other information needed in reference to school division transportation should be directed to the transportation department at 757-898-0344.

Withdrawals

Parents/guardians are requested to notify the school office and the teacher at least one (1) week in advance of withdrawing students from school so that there will be adequate time to prepare records.

If a student withdraws prior to the last fifteen (15) days of school, grades to date will be given, but no indication of promotion/retention will be made on the report card. If a student withdraws within the last fifteen (15) days of the school year, final grades and grade placement for the next school year will be indicated. Upon request, parents/guardians may hand carry their child’s records to the new school. Parents/guardians must pick up these records in person and sign a release form for them. If records are to be sent directly to the receiving school, a release form should be signed by the parent/guardian. Parents may review their child’s records by contacting the school to schedule an appointment.

Work Permits

Work permits are no longer obtained from the schools. The Virginia Department of Labor and Industry issues work permits, now called employment certificates. More information may be found at: http://www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html.
Elementary Schools

Elementary Instructional Program
The elementary instructional program is based on developmentally appropriate practices for children kindergarten through grade 5. Within the learning environment, the intellectual, social, emotional and physical growth of students are considerations in daily instruction. The program offers opportunities for the learning of meaningful content, individual development and cooperation with others. The Virginia Standards of Learning are the foundation of each content area.

English: Reading
Literacy is the core of the elementary program. Using a balanced literacy approach, teachers provide instruction in the areas of comprehension, fluency, phonics, word study, and vocabulary. The reading program uses the rich language of literature and ideas from other content areas such as history and science to expand vocabulary, meaning and interest for the learner. Skills are developed as students read for understanding. Utilization of a wide variety of instructional materials such as textbooks, literature (prose and poetry), library books, reference materials, magazines, computer software and newspapers enhance the English program.

English: Writing
Writing, speaking and listening are important communication skills closely linked to the reading program. Students are encouraged to express ideas and share information through the writing process. Composition skills of grammar, spelling and mechanics are developed by drafting, editing, rewriting and publishing. Journals, stories, poems, essays, letters, reports, presentations and dramatizations are among the ways students are taught to communicate effectively.

Mathematics
Conceptual understanding, computational fluency, and problem-solving skills provide a balanced foundation for a mathematics program designed to develop skill and competency in each student. Mathematical process goals of communicating, connecting, reasoning, representing and problem-solving are used by both teacher and students daily in mathematics instruction to promote student understanding and ability to apply mathematical principles.

History/Social Sciences
The study of families, communities, the Commonwealth of Virginia, the United States and ancient world cultures reveals an ever-expanding vision of the world for the elementary student. Exploration of history, cultures, customs, geography, economics, civics and current events are key components of history/social science instruction.

Science
In the elementary program, the study of science includes experiments, field experience and “hands-on” investigations designed to provide meaningful learning about the physical and biological world. Textbooks, laboratory materials, trade books and scientific equipment are used to develop scientific literacy.

Resource Classes
In addition to the core content areas, elementary students also receive instruction in health and physical education, the fine arts and library skills. Health education is organized around three (3) content strands: essential health concepts, healthy decisions, and advocacy and health promotion. The physical education standards are grouped into five (5) overarching content strands: motor skill development, anatomical basis of movement, fitness planning, social development, and energy balance. Fine arts instruction includes active learning in the visual arts and music, as well as performance and exhibit opportunities. In the library resource class, students engage in research and reference activities as well as select books for independent reading.

Fine Arts Magnet – Waller Mill Elementary
At the Fine Arts Magnet, students in grades 1 through 5 receive enrichment and instruction in choral/exploratory instrumental music, drama, visual arts and dance. Young artists work together to prepare performances and create exhibitions that display their appreciation of the arts, develop critical thinking
and problem-solving skills, and enhance self-esteem. In addition, specific activities develop creativity and critical thinking, and students benefit from partnerships with community fine arts groups and organizations. Excellence in the arts is both a natural extension of the academic program and an integral part of the core curriculum.

The curriculum for this magnet program integrates the fine arts into core academic areas (e.g., history: a study of the music and art of a particular time period as a reflection of the culture and society of that era). The interdisciplinary focus of this arts and academics program provides students with core instructional hours similar to those of non-magnet school students and prepares them for the Standards of Learning tests.

Literacy and math instruction continue as appropriate at all grade levels. Please call 757-220-4060 for additional information.

Math, Science & Technology Magnet – Yorktown Elementary

The Yorktown Elementary Magnet School provides students in grades 1 through 5 with enriched instructional opportunities for in-depth studies of math, science and technology in conjunction with a strong academic program in all subject areas. As young mathematicians and scientists expand their horizons, they develop critical-thinking and problem-solving skills. Students participate in a wide variety of math, science and technology activities that facilitate the development of scientific inquiry skills. They also benefit from mentoring by real-world scientists and mathematicians. "Exploratoriums," delivered in a resource setting, integrate instructional technology and focus on various aspects of science and mathematics.

Students participate in the traditional resource areas of physical education, music, art, and library with the addition of STEM learning opportunities.

Please call 757-898-0358 for additional information.
Middle and High Schools

ACADEMIC PROGRAMS AND RECOGNITION

COMMUNITY SERVICE SEAL
The YCSD Community Service Seal offers recognition for students who perform 150 or more hours of community service during grades 9 through 12. The optional program began with students who entered ninth grade during the 2011-12 school year. After the 2011-12 school year, students who transfer into YCSD the summer before or any time during grades 10 through 12 are required to complete a prorated number of hours. Students who successfully complete the Community Service Program are recognized with the Community Service Seal on their diplomas.

HONORS PROGRAM
The YCSD Honors Program is designed to provide students in grades 8 through 12 with the opportunity to complete a rigorous academic program. Eligible students choosing to participate in this program are required to complete courses prescribed by the Honors Program, maintain a specific grade point average and complete 20 hours of community service outside of school. For going beyond the state’s requirements for an Advanced Studies Diploma, students who successfully complete the Honors Program are recognized with the Honors Seal on their diplomas.

MIDDLE SCHOOL ARTS MAGNET
The Middle School Arts Magnet (mSAM) provides students in grades 6 through 8 with a creative and challenging arts experience. Interested middle school students may apply for this program at Queens Lake Middle School (QLMS). Learning activities encourage students to work independently and collaboratively to develop their appreciation of the arts as well as develop their appreciation of the arts as well as develop critical thinking and problem-solving skills. Literary arts, theatre arts and dance arts classes are delivered at the School of the Arts (SOA) at Bruton High School; students complete the remaining core and elective middle school courses at QLMS. All students participating in mSAM are enrolled at QLMS as their home school. For additional information, call 757-220-4080.

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IB DP)
The International Baccalaureate Diplôme Programme (IB DP) is a college preparatory course of study for academically talented students in grades 11 and 12. Admission to the York High Pre-Diploma Program and Diploma Programme is by application. All IB DP course are taught by instructors trained in IB instruction at workshops conducted by the International Baccalaureate Organization (IBO). The courses are designed to develop strong writing, time-management, and critical/higher order thinking skills in students. In addition, through these courses, each student is exposed to the internationally minded, inter-disciplinary nature of the IB liberal arts curriculum.

The IB spans grades 11 and 12. IB courses marked SL (Standard Level) require a minimum of 150 instructional hours. Courses marked HL (Higher Level) require 240 instructional hours. All IB DP courses carry weighted credit. In addition to courses from six subject groups, the following are requirements of the IB DP: a Theory of Knowledge (ToK) course, successful completion of Creativity Activity Service (CAS), and an Extended Essay (4,000 words of original research). Students who successfully complete the full requirements of the IB DP in grades 11 and 12 and who pass six examinations (at least three at HL) are eligible to receive the Diploma of the International Baccalaureate (issued by the IBO) in addition to the appropriate YCSD diploma. Students who complete the IB DP course components but pass fewer than six IB examinations are eligible to receive IB certificates for the IB DP examinations, in addition to their YCSD diploma.

Students in grades 11 and 12 who are not enrolled in the full IB DP may enroll in an IB course provided there is space available, there is no equivalent AP course offered at York High, and all course-specific prerequisites have been met.

Students are responsible for the costs associated with all examinations as well as the IB registration fee. Students with demonstrated financial need may request a waiver of the IB registration and examination fees from the principal.
In YCSD, The IB DP is housed at York High School. Applications for the Pre-Diploma Program and IB DP may be obtained from the school counseling office at each middle and high school. Please contact the program coordinator for International Baccalaureate at 757-890-5014 for additional information.

SCHOOL OF THE ARTS
The York County School of the Arts (SOA) is designed to provide high school students with enriched and challenging fine arts educational opportunities in Advanced Literary Arts, Theatre Arts, Technical Theatre, and Dance Arts. SOA is located at Bruton High School and is open to students in grades 9 through 12 in YCSD. Admission to SOA is determined by application/audition. Students must maintain a specified GPA each semester to continue in SOA. Please contact the SOA coordinator at 757-220-4095 for additional information.

VIRTUAL LEARNING PROGRAM
The goal of the Virtual Learning Program is to offer anytime, anywhere education to secondary students (grades 6 through 12). Additionally, various AP and elective courses are offered online through the Virtual Advanced Placement School sponsored by the Virginia Department of Education. Coursework offered online by highly qualified teachers provides students with opportunities for expanded course selection, solutions to course conflicts and summer academic online courses. For information, contact the Coordinator of Online Learning at 757-898-0454 and visit the division website: https://yorkcountyschools.org/virtualLearning/.

YORK RIVER ACADEMY
York River Academy (YRA), a charter school operated by YCSD on the campus of Yorktown Middle School, is designed to provide selected students in grades 9, 10, 11 and 12 with an innovative academic and career-preparatory education in core subject areas with emphasis on information technology. Applications for YRA may be obtained from the counseling department in each middle and high school. Please contact the YRA principal at 757-898-0516 for information.

ACADEMIC ACHIEVEMENT
Middle schools recognize outstanding academic achievement as follows:
- Honor Roll posted
- Certificates for all “A’s”

High schools recognize outstanding academic achievement as follows:
- Awards will be made based on academic achievement after the third quarter. Each award will be based on the previous year’s third and fourth quarters and the first and second quarters of the current year.
- Students with a cumulative 3.75 grade point average or above for four quarters will be awarded a school letter, an honors pin and a certificate. Duplication in following years will be recognized as determined by the individual school.
- Students with a cumulative 3.25 to 3.749 grade point average for four quarters will be awarded an honors pin and a certificate. Duplication in following years will be determined by the individual school.
- Upon receipt of an academic letter, the student is entitled to purchase a letter jacket.

Note: High schools compute GPA for outstanding achievement according to class ranking practices.

CLUBS AND ACTIVITIES
The policy governing membership in school clubs and organizations, and the duties and responsibilities of these groups, is basically the same at all division middle schools and high schools. Information concerning membership privileges and responsibilities may be obtained from sponsors. With certain specified exceptions, high school students are required to pass a minimum of five subjects, or the equivalent, during the semester prior to participation in extracurricular activities. Credit for summer school work must be applied to the immediate preceding semester.

DRIVING AND PARKING
1. Only those students in work-study programs, in mentorships and practicums, with medical excuses, or with special permission of the principal have permission to have vehicles on school property.
2. Driving/parking permits are issued by the principal or his/her designee.
3. Violators are subject to loss of permits, suspension and/or removal of vehicles.
4. All vehicles parked on school property must be locked.
5. Students who drive vehicles onto school property are responsible for any and all contents in the vehicles.
6. All vehicles on school property are subject to search.
7. All students will be charged a parking fee of $50 per semester for a total of $100 for an academic year. A $5 fee will be charged to the following:
   - Career Mentoring, Marketing, Business and Human Services students participating in work-study programs for credit
   - Governor’s Science and Technology Magnet students participating in the Mentorship Program for credit
   - SOA students participating in a practicum for credit
8. All fees are non-refundable.
9. Temporary permits may be issued by the principal or his/her designee.

GRADUATION REQUIREMENTS

REFERENCE: SCHOOL BOARD POLICY IKF AND IKFA

The STANDARDS FOR ACCREDITING SCHOOLS IN VIRGINIA, adopted by the Virginia school graduation requirements and certain diploma seal recognitions. In addition, YCSD and the IB Programme offer additional academic recognitions.

ADVANCED STUDIES DIPLOMAS (26 CREDITS)

<table>
<thead>
<tr>
<th>Discipline Area</th>
<th>First time students in the 9th grade 2017-2018 and before (class of 2021 and before)</th>
<th>First time students in the 9th grade 2018-2019 and beyond (class of 2022 and beyond)</th>
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<tr>
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<td>Standard Credits Required</td>
<td>Verified Credits Required</td>
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<tr>
<td>English</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>History &amp; Social Sciences</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>World Languages</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Health &amp; PE</td>
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<td>2</td>
</tr>
<tr>
<td>Fine Arts or Career/ Technical</td>
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<td>1</td>
</tr>
<tr>
<td>Economics &amp; Personal Finance</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
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<td></td>
</tr>
<tr>
<td>Student-Selected Test</td>
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<td>1</td>
</tr>
<tr>
<td>Virtual Course</td>
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<td></td>
</tr>
<tr>
<td>First Aid/CPR/AED</td>
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STANDARD DIPLOMAS (22 CREDITS)

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</thead>
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<tr>
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<tr>
<td>History &amp; Social Sciences</td>
<td>4</td>
<td>1</td>
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<tr>
<td>World Language, Fine Arts, or CTE</td>
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<td>2</td>
</tr>
<tr>
<td>Health &amp; PE</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
<td><strong>6</strong></td>
</tr>
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</table>
Explanations and Clarifications:

1. **Mathematics:** For the Advanced Studies Diploma, the courses completed to satisfy this requirement shall include at least three different course selections from among Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit. AFDA must be taken prior to Algebra II for credit towards the advanced studies graduation requirement; if out of sequence, the course will count as a math elective. For the Standard Diploma, the courses completed to satisfy the requirement shall include at least two different course selections from among: Algebra I, Geometry, Algebra Functions and Data Analysis, or Algebra II. Computer Mathematics may be used in conjunction with Algebra I and Geometry to satisfy mathematics graduation requirements if the student also completes a career and technical concentration. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit. Standard Diploma credit accommodations for students with disabilities may include three standard credits in mathematics that include Algebra I (Part I and Part II each count as one math credit) and Geometry (Part I counts as one math credit and Part II counts as an elective credit), and one verified credit in mathematics. In order to receive math credit for Geometry Part I, students must also complete Geometry Part II.

2. **Science:** For the Advanced Studies Diploma, credits must be from at least three different science disciplines: Earth Science, Biology, Chemistry, or Physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit. For the Standard Diploma, the courses completed to satisfy the requirement shall include course selection from at least two different science disciplines. Per the Standards of Quality, a computer science course credit may be considered a science course credit.

3. **History & Social Science:** For the Advanced Studies Diploma, credits must include World History to 1500 AD or AP Human Geography, World History from 1500 AD to the Present or AP European History, Virginia and U.S. History, and Virginia and U.S. Government. The superintendent or superintendent’s designee may waive specific local course requirements for transfer students or students moving out of the IB Diploma Program, as long as all requirements set forth by the Code of Virginia and State Board of Education are met. For the Standard Diploma, YCSD requires one additional History and Social Science credit beyond the minimum course and credit requirements required in the Standards of Accreditation (8 VAC 20-131-50) governing diploma requirements for the standard diploma. As stated in the Secondary Program of Studies, credit accommodations provide alternatives for eligible students with disabilities to earn verified credits required to graduate with a standard diploma. These credit accommodations include the use of alternative courses to meet the standard credit requirements. As such, the superintendent or the superintendent’s designee may, in limited circumstances, a student with a disability who qualifies for credit accommodations to earn a standard diploma by meeting the minimum requirements as outlined in the Standards of Accreditation. A division panel will review requests for consideration on a case-by-case basis.

4. **World Languages:** For the Advanced Studies Diploma, credits must include three (3) years of one language or two (2) years each of two (2) languages.

5. **World Languages, Fine Arts, or Career/Technical Education:** For the Standard Diploma, credits for this requirement shall include one credit in fine or performing arts or career or technical education. Per the Standards of Quality, a computer science course may be considered a career and technical education credit.

6. **Electives:** For the Advanced Studies Diploma students must earn three (3) electives. Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality. For the Standard Diploma, credits must include at least two (2) sequential electives. Students who are permitted to earn a standard diploma by meeting the minimum requirements as outlined in the Standards of Accreditation will be required to earn (3) three elective credits.

7. **Virtual Course:** For the Standard and the Advanced Studies Diploma students entering 9th grade for the first time in 2013-14 shall successfully complete one virtual course, which may be a noncredit-bearing course or a required elective credit-bearing course that is offered online.

8. **First Aid/CPR/AED:** Students entering the 9th grade for the first time in the 2016-17 school year, will be trained in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.

9. **Career/Technical Education Credential:** Students entering 9th grade for the first time in 2013-2014 pursuing a Standard Diploma shall earn a career and technical education credential approved by the Board of Education to graduate with a Standard Diploma. Students with an Individualized Education Program (IEP) or 504 Plan which documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in 8VAC20-131-420 B. Students enrolled in Economics & Personal Finance will take two industry certification tests: The WISE Financial Literacy Test and the Workplace Readiness Skills for the Commonwealth.

Students entering 9th grade for the first time in 2018-2019 must either earn a career and technical education credential or complete an Advanced Placement, International Baccalaureate of honors course to graduate.
REQUIREMENTS FOR AN APPLIED STUDIES DIPLOMA

In accordance with the requirements of the Standards of Quality, a student with disabilities who completes the requirements of his or her Individualized Education Plan (IEP) meets certain requirements prescribed by the Board of Education, and who does not meet the requirements for other diplomas, shall be awarded an Applied Studies Diploma. Students receiving an Applied Studies Diploma are eligible to receive special education services through the age of 21.

REQUIREMENTS FOR A CERTIFICATE OF PROGRAM COMPLETION

This certificate option is for students who have sufficient credits for a Standard or Advanced Studies Diploma, but who have not met all of the requirements of those diploma options (i.e., verified credits).

HIGH SCHOOL EQUIVALENCY CREDENTIAL (HSE) FORMERLY KNOWN AS THE GED

The HSE Battery includes four tests that measure the skills considered to be the major outcomes of a high school education. The tests focus on the major use of skills and concepts rather than upon recall of specific facts. The questions focus on the general abilities to analyze, evaluate and draw conclusions. The subject areas of the tests are as follows:
- Test 1 – Language Arts
- Test 2 – Social Studies
- Test 3 – Science
- Test 4 – Mathematics

GENERAL ACHIEVEMENT DIPLOMA (GAD)

For additional information, contact a school counselor.

EXPECTATIONS

YCSD expects that students enrolled in a York County high school for at least the last 2 years of high school will:
1. Successfully complete course work in preparation for higher education and/or be a vocational completer,
2. Earn an Advanced Studies Diploma or a Standard Diploma or

A. Certain students identified with disabilities who complete the requirements of their programs shall be awarded an Applied Studies Diploma by the local school board.
B. Certain students who have completed a prescribed course of study as defined by the local school board shall be awarded a Certificate of Program Completion by the local school board.

Notes:
- Electives must be approved by a school counselor and must be in accordance with the educational career plan of the student.
- Courses with low enrollment or requiring special facilities may not be offered at all locations or not offered during a given school year.
- Courses taken by high school students at colleges or other institutions outside YCSD must be approved in advance by the principal for high school credit to be awarded. Credit toward requirements for graduation may be accepted from an accredited two-year or four-year college if the student secures written approval from the principal prior to enrollment in the course.

VERIFIED CREDITS

All students are required to earn verified credits by passing a specific number of End-of-Course SOL tests in certain subject areas prior to high school graduation.

When students below the ninth grade successfully complete courses offered for credit in grades 9 through 12, credit shall be counted toward meeting the standard units required for graduation. To meet federal requirements, students in grades 9 through 12 must take and pass one (1) mathematics SOL test to graduate with the Standard or the Advanced Studies Diploma. For instance, a student who earned the required verified credit in mathematics by passing the Algebra I test as an eighth grader would have to take either the Geometry or Algebra II SOL test once in high school.

ADDITIONAL INFORMATION

1. Only those students completing requirements for graduation during the summer, fall or first semester will be eligible to participate in commencement exercises the succeeding spring. Foreign students who complete the requirements for graduation in their respective countries will be allowed to participate in York County commencement exercises at the school that they attended.
2. In order for a student to participate in commencement exercises, it is required that the
student be present and participate in practice for the event.

3. Students who do not participate in commencement exercises are to be handed their diploma by a member of the school administration as soon as practical following the regular commencement.

4. Graduation is a formal affair and one that will be remembered by students for the rest of their lives. The attire of cap and gown worn at graduation is very formal and the clothing worn under the gown should reflect the formality of the occasion. Exceptions or additions to the recommended attire must be approved by the principal.

   A. The recommended attire for the young man is a white or light colored shirt with tie and trousers or slacks of dark color. In addition, dress shoes and dark socks will be worn. Jeans and tennis shoes are not formal attire and will not be worn.

   B. The recommended attire for the young lady is an appropriate colored dress or light colored blouse with slacks of dark color under the gown plus appropriate footwear.

   C. Students must meet all requirements for graduation in order to participate in the graduation ceremony. Students not abiding by the above regulations or who have been denied this privilege by the principal will not be allowed to participate in graduation exercises.

DIPLOMA SEALs

- **State Board of Education Seal**
  Students who earn the Advanced Studies Diploma or the Standard Diploma with an average grade of "A" or better will receive the State Board of Education Seal.

- **Governor’s Seal**
  Awarded to students who earn an Advanced Studies Diploma with a "B" average or better, and who successfully complete college-level coursework to earn nine (9) transferable college credits in Advanced Placement (AP), International Baccalaureate (IB), Cambridge, or dual enrollment, which are all opportunities to be an Early College Scholar.

  Additional information about Early College Scholars program can be found in the YCSD PROGRAM OF STUDIES, 2020-21 SECONDARY REGISTRATION & INFORMATION GUIDE.

- **State Board of Education Career & Technical Education Seal**
  Students who earn the Standard or Advanced Studies Diploma and complete a prescribed sequence of courses in a career/technical education concentration and maintain a “B” average in those courses or pass a certification examination or acquire a professional license will receive the State Board of Education Career & Technical Education Seal on the diploma.

- **State Board of Education Science, Technology, Engineering and Mathematics (STEM) Seal**
  Awarded to students who earn either a Standard Diploma or an Advanced Studies Diploma and (i) satisfy all Math and Science requirements for the Advanced Studies Diploma with a “B” average or better in all course work; and (ii) successfully complete a 50-hour or more work-based learning opportunity in a STEM area; and (iii) satisfy all requirements for a Career and Technical Education concentration (A concentration is a coherent sequence of two (2) or more state-approved courses as identified in the course listing within the CTE Administrative Planning Guide); and (iv) pass one (1) of the following: (a) a Board of Education CTE STEM-H credential examination, or (b) an examination approved by the Board that confers a college-level credit in a STEM field. This seal is available to graduating seniors in the Class in 2019 and beyond. The Board’s Seal of Advanced Mathematics and Technology remains available to students that entered the 9th grade prior to the 2018-19 school year.

- **State Board of Education Advanced Mathematics & Technology Seal**
  Students who earn the Standard or Advanced Studies Diploma and satisfy all of the mathematics requirements for the Advanced Studies Diploma and maintain a “B” average in those courses and either pass a certification examination from a recognized industry, trade or professional organization or acquire a professional license in a career/technical area or pass an exam approved by the Board that confers college-level credit in a technology or computer science area will receive the State Board of Education Seal of Advanced Mathematics & Technology on the diploma.
York County School Division Excellence in Civics Education Seal
Students who earn the Standard or Advanced Studies Diploma and complete Virginia and U.S. History and Virginia and U.S. Government with a grade of “B” or higher, and complete 50 hours of voluntary participation in community service or extracurricular activities (e.g., volunteering for an organization to provide services to the poor, sick, less fortunate or participating in: Boy Scouts, Girl Scouts and similar organizations; NJROTC; political campaigns or government internships, Boys State, Girls State, Model General Assembly; and/or school-sponsored extra-curricular activities that have a civic focus) or enlist in the United States military prior to graduation and have good attendance with no disciplinary infractions as determined by local school board policy, receive the Board of Education Seal for Excellence in Civics Education on the diploma.

State Board of Education Seal of Biliteracy
Certifies attainment of a high level of proficiency by a graduating high school student in one or more languages in addition to English, and certifies that the graduate meets all of the following criteria:

1. State Board of Education’s Seal of Biliteracy will be awarded to students who earn a Board of Education-approved diploma and (i) pass all required End-of-Course Assessments in English reading and writing at the proficient or higher level; and (ii) be proficient at the intermediate-mid level or higher in one or more languages other than English, as demonstrated through an assessment from a list to be approved by the Superintendent of Public Instruction.

2. For purposes of this article, “foreign language” means a language other than English, and includes American Sign Language.

State Board of Education’s Excellence in Science and the Environment
Awarded to students who earn either a Standard Diploma or Advanced Studies Diploma and (i) complete at least three (3) different first-level board-approved laboratory science courses and at least one (1) rigorous advanced-level or post-secondary-level laboratory science course each with a grade of “B” or higher; and (ii) complete laboratory or field-science research and present that research in a formal, juried setting; and (iii) complete at least 50 hours of voluntary participation in community service or extracurricular activities that involve the application of science such as environmental monitoring, protection, management, or restoration. This seal is available to students who entered the 9th grade for the first time in the 2018-19 school year and thereafter.

York County School Division Community Service Seal
Beginning with the graduating class of 2015, students who complete requirements for York County School Division’s Community Service Program will receive the Community Service Seal on the diploma in addition to other applicable seals.

York County School Division Honors Seal
Students who complete the course of study for the York County School Division Honors Program will receive the Honors Seal on the diploma in addition to other applicable seals.

International Baccalaureate Diploma Programme
Students who successfully complete the full requirements of the IB Diploma Programme and pass six IB examinations (at least 3 at HL) are eligible to receive the Diploma of the International Baccalaureate (issued by the International Baccalaureate Organization) in addition to the appropriate York County School diploma with applicable seals.

SOCIAL NETWORKING & THE USE OF WEB RESOURCES
The internet’s portability and access to mobile technologies has increased active engagement and learning in both site-based and virtual classrooms. Social networking enables learners to connect, collaborate and form virtual communities. Students and teachers are able to use various web-based collaboration, communication and presentation tools solely to support instruction. Teachers will monitor and educate students about online safety and responsible use of social networking applications.
Uniforms

Uniforms for cheerleaders, majorettes and other school marching or performing units may be prescribed as part of the requirements of membership. Purchase, rental or clearing costs are the responsibility of unit members and their parents.

Gym attire are available for purchase, but students are not required to buy them. Proper gym attire, suitable for exercise, is required of every student and will be explained by physical education instructors. Requirements may be different for middle and high school students depending on the physical demands of the program.
A Word to Parents

Dear Parents/Guardians:

Schools do the best job of educating your children when they can concentrate on teaching and not on maintaining order. We must all work together. Both the home and the school must support the proposition that students have responsibilities as well as rights.

When you think we are right, back us at home. When you think we are wrong, come to school and discuss it with us. That is a reasonable course for people who have the same goal – a good education for your child in a well-disciplined environment.

You can begin by reading this conduct code, discussing it with your student, and signing and returning the parental acknowledgement form at the back of this handbook.

Thank you for your support.

YORK COUNTY SCHOOL BOARD

Mark J. Shafer, District 1

Brett Higginbotham, District 2

Sean P. Myatt, District 5

Laurel M. Garrelts, District 3

James E. Richardson, District 4
Student Rights & Responsibilities

A right is a privilege, to which one is justly entitled, while a responsibility is an obligation one has because it is right.

Students in YCSD have both rights and responsibilities. It is the obligation of the school division to protect those rights and insist upon those responsibilities.

**Equal Educational Opportunities**

**Right**
All students enrolled in the York County School Division are provided, by law, access to a free public education. Students have the right to a public education unimpaired because of gender, race, religion, national origin, pregnancy, disability, parenthood, marital status, or any reason not related to their individual capabilities.

Students who fail to graduate or who fail to achieve the number of verified credits required for graduation have the right to a free public education until the year in which the students reach their 20th birthday on or before August 1. Students with disabilities who have an individualized education program and students for whom English is a second language have the right to a free public education through the age of 21. *(Code of Virginia § 22.1-253-13-4 B-C)*

**Responsibility**
Students are members of a learning community at each school. Students are expected to work with staff and their peers to protect the rights of others to study and learn in a discrimination and harassment free environment.

**School Environment**

**Right**
Students have the right to a safe and orderly environment while in schools, classrooms, or at school activities.

**Responsibility**
Students have the responsibility to ensure that their actions do not disrupt the school environment by exhibiting safe and orderly behavior. Students should avoid actions or activities, individually or in groups, which interfere with the right of any person to a public education.

**Free Expression**

**Right**
Students are entitled to express their opinions both verbally and in writing *within boundaries of the law*.

**Responsibility**
Students have the responsibility to ensure that such expression does not disrupt the educational process, present health or safety hazards, damage public property, violate the law, or violate the requirements of this Handbook.

**Freedom of Religious Belief**

**Right**
Students have the right to their own religious beliefs.

**Responsibility**
Students have the responsibility to ensure that in exercising their own religious freedom, they do not violate other students’ constitutional rights to religious freedom.

**Freedom of Assembly**

**Right**
Students may hold meetings at a time, place and in a manner which does not disrupt or disturb classroom instruction.

**Responsibility**
Students have the responsibility to secure approval for using school facilities for assembly, to discuss with an administrator the appropriateness of the facility for the functions, and to ensure that such assembly does not disrupt the educational process. Non-availability of adequate supervision shall constitute grounds for disapproval of such assembly.
Privacy

Right
Students have the right to protection from unlawful search and seizures of their personal possession(s) or their persons.

Responsibility
Students have the responsibility not to endanger themselves, other students, school personnel, or the public by possessing material or objects that are potentially hazardous and/or prohibited by federal, state, or local law, or the provisions of this Handbook.

2020-2021 YCSD Dress Code
The York County School Division recognizes that clothing is one of the primary ways that students express their personalities and ideas when attending school. In doing so, expressions must be in a responsible manner suitable for the school setting, and should not interfere with or cause a substantial disruption to the learning environment or present a potential safety hazard. All York County School Division students are expected to dress appropriately for a K-12 educational environment. Clothing should fit, be neat and clean, and meet the standards of safety, good taste, appropriateness, and decency.

The following guidelines apply to all students while in attendance at school or school-sponsored events during the school day. The principal or principal designee at each school reserves the right to determine what dress and appearance is appropriate, and will be fair in addressing situations as they arise.

Pants/Shorts/Bottoms
Dresses, skirts, shorts, athletic shorts, or other similar clothing must be at least mid-thigh in length (typically mid-thigh would be below the tip of the thumb when placed at sides – arms straight with palms down). We want students to be comfortable however, when students sit or bend over, their buttocks should not be exposed.

All pants must be worn at the natural waistline. Ripped/distressed pants with loose hanging fabric, rips/holes over the buttocks or that expose undergarments will not be permitted. No pants/shorts/bottoms should pose a safety hazard.

The principal or designee reserves the right to determine appropriateness of excessive rips.

Shirts/Tee Shirts/Tops
Shirts must cover the torso (including back) and midriff. Muscle shirts, tube tops, halter tops, or shirts with spaghetti straps may not be worn during the school day. Shirt material may not expose anything being worn as an undergarment. Shoulder straps must be at an appropriate width (typically a 3-finger width).

Head Coverings
In general, hats, caps, hoods, bandannas and sunglasses may not be worn during the school day. Headwear may be worn for educational, religious, and ethnic reasons; if culturally specific or significant; if necessary for medical purposes; or, if it serves a necessary function (examples may include but are not limited to hijabs, yarmulkes, head wraps, braids, locs, cornrows).

Face Coverings
During times of pandemics or widespread illness caused by viruses, students will be permitted to wear masks that cover their mouth and nose. Guidelines that are more specific will be provided by the school division in these particular cases with guidance from the Center for Disease Control (CDC), Virginia Department of Health (VDH) and the Virginia Department of Education (VDOE).

Footwear
Footwear must be worn at all times. Safety considerations may dictate the type of footwear worn in specific classes or school settings.

General Expectations Regarding Clothing and Accessories
Students’ clothing, haircuts, tattoos or other accessories may not display any of the following:

• Weapons
• Pictures of tobacco products
• Drugs
• Alcohol
• Nudity
• Vulgarity
• Obscene, lewd, or profane words
• Anything perceived as gang affiliated
• Other prohibited expressions as outlined by the principal

Violation of the student dress code may result in disciplinary action.
Citizenship

Citizenship is one of the competencies of the Profile of a Virginia Graduate, and is the quality of a student’s response to membership in the school community.

Before graduation, schools are required to ensure that students develop the following competencies known as the Five C’s:

- Demonstrate respect, trustworthiness, respectfulness, fairness, responsibility, and caring
- Appreciate democratic values and institutions
- Strive to understand the past, participate in the present, and care about the future
- Recognize diversity as a strength
- Act as a steward of self, community and the world

As part of the program, teachers are required to discuss the following citizenship standards with their students:

1. Attend class regularly except for excused absences.
2. Arrive to class on time.
3. Come to class with necessary materials.
4. Complete homework assignments.
5. Meet deadlines.
6. Do own work when independent work is required.
7. Participate in class activities and discussions.
8. Exercise reasonable care of school property.
9. Show respect for others.
10. Exercise good conduct.

Elementary school students will receive a quarterly citizenship evaluation based on the citizenship displayed at school. Comments that support the citizenship evaluation may also be included on the school report card. In addition, schools are encouraged to recognize good citizenship during the school year. Students who exhibit “unsatisfactory” citizenship may have the following privileges withdrawn: after-school clubs, public performances not required as part of the classroom curriculum, or the Bring-Your-Own-Technology privilege.

Secondary school students do not receive an official evaluation on citizenship; however, teachers may include comments relating to citizenship on the report card, and recognize good citizenship during the school year. Secondary students who exhibit unsatisfactory citizenship may have the following privileges withdrawn: athletics, after-school recreation, school clubs, student government, public performance of music, dance, drama, and speech that are not required as part of the classroom curriculum, special field trips not a part of regular classroom work, school dances and assemblies, Graduation ceremony, or Bring-Your-Own-Technology privilege.
Conflict Resolution & Restorative Conferencing:
Student Expectations & Responsibilities

BACKGROUND
In compliance with the Code of Virginia (§ 22.1-279.6), the York County School Division is committed to ensuring that every student can learn in a safe, positive, and disruption-free environment. Conflicts and disagreements are a natural part of human growth and development. Resolution and mediation skills are necessary for individuals to demonstrate progress and personal growth. Students are expected to use peaceful means to resolve conflict and should not rely on violence, verbal or physical confrontations to address disputes. Managing and dealing with conflict reinforces Virginia’s “5 C’s” and Profile of a Graduate expectations related to citizenship. Students are expected to be able to express views, opinions, and concerns in a manner that is respectful and appropriate.

In alignment with the American School Counseling Association Mindsets & Behaviors for Student Success, school counselors promote standards that enhance the learning process and create a culture of college and career readiness for all students. Students demonstrate the following learning strategies, self-management skills, and social skills through classroom lessons, activities and/or individual/small group counseling, specific to conflict resolution:

- Gather evidence and consider multiple perspectives to make informed decisions
- Demonstrate ability to assume responsibility
- Demonstrate effective coping skills when faced with a problem
- Use effective oral and written communication skills and listening skills
- Create positive and supportive relationships with other students
- Demonstrate empathy
- Demonstrate social maturity and behaviors appropriate to the situation and environment

The following tools are available to students and families who experience conflict or need a peer-based dispute resolved.

PEER MEDIATION
Students who experience peer-to-peer conflict may schedule an appointment with their school counselor to arrange a peer mediation or restorative conference. Students may also be referred for peer mediation by parents, peers, school administrators, or school staff who become aware of a potential conflict or dispute. Before engaging in a peer mediation or restorative conference session students will be asked to agree with the following principles:

- Acknowledgement that there is an incident resulting in a breach of trust or conflict that requires mediation to resolve
- Authentic desire to repair the relationship and harm caused by the conflict
- Abide by the resolution agreement developed by the school counselor or facilitator
- Agree to treat information and conversations held during the mediation/conference as confidential
- Acknowledgement that failure to abide by the resolution agreement may result in disciplinary sanctions if the conflict escalates to verbal or physical conflict

Peer mediation is a tool intended to diffuse student conflicts in an appropriate manner. Student participation is voluntary. Students may elect not to participate in a mediation session. In these incidents, the student conduct code will be used to address any violations of school board policy and/or school rules and disciplinary sanctions may apply dependent on the situation.

FORMAL RESTORATIVE CONFERENCING
Conflicts and incidents that are complicated or pervasive, and continue to be an issue even after school level staff have attempted to mediate and resolve the problem, can be referred for a formal conference. The formal conference will be facilitated by a trained facilitator and will follow the guidelines published by the International Institute for Restorative Practices. Formal conferences must be pre-scheduled and should be considered only after peer-mediation and small group restorative conferencing has proved ineffective in addressing a conflict. If a formal conference is deemed necessary, school administrators will work in concert with the Department of School Administration to facilitate the meeting. For additional information, you may contact the Director of School Administration, at 757-833-2182.
Bullying and Cyberbullying, and Reporting

What is Bullying and Cyberbullying?

Bullying is intentional, repeated, aggressive and unwanted behavior, physical, psychological or emotional, that is intended to:
- Harm, intimidate, or humiliate the victim
- Involves a real or perceived power imbalance between the aggressor(s) and victim
- Occurs over a period of time or causes severe emotional trauma.

Bullying includes cyberbullying. Bullying does not include ordinary teasing, horseplay, argument or peer conflict(s). Behavior that is found to be bullying will result in disciplinary action.

Cyberbullying is a form of bullying that includes, but is not limited to, using information and communication technologies, such as email, call phone, text message, instant messaging, defamatory websites or polling sites, to support deliberate, hostile behavior intended to harm others. Cyberbullying using YCSD network, YCSD computers or other wireless communication devices on school grounds, on school property or at school-related activities will result in disciplinary action.

Cyberbullying that occurs off school grounds and/or does not include the use of YCSD network or computers may also result in disciplinary action if it causes or is likely to cause a substantial disruption to the school environment or violate the rights of students, staff, or teachers.

Warning Signs

Possible warning signs that a child is being bullied:
- Has few, if any, friends with whom he or she spends time;
- Seems afraid of going to school, walking to and from school, riding the school bus, or taking part in organized activities with peers (such as clubs);
- Takes a long, “illogical” route when walking to or from the bus stop or school;
- Has lost interest in school work or suddenly begins to do poorly in school;
- Appears sad, moody, teary, or depressed when he or she comes home;
- Complains frequently of headaches, stomachaches, or other physical ailments;
- Comes home with torn, damaged, or missing pieces of clothing, books, or other belongings;
- Has trouble sleeping or has frequent bad dreams; or
- Experiences a loss of appetite

What To Do If You Suspect That Your Child Is Being Bullied?

1. Talk with your child. Tell your child that you are concerned and that you would like to help.
2. Talk with staff at your child’s school. Call or set up an appointment to talk with your child’s teacher. He or she will probably be in the best position to understand the relationships between your child and other peers at school. If you are not comfortable talking with your child’s teacher or if you are not satisfied with the conversation, make an appointment to meet with your child’s counsel or principal to discuss your concerns.

If I Witness Bullying Behavior, How Can I Help?

Bystanders often feel uncomfortable when they see another child bullied. Many do nothing to stop the bullying. They may even join in the bullying to avoid becoming targets themselves. Adults can help by persuading children to become “heroes” by standing up for others or by reporting the bullying to a parent or teacher. Research shows that most bullying incidents end when bystanders speak up for the victim.

How Can I Report Bullying Behavior?

- Tell a trusted adult
- Call the YCSD Hotline 757-890-5000
- Online at yorkcountyschools.org/Reportit
- Report it! On the YCSD App

*Reports made online or to the HOTLINE are confidential. Reports are retrieved and investigated daily. Reports made after 5 p.m. will be retrieved by 8 a.m. the next business day. Please call 911 for emergencies.
### Helping Students and Families Navigate the Continuum from Peer Conflict to Bullying

<table>
<thead>
<tr>
<th></th>
<th>Conflict</th>
<th>Rude</th>
<th>Mean</th>
<th>Bullying</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Occurrence</strong></td>
<td>Occasional</td>
<td>Occasional</td>
<td>Once or Twice</td>
<td>Is Repeated</td>
</tr>
<tr>
<td><strong>Level of Intent</strong></td>
<td>Not planned; in the spur of the moment</td>
<td>Spontaneous action; unintentional</td>
<td>Intentional</td>
<td>Is planned and done on purpose</td>
</tr>
<tr>
<td><strong>Level of Impact</strong></td>
<td>All involved are upset</td>
<td>Can cause hurt feelings; upset</td>
<td>Can hurt others deeply</td>
<td>The target of the bullying is upset and / or hurt</td>
</tr>
<tr>
<td><strong>Perceived Motivation</strong></td>
<td>All parties want to work things out</td>
<td>Based on thoughtlessness; poor manners or narcissism</td>
<td>Based on anger; impulsive cruelty</td>
<td>Bully tries to gain control over the situation and / or target</td>
</tr>
<tr>
<td><strong>Observed Behavior</strong></td>
<td>All parties involved accept responsibility</td>
<td>Rude person accepts full responsibility</td>
<td>Behavior is often regretted</td>
<td>Bully blames the target</td>
</tr>
<tr>
<td><strong>Observed Behavior</strong></td>
<td>An effort is made by all parties involved to solve the problem</td>
<td>Rude person apologizes or makes an effort to resolve problem</td>
<td>Both parties may come to a resolution with or without a mediator</td>
<td>The target wants to stop the bully’s behavior; the bully does not</td>
</tr>
<tr>
<td><strong>How to Respond</strong></td>
<td>May be addressed by using the Conflict Resolution procedures outlined on pages 49</td>
<td>May be handled by speaking with a school counselor and requesting a peer mediation</td>
<td>Should be handled by reporting the situation to a parent/guardian and notifying a school administrator or school counselor</td>
<td>Should be handled by reporting the situation to a parent/guardian and notifying a school administrator or school counselor</td>
</tr>
</tbody>
</table>
Bus & Bus Stop: Student Responsibilities & Expectations

REFERENCE: SCHOOL BOARD POLICY EEA
To ensure the safe transport of students to and from school and school-sponsored activities, students are required to conduct themselves in a manner consistent with the CODE OF CONDUCT. Students who attend York County schools and live within the county and outside of walking zones are provided free transportation to and from designated bus stops to their zoned school. Riding the bus is a privilege and should be respected and valued. School bus rules apply when traveling for extra-curricular trips under school sponsorship. It is the school division’s goal to provide students a safe environment when riding on the school bus. The following expectations are instituted to maintain safety and order.

WALKING TO THE BUS STOP OR SCHOOL
- If possible, walk with a buddy or in groups of at least two (2) or three (3) friends.
- Try to walk on the sidewalks. If there are no sidewalks, walk facing traffic.
- Be on time, and leave plenty of time to walk safely to the school or bus stop.
- Use caution and cross streets only at corners or crosswalks.
- Remain alert at all times by refraining from wearing headphones or texting while walking.
- Wait for the school bus at least ten (10) feet from the road and further away if the weather is bad.
- Avoid strangers. If an unknown adult approaches you, run away and immediately report the incident to a trusted adult.

GETTING ON AND OFF THE BUS
- Wait for the bus to come to a complete stop before you get on or before you stand up to get off.
- If you drop something near the bus, do not pick it up, as the driver may not see you. Instead, ask the driver for help.
- Be safe by holding the handrail while going up and down the stairs.
- Quickly but safely, find a seat and sit down.
- Be careful to wear clothing and carry backpacks that will not be caught on bus handrails and doors.

RIDING THE BUS
- Be respectful, follow all bus driver instructions and be courteous to the driver.
- Be safe by keeping the bus aisle clear and remaining in your seat while the bus in in motion. Keep hands, feet, and inappropriate comments to yourself to ensure an orderly environment.
- Be responsible by talking with friends quietly so the driver will not be distracted.
- Save food and drinks for when you exit the bus to prevent spills and accidents.
- Keep your personal belongings secure and with you at all times.

LEAVING THE BUS
- Be safe by remaining seated until the bus comes to a complete stop.
- Be responsible by removing all your belongings from the bus and cleaning up any trash in your seat. Keep your area in a neat and orderly manner.
- Be respectful by exiting the bus at your assigned stop once the bus has come to a complete stop and the driver has indicated it is safe to disembark.

REQUESTING BUS CHANGE
Bus changes should be kept to a minimum and authorized in emergency or special circumstances. All requests for a student to ride a bus different from their regular bus must be in writing. A permanent bus change must be in writing and forwarded to the associate director of vehicle maintenance and transportation. If a student is going home with another student, parents of both students must send a note requesting the change. Generally, school buses operate at capacity; therefore, permission may be given for babysitting purposes but not necessarily for other activities (e.g., parties, visit to play).

QUESTIONS?
If you have any questions or you see behavior that causes you concern, you can contact the York County School Division Transportation office at 757-898-0344.
Parental/Family Rights & Responsibilities

Family involvement is the key to a successful educational experience.

As a parent, you are your child’s first teacher, and often times, you can help to provide positive options for your child when situations arise at school.

**WHAT ARE MY RIGHTS AS A PARENT?**
As a partner in the overall education of your child, you have the right to:

- Actively participate in the school community
- Work collaboratively with teachers, staff, and your child
- Ask questions about your child’s academic or developmental progress
- Acknowledge positive experiences for your child and provide feedback
- Be informed of the School Division’s policies and expectations for your child
- Receive information about your child’s progress on a consistent basis
- Collaborate with school staff to advocate for your child
- Involvement in matters concerning your child
- Timely notice of matters concerning your child

**WHAT ARE MY RESPONSIBILITIES AS A PARENT?**
As a partner in the overall education of your child, you have the responsibility to:

- Support the school community
- Review the Student Conduct Code section with your child to help ensure understanding of the expectations and support staff in fulfilling the Student Conduct Code
- Promote positive behavior and good decision making by your child
- Make school attendance a priority for your child, and notify the school when your child is absent, tardy, or leaving early
- Help ensure your student is appropriately dressed for school and prepared with needed learning materials
- Work collaboratively to address matters in an age appropriate manner for the student
- Meet with school staff when requested
- Be respectful in all school-related interactions
- Provide updated emergency contact information in case of emergency and provide any custody documents (if applicable)
- Sign and return the form (located at the back of the handbook) acknowledging receipt and review of the [STUDENT HANDBOOK AND CONDUCT CODE](#)
INTRODUCTION
School officials are authorized to suspend or recommend expulsion of students for sufficient cause. It should be understood that the list of offenses that follows includes only the most common infractions of school and bus rules. School officials are authorized to utilize any and all of the disciplinary actions permitted by Virginia state law.

1. School authorities are required to report any incidents which may “constitute a criminal offense” to the local law enforcement agency. The following acts must be immediately reported to the local law enforcement agency: any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices or chemical bombs on a school bus, on school property, or at a school-sponsored activity. In addition, school authorities must report threats or false threats of a bomb made against school personnel or involving school property or school buses.

2. In accordance with the CODE OF VIRGINIA § 16.1-260 (G), the Department of Juvenile Justice will notify YCSD when a student has been charged with an offense relating to the Commonwealth’s laws involving:
   A. A firearm offense;
   B. Homicide;
   C. Felonious assault and bodily wounding;
   D. Criminal sexual assault;
   E. The manufacture, sale, gift, distribution or possession of a Schedule I or II controlled substance;
   F. The manufacture, sale or distribution of marijuana;
   G. arson and related crimes;
   H. burglary and related offenses;
   I. robbery
   J. prohibited criminal street gang activity; or
   K. the recruitment of other juveniles for criminal street gang activity;
   L. An act of violence by a mob.

   The term “charged” means that a petition or warrant has been filed or is pending against the student.

3. In accordance with the CODE OF VIRGINIA § 22.1-277.2:1, a school board may require any student who has been (i) charged with an offense relating to the Commonwealth’s laws, or 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, or with an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (ii) found guilty or not innocent of an offense relating to the Commonwealth’s laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (iii) found to have committed a serious offense or repeated offenses in violation of school board policies; (iv) suspended; or (v) expelled, to attend an alternative education program. Any such assignment shall be accomplished in accordance with the procedures set forth in the CODE OF VIRGINIA § 22.1-277.2:3(B).

4. Teachers shall have the initial authority to remove a student from class for disruptive behavior. Disruptive behavior is defined as a violation of school board regulation governing student conduct that disrupts or obstructs the learning environment.

5. Because other forms of misconduct are not listed does not mean they will be permitted.

CONSEQUENCES FOR OFFENSES

1. Consequences apply to offenses occurring on any YCSD property, during any school-sponsored activity, on any York County school bus, designated school bus stops, and to students moving from home to a bus stop or from a bus stop to home.

2. Any student found in violation of the rules and regulations as listed in the table of offenses will be disciplined per the level of the offense as shown. The levels of consequences are defined as:
<table>
<thead>
<tr>
<th>Level 1</th>
<th>Conference (with student and/or parent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>Intervention (disciplinary action as determined by administrator), Alternative to Suspension (ATS), or In-School Suspension (ISS)</td>
</tr>
<tr>
<td>Level 3</td>
<td>Short-Term Suspension from 1 to 10 school days</td>
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<tr>
<td>Level 5</td>
<td>Long-Term Suspension from 46 to 364 days, Alternative Educational Placement, or Expulsion</td>
</tr>
</tbody>
</table>

The **COD OF VIRGINIA § 22.1-279.3:1D** and/or the York County School Division require principals to report violations of this offense to law enforcement.

This offense may be reportable to law enforcement after consulting the Department of School Administration.

**Consequences may also include:**

A. Warning;
B. Parent contact;
C. Confiscation;
D. Restitution;
E. Detention;
F. Loss of privilege to ride a school bus or hold a parking permit;
G. Social probation;
H. Loss of privilege to participate in extracurricular activities including academic clubs, athletics, school dances or proms;
I. Alternative educational placement;
J. Court referral;
K. Drug screening; and,
L. Psychological evaluation and/or counseling

3. Virginia state law permits disciplinary actions including suspensions and expulsion.
4. Certain violations may have a consequence of placement in alternative education or on social probation. Social probation is the loss of the privilege to attend or participate in YCSD-sponsored activities including, but not limited to, athletics, academic clubs, school dances, school proms, after-prom activities, and graduation activities, and may be for up to sixty (60) school days.
5. Placement in an alternative education program shall result in social probation, the loss of the privilege to attend or participate in YCSD-sponsored activities, including, but not limited to, athletics, academic clubs, school dances, school proms, after-prom activities, and graduation activities during the time frame of the alternative placement. Students placed in alternative education shall not be allowed on school property.
6. In cases involving exceptional circumstances, parents may appeal in writing the loss of the privilege to participate in graduation ceremonies.
7. Repeat offenders will face the possibility of other disciplinary actions based on their individual disciplinary record.
8. Students may be asked/required to participate in drug screening, threat assessments, psychological evaluation and/or counseling as a consequence of a violation of the **COD OF CONDUCT**.

**MANDATORY REPORTING TO LAW ENFORCEMENT**

The following is a list of incidents which school officials must immediately report to local law enforcement in accordance with the **COD OF VIRGINIA § 22.1-279.3:1(A):**

1. 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 the **COD OF VIRGINIA § 18.2-60.3**, on a school bus, on school property, or at a school-sponsored activity;
2. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance (as defined in § 18.2-247), or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity;
3. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
4. The illegal carrying of a firearm, as defined in the **COD OF VIRGINIA § 22.1-277.07**, onto school property;

Any illegal conduct involving fire bombs, explosive materials or devices, or hoax explosive devices, as
defined in the Code of Virginia § 18.2-85, or explosive or incendiary devices, as defined in the Code of Virginia § 18.2-433.1, or chemical bombs, as described in the Code of Virginia § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;

Any threats or false threats to bomb, as described in the Code of Virginia § 18.2-83, made against school personnel or involving school property or school buses;

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 therefor.

The SRO is a sworn York-Poquoson deputy sheriff assigned to provide the law enforcement expertise and resources to assist school staff(s) in maintaining safety, order and discipline within the assigned school. The SRO will be considered an active member of the administrative team (i.e., school personnel) in his/her assigned school.

Note: Juveniles may be prosecuted as an adult for the commission of certain crimes. More information can be found at: https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.4/
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Table of Offenses & Range of Consequences

INTRODUCTION
The York County School Division believes in a preventive approach to improper behavior.

Students, staff and parents are encouraged to share in the responsibility for a safe and orderly school environment. Information about drugs, weapons, bullying and cyberbullying behaviors or other factors which may be harmful to the school environment should be reported. Reports may be made to a teacher, to a school administrator or to other staff. Anonymous reports may also be made online in the Student Safety & Wellness section of the division website, yorkcountyschools.org, or by placing a call to the division’s Hotline at 757-890-5000. Students should also immediately contact an administrator, teacher or counselor if they have been the victim of discrimination, harassment, or other violations of the code of conduct. Any retaliation for the reporting of conduct code violations shall be addressed by appropriate disciplinary measures.

In accordance with School Board Policy File JFC, students are subject to corrective action for any misconduct that occurs in school or on school property; on a school vehicle; while participating in or attending any school-sponsored activity or trip; on the way to and from school; and off school property, when the acts lead to: (1) notification pursuant to the CODE OF VIRGINIA § 16.1-305.1 OR A CONVICTION FOR AN OFFENSE LISTED IN the CODE OF VIRGINIA § 16.1-260, (2) a charge that would be a felony if committed by an adult, or (3) disruption of the learning environment.

VOLUNTARY SURRENDER OF INAPPROPRIATE ITEMS
If a student discovers something in his or her possession which is not permitted at school, that student should immediately report it to an administrator or other staff. Staff responsible for initiating follow-up action shall take into account that the student voluntarily brought the matter to the attention of the staff.
Leveled Responses to Student Behaviors

1. **Alcohol – Use, Possession, and/or Sale Distribution**

Violating laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol is forbidden. Students are forbidden to be under the influence of, to distribute, attempt to or conspire to distribute, to sell alcohol in any form, or have such items on school property, in vehicles on school property, or at school activities. An additional consequence for the violation of this offense shall be the loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for sixty (60) school days. With an alternative education program placement, the social probation may be more than sixty (60) school days.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1</td>
<td>Alcohol Use</td>
<td>K-12</td>
<td>X</td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>AC2</td>
<td>Alcohol Possession</td>
<td>K-12</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>AC3</td>
<td>Alcohol Sale or Distribution</td>
<td>K-12</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

2. **Arson**

Unlawfully causing damage or attempting to damage any school or personal property by fire or incendiary device is forbidden. Students who are found responsible for this offense shall be held liable for the cost of the damages in addition to other consequences.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
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<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR1</td>
<td>Arson: Actual</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X*</td>
</tr>
<tr>
<td>AR2</td>
<td>Arson: Attempted</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X*</td>
</tr>
</tbody>
</table>

**Note:**
- **Level 1:** Conference (with student and/or parent)
- **Level 2:** Intervention (disciplinary action as determined by administrator), Alternative to Suspension (ATS), or In-School Suspension (ISS)
- **Level 3:** Short-Term Suspension from 1 to 10 school days
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- **X** The Code of Virginia § 22.1-279.3:1D and/or the York County School Division require principals to report violations of this offense to law enforcement.
- **X** This offense may be reportable to law enforcement after consulting the Department of School Administration.
3. **Assault/Battery on Students or Staff**

   Intentional verbal or physical abuse by a student on another student or on staff is forbidden. Intentional physical abuse by a student on another student or on staff that involves a firearm, knife, stun weapon, laser and/or other devices constructed for the purpose of being used as a weapon, including self-defense weapons such as mace, pepper spray, etc., is also forbidden. Exceptions may result when the evidence clearly supports that a student is assaulted and then acted solely in self-defense after having made previous efforts to avoid such confrontations and/or reporting concerns to teaching or administrative staff.

<table>
<thead>
<tr>
<th>DCV Code</th>
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<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA1</td>
<td>Assault/Battery with a Firearm or Other Weapon Against Staff</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BA2</td>
<td>Assault/Battery with No Firearm or Other Weapon Against Staff</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BA3</td>
<td>Assault/Battery with a Firearm or Other Weapon Against Staff</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BA4</td>
<td>Assault/Battery with No Firearm or Other Weapon Against Student</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BA5</td>
<td>Assault/Battery – Malicious Wounding Without a Weapon Against Staff or Student</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BA6</td>
<td>Assault/Battery Without Injury Against Staff or Student</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X*</td>
</tr>
</tbody>
</table>

4. **Attendance – Tardiness, Truancy and/or Failure to Report to Class**

   Violating state, school division or school policy relating to attendance is forbidden. The failure to attend school without a legitimate excuse (e.g., illness, doctor appointment, funeral in the immediate family, administrative approval) or the failure to report to class on time or for a portion of the day without a legitimate excuse is forbidden.

<table>
<thead>
<tr>
<th>DCV Code</th>
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<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1T</td>
<td>Attendance/Tardies</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X*</td>
</tr>
<tr>
<td>AT002</td>
<td>Class Cutting</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X*</td>
</tr>
<tr>
<td>AT003</td>
<td>Truancy</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>AT004</td>
<td>Brought to School by Police</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>AT005</td>
<td>Leaving School Grounds without Permission</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Level 1* Conference (with student and/or parent)

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*The Code of Virginia § 22.1-279.3:1D and/or the York County School Division require principals to report violations of this offense to law enforcement.*

*X* This offense may be reportable to law enforcement after consulting the Department of School Administration.
5. **Bullying and Cyberbullying**

Bullying is the systematic and chronic inflicting of physical hurt or psychological distress on another person. The **Code of Virginia § 22.1-276.01** defines bullying as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyberbullying, the use of electronic means for purposes of bullying, harassment, and intimidation. Bullying does not include isolated incidents of ordinary teasing, horseplay, argument or peer conflict.

The York County School Division School Board adopts the definitions of bullying and cyberbullying as stated in the **Code of Virginia** and expounded upon it for further clarification to ensure an anti-bullying learning environment is maintained in all schools.

Bullying involves physical and emotional behaviors that are intentional, controlling and hurtful that create harassing, intimidating, hostile or otherwise offensive educational environments. Bullying is unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult that is severe or pervasive enough to create feelings of intimidation, alienation, or humiliation and/or unreasonably interferes with the school performance or participation of others.

Cyberbullying which occurs off school grounds and/or does not involve the use of the YCSD network or computers may result in disciplinary actions if it causes a substantial disruption to the operation of a school or the school division, if it threatens the safety and mental or physical well-being of students or staff, or if it threatens the safety of school buildings or school property.

<table>
<thead>
<tr>
<th>DCV Code</th>
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<th>Grade</th>
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<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU1</td>
<td>Bullying</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BU2</td>
<td>Cyberbullying</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

6. **Breaking and Entering**

Unlawfully entering or attempting to enter a building or other structure on school property with or without intent to commit a crime is forbidden.

<table>
<thead>
<tr>
<th>DCV Code</th>
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<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>BR1</td>
<td>Burglary: Actual</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BR2</td>
<td>Burglary: Attempted</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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**Level 1** Conference (with student and/or parent)
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X The **Code of Virginia § 22.1-279.3-1D** and/or the York County School Division require principals to report violations of this offense to law enforcement.

X* This offense may be reportable to law enforcement after consulting the Department of School Administration.
7. Disorderly Conduct/Insubordination

Unwillingness to submit to authority or refusal to respond to a reasonable request is forbidden. Any act that intentionally disrupts the orderly conduct of a school function is also forbidden. Students are required to obey school rules and submit in a respectful manner to the authority and directions of teachers and other school personnel. No student may assist another student in the breaking of a school rule. The following behaviors that substantially disrupt the orderly learning environment are considered to be disorderly conduct.

a) Cursing or using offensive language, including remarks intended to demean a person’s race, religion, sex, national origin, disabling condition or intellectual ability. This includes actions or displays of an obscene nature, the wearing of clothing or adornments which themselves convey sexually suggestive messages, or any materials that are obscene or sexually suggestive. Cursing or violent abusive language that provides a breach of the peace is considered a Class 3 misdemeanor (CODE OF VIRGINIA § 18.2-416).

b) Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school, is dangerous to the health or safety of students or others, or results in destruction of property. Noise, activity or possession of items including, but not limited to: toys, laser pointers, skateboards, radios, and unauthorized photographs and video records which disrupt the peaceful and normal operation of the school and/or which threaten the student’s own safety or the safety and activities of others is forbidden. Violations may be cited for actions in any part of the building, on school grounds, on the school bus or at other school activities.

c) To avoid disruption of the instructional process, students shall not display, use, or activate portable communication devices during the instructional day, during after-school activities or on the school bus. The instructional day is to include, but is not limited to, lunch breaks, class changes and other structured instructional activities that occur during the normal school day. Students must ensure that such devices are turned off and out of sight during the instructional day, during after-school activities and on the school bus. **Note:** Certain instructional activities supported by portable communication devices or cell phones may occur during the school year. Use of such devices in opposition to the above-referenced instructions will be directly supervised by a teacher.

d) Public Display of Affection (PDA) – Students may be disciplined for kissing, touching, hugging and other public displays of affection.
<table>
<thead>
<tr>
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<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1C</td>
<td>Disrespect/Walking Away – includes statements, actions, gestures or inaction, which show disrespect toward any school employee.</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>4-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>D2C</td>
<td>Defiance/Refuses Request – includes willful, substantial disobedience of a direct order or instruction from a school employee or others having legal authority.</td>
<td>K-3</td>
<td>X</td>
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<td></td>
<td></td>
<td>4-12</td>
<td>X</td>
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<tr>
<td>D3C</td>
<td>Disruptive Demonstrations – consists of a group of participants who, in a course of a demonstration, intentionally refuse or fail to disperse when ordered to do so by an authorized school official, or others having legal authority.</td>
<td>K-3</td>
<td>X</td>
<td></td>
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<td></td>
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<td>4-12</td>
<td>X</td>
<td>X</td>
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<tr>
<td>D4C</td>
<td>Possession of Obscene or Disruptive Literature/Clothing – includes statements, literature, or actions which are obscene in nature. This would include the intentional, direct use of a drawing and/or displaying of pictures, nudity, the writing of certain words or statement on the board, desks, or notes, and the wearing of clothing or patches which are sexually suggestive or disruptive to the educational process.</td>
<td>K-3</td>
<td>X</td>
<td></td>
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<td></td>
<td></td>
<td>4-12</td>
<td>X</td>
<td>X</td>
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<tr>
<td>D5C</td>
<td>Classroom or Campus Disruption/ Horseplay – includes any disruptive behavior/possession of items that substantially disrupts the orderly conduct of a school function or the learning environment.</td>
<td>K-3</td>
<td>X</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>4-12</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>D6C</td>
<td>Making or using Obscene and/or Inappropriate Language/Gestures – includes cursing or using offensive language, including remarks intended to demean a person’s race, religion, sex, national origin, disabling condition or intellectual ability. This includes public displays of affection.</td>
<td>K-3</td>
<td>X</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>4-12</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>D8C</td>
<td>Minor insubordination – is an intentional failure to comply with reasonable requests of teachers, administrators, or other responsible school personnel.</td>
<td>K-3</td>
<td>X</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>4-12</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>

### Additional Information

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- X*: This offense may be reportable to law enforcement after consulting the Department of School Administration.

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*York County School Division*
8. Drug Violations

Students are forbidden to:

a) be under the influence of, or have on school property, or in vehicles on school property, or at school activities, illegal drugs in any form, look-alike substances, synthetic drugs such as bath salts or spice, or paraphernalia including anabolic steroids.

b) use and/or distribute prescription drugs, which are prescribed to the student or any other person, in a non-prescribed manner.

c) unlawfully use, distribute, sell, solicit, purchase, possess, transport, or import over-the-counter medication.

d) distribute, possess and/or be under the influence of, or have on school property, or in vehicles on school property, or at school activities, inhalants or noxious chemicals.

e) distribute, attempt or conspire to distribute or to sell illegal drugs, look-alike substances, synthetic drugs, or controlled substances.

**First offense for being under the influence, possession, and/or use of Marijuana, Synthetic Cannabinoids, Controlled Substances, Imitation Controlled Substances or Drug Paraphernalia:**

(a) a ten (10) day out-of-school suspension with a recommendation for long-term suspension
(b) Long-term suspension of forty-five (45) days, with thirty (30) days held in abeyance if the student and family: (i) agrees to complete a drug/substance assessment and intervention program with a trained professional (at parent expense) (ii) loss of driving privileges for ninety (90) days (iii) loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for sixty (60) school days (iv) complete a reflection essay. Failure to agree to the terms of an abeyance agreement will result in the imposition of the entire thirty (30) days.

**Second offense for being under the influence, possession, and/or use of Marijuana, Synthetic Cannabinoids, Controlled Substances, Imitation Controlled Substances or Drug Paraphernalia:**

(a) a ten (10) day out-of-school suspension with a recommendation for expulsion.
## Electronic Devices

The use of electronic devices that are deemed inappropriate in an educational setting is forbidden.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1M</td>
<td>Beepers</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>C2M</td>
<td>Cellular Telephones</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3M</td>
<td>Electronic Devices</td>
<td>K-12</td>
<td>X</td>
<td></td>
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</tbody>
</table>
10. Extortion

Extortion is defined as unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat or eventual physical injury or other harm to that person or person’s property. The use of threats, physical force or weapons for the purpose of obtaining money or possessions is forbidden.

<table>
<thead>
<tr>
<th>DCV Code</th>
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<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET1</td>
<td>Extortion: Actual</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>4-12</td>
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<tr>
<td>ET2</td>
<td>Extortion: Attempted</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</table>

11. Fighting/Altercation

Mutual participation in a fight or altercation involving physical violence or verbal abuse where there are no minor injuries is forbidden.

Engaging in a physical fight, regardless of which participant is the aggressor, is defined as fighting. This includes luring others to a fight, instigating a fight, encouraging others to fight and/or cheering on a fight. Exceptions may result when the evidence clearly supports that a student is assaulted and then acted solely in self-defense after having made previous efforts to avoid such confrontations and/or reporting concerns to teaching or administrative staff. See Offense Category #3.

<table>
<thead>
<tr>
<th>DCV Code</th>
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<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA2</td>
<td>Fighting with No or Minor Injury</td>
<td>K-5</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
<td>X</td>
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<td>6-12</td>
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<tr>
<td>F1T</td>
<td>Altercation or Confrontation with No Injury</td>
<td>K-5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
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<td></td>
<td></td>
<td>6-12</td>
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</table>

12. Gambling

Making, placing, or receiving any bet or wager of money or other thing of value dependent upon the result of the game, contest, or any other event with uncertain outcome is forbidden.

<table>
<thead>
<tr>
<th>DCV Code</th>
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<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1B</td>
<td>Gambling</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>

Level 1  Conference (with student and/or parent)
Level 2  Intervention (disciplinary action as determined by administrator), Alternative to Suspension (ATS), or In-School Suspension (ISS)
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Level 5  Long-Term Suspension from 46 to 364 days, Alternative Educational Placement, or Expulsion
X       The Code of Virginia § 22.1-279.3:1D and/or the York County School Division require principals to report violations of this offense to law enforcement.
X*      This offense may be reportable to law enforcement after consulting the Department of School Administration.
13. **Gang Activity**

A street gang is defined as any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, that has as one its primary objectives or activities to commit one (1) or more criminal or non-criminal gang activities. Displaying articles of clothing that symbolize association, rituals, or activities. Displaying articles of clothing that symbolize association, rituals, or activities identified by groups of students (Code of Virginia 18.2-46.1). Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, hand gestures or signs, graffiti, rituals associated with, or activities by an identified group of students).

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
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<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
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</thead>
<tbody>
<tr>
<td>GA1</td>
<td>Gang Activity</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X*</td>
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<td>4-12</td>
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<td>X</td>
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<td>X*</td>
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</table>

14. **Harassment**

Annoying or attacking a student or a group of students or staff, which creates an intimidating or hostile educational or work environment, is forbidden.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
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<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR1</td>
<td>Harassment</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X*</td>
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<td>4-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

15. **Hazing**

Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into groups such as, but not limited to, student organizations, athletic teams or classes is forbidden. Hazing is a Class 1 misdemeanor (Code of Virginia 18.2-56).

<table>
<thead>
<tr>
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<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1Z</td>
<td>Hazing</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>

Level 1 Conference (with student and/or parent)
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X* This offense may be reportable to law enforcement after consulting the Department of School Administration.
16. Homicide

Causing the death of a student or staff member from the use of a firearm or other weapon is forbidden.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
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<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO1</td>
<td>Homicide Against Staff with a Firearm</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HO2</td>
<td>Homicide Against a Student with a Firearm</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HO3</td>
<td>Homicide Against Staff with Other Weapon</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>HO4</td>
<td>Homicide Against a Student with Other Weapon</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

17. Inciting a Riot

Unlawful use of force or violence that seriously jeopardizes the public safety, peace or order is forbidden. Intentionally making derogatory comments and/or racial or ethnic slurs is also forbidden. Actions, comments or written messages intended to cause others to fight or which may result in a fight is forbidden. This includes luring others to a fight, encouraging others to fight and/or cheering on a fight. People acting together can be considered as inciting a riot.

<table>
<thead>
<tr>
<th>DCV Code</th>
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<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT1</td>
<td>Inciting a Riot</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>4-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>RT2</td>
<td>Attempting to Incite a Riot</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>4-12</td>
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18. Kidnapping

Unlawfully seizing, transporting, and/or detaining a person against his/her will, or a minor without the consent of his/her custodial parent(s) or legal guardian is forbidden. This includes hostage taking.

<table>
<thead>
<tr>
<th>DCV Code</th>
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<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>KI1</td>
<td>Kidnapping</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>

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X The CODE OF VIRGINIA § 22.1-279.3:1D and/or the York County School Division require principals to report violations of this offense to law enforcement.
X* This offense may be reportable to law enforcement after consulting the Department of School Administration.
19. Other Violations

Conduct that is inappropriate for school, including, but not limited to, the following, is forbidden.

a) Cheating – includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.

b) Plagiarism – includes the copying of the language, structure, ideas and/or thoughts of another and representing it as one’s own original work.

c) Falsification – includes the verbal or written statement of any untruth and/or the misrepresentation of person, official record or other document.

d) Promotion of alcohol or other illegal substances – includes the promotion or display of the use of alcohol and/or other illegal substances through, but not limited to, clothing, jewelry, pictures, buttons, bumper stickers or other paraphernalia.

e) Unauthorized sale, purchase or distribution of items – includes attempting to sell, purchase or distribute anything which is against school rules or not authorized by school personnel.

f) Violation of the law/criminal charges – conduct which is a violation of the law on or off school grounds will be a violation of the law on school grounds. In accordance with the Code of Virginia § 22.1-277.2:1, students can be disciplined and required to attend an alternative education program when criminally 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, or with an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of Section 16.1-260 or who is found guilty or not innocent of an offense relating to the Commonwealth’s laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of Section 16.1-260. An additional consequence for the violation of this offense will be the loss of the privilege to participate in extracurricular activities, including academic clubs, athletics, school dances or proms for sixty (60) school days.

Repeated violations and other conduct – includes continual violations of the Conduct Code. In addition to these 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.

<table>
<thead>
<tr>
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<th>Level 5</th>
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</thead>
<tbody>
<tr>
<td>S1V</td>
<td>Inappropriate Personal Property (i.e., dress code violation or possession of other items not appropriate for the school environment)</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>4-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>S2V</td>
<td>Misrepresentation (i.e., lying, cheating, plagiarism and/or falsification)</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<td>4-12</td>
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<tr>
<td>S3V</td>
<td>Other School Code of Conduct Violation Not Otherwise included (i.e., promotion of alcohol or other illegal substances; unauthorized sale, purchase or distribution of items; violation of the law/criminal charges; and repeated violations and other conduct)</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>4-12</td>
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The Code of Virginia § 22.1-279.3:1D and/or the York County School Division require principals to report violations of this offense to law enforcement.

This offense may be reportable to law enforcement after consulting the Department of School Administration.
20. **Robbery**

Taking, or attempting to take, anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or putting the victim in fear is forbidden. Restitution to the property owner may be required.

<table>
<thead>
<tr>
<th>DCV Code</th>
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<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>RB1</td>
<td>Robbery: Actual</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>RB2</td>
<td>Robbery: Attempted</td>
<td>K-12</td>
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<td>X</td>
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21. **School Threat**

Expression of the intention to inflict misfortune, danger or harm upon persons or property by any means on school board property is forbidden. Summoning an ambulance or firefighting apparatus or activating a manual or automatic fire alarm without just cause is forbidden. Intentionally setting off, or causing to be set off, any apparatus capable of producing smoke or foul odor is also forbidden. This can include false threats or pranks.

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<tr>
<th>DCV Code</th>
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<th>Grade</th>
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<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
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</thead>
<tbody>
<tr>
<td>BB1</td>
<td>School Threat</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
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<td>4-12</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>BO4</td>
<td>Setting off False Fire Alarm</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
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<td>X*</td>
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<td>4-12</td>
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X The **Code of Virginia § 22.1-279.3:1D** and/or the York County School Division require principals to report violations of this offense to law enforcement.

X* This offense may be reportable to law enforcement after consulting the Department of School Administration.
22. Sexual Misconduct Offenses

Sexual misconduct is forbidden. Sexual offenses may include but are not limited to the following actions: Indecent Exposure- the uncovering of any personal or private area of one’s body, including “mooning.” Consensual Sex- any activities involving any act of consensual sex between two persons on school board property.

a.) 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. Sexual harassment shall be understood to be any action or statement which creates an intimidating, hostile or offensive school environment (i.e., exposure, gestures). All complaints of sexual harassment by a student, whether the alleged perpetrator is another student or an adult, will be handled in accordance with the school board’s Procedure for Student Complaints of Sexual Harassment or Other Types of Discrimination.

b.) Sexual Battery- any unwanted touching of a person’s intimate areas or clothing covering such areas. Sexual battery includes, but is not limited to, an offensive or intentional threat, intimidation, deception or physical helplessness of sexual abuse.

c.) Aggravated Assault – penetration without consent.

d.) Improper Physical Contact- any unwanted touching of a sexual nature that is offensive, undesirable, and/or unwanted.

e.) Sexual Offense without Force- 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. Consider age, developmentally appropriate behavior, and disability status before using this category.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB1</td>
<td>Sexual Battery against Staff</td>
<td>K-5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X*</td>
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<td>6-12</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>SB2</td>
<td>Sexual Battery against a Student</td>
<td>K-5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X*</td>
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</tr>
<tr>
<td>SX0</td>
<td>Sexual Harassment</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X*</td>
</tr>
<tr>
<td>SX1</td>
<td>Offensive Sexual Touching against Staff</td>
<td>K-5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>SX2</td>
<td>Offensive Sexual Touching against a Student</td>
<td>K-5</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>6-12</td>
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<td>X</td>
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<tr>
<td>SX3</td>
<td>Aggravated Sexual Assault against Staff</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
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<tr>
<td>SX4</td>
<td>Aggravated Sexual Assault against a Student</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>SX5</td>
<td>Attempted Aggravated Sexual Assault against Staff</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>SX6</td>
<td>Attempted Aggravated Sexual Assault against a Student</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>SX7</td>
<td>Sexual Offense without Force</td>
<td>K-5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X*</td>
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<td></td>
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</tr>
<tr>
<td>SX8</td>
<td>Aggravated Sexual Battery of a victim less than 13 years of age</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Level 1 Conference (with student and/or parent)
Level 2 Intervention (disciplinary action as determined by administrator), Alternative to Suspension (ATS), or In-School Suspension (ISS)
Level 3 Short-Term Suspension from 1 to 10 school days
Level 4 Long-Term Suspension from 11 to 45 days or Alternative Educational Placement
Level 5 Long-Term Suspension from 46 to 364 days, Alternative Educational Placement, or Expulsion
X The Code of Virginia § 22.1-279.3:1D and/or the York County School Division require principals to report violations of this offense to law enforcement.
X* This offense may be reportable to law enforcement after consulting the Department of School Administration.
23. **Stalking**

Engaging in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury is forbidden.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST1</td>
<td>Stalking</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

24. **Technology Use Violations**

The York County School Division provides access to an extensive array of LAN/WAN and web-based services and applications. Use of all these services is a privilege not a right. Students will be held accountable for misuse or abuse of division hardware, software, and network or internet services. Students who are found responsible for lost, stolen, or damaged equipment due to misconduct or negligence shall be held liable for the cost of replacement of the lost, stolen, or damaged equipment. Violations include, but are not limited to:

a) Unauthorized use of, revealing, sharing, or transferring any user password.
b) Uploading or downloading unauthorized files including but not limited to: any instant messenger software and companion files, MP3 or other audio files, any video clips, files or full-length movies not approved for instructional use by a teacher.
c) Accessing files using division hardware or network resources without a signed Network Services/Internet Acceptable Use Policy.
d) Intentionally altering or damaging files, applications or standard hardware or network configuration settings.
e) Intentionally introducing viruses or other destructive executables to computer or network resources.
f) Unauthorized use of portable communication and/or privately-owned electronic devices.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1C</td>
<td>Unauthorized Use of Technology or Information</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>4-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
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</tr>
<tr>
<td>T2C</td>
<td>Causing or Attempting to Cause Damage to Computer Hardware, Software or Files</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>4-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>T3C</td>
<td>Violations of Acceptable Usage Policy</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
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<td>T4C</td>
<td>Violations of Internet Policy</td>
<td>K-3</td>
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<td>4-12</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>

**Level 1** Conference (with student and/or parent)
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X The Code of Virginia § 22.1-279.3:1D and/or the York County School Division require principals to report violations of this offense to law enforcement.
X* This offense may be reportable to law enforcement after consulting the Department of School Administration.
25. Theft

The taking of the property of others without permission is forbidden. Restitution to the property owner may be required. Consult the Department of School Administration regarding reporting to law enforcement.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF1</td>
<td>Theft of School Property</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X*</td>
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<tr>
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<td>4-12</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>TF2</td>
<td>Theft of Staff Property</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X*</td>
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<td>4-12</td>
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<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>TF3</td>
<td>Theft of Student Property</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<td>X*</td>
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<td></td>
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<td>4-12</td>
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</tr>
<tr>
<td>TF4</td>
<td>Possession of Stolen Property</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X*</td>
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<td>4-12</td>
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<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>TF6</td>
<td>Theft or Attempted Theft of a Motor</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<td>X*</td>
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<tr>
<td></td>
<td>Vehicle</td>
<td>4-12</td>
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<td></td>
<td></td>
<td>X</td>
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</tr>
</tbody>
</table>

26. Threats Against Students and Staff

Unlawfully placing a staff member or student in fear of bodily harm through physical, verbal, written or electronic threats, which immediately creates fear of harm without displaying a weapon or subjecting the person to actual physical attack, is forbidden.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI1</td>
<td>Threats Against Staff</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X*</td>
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<td></td>
<td></td>
<td>4-12</td>
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<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>TI2</td>
<td>Threats Against a Student (This</td>
<td>K-3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X*</td>
</tr>
<tr>
<td></td>
<td>violation may be reported to law</td>
<td>4-12</td>
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<td></td>
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<td>X</td>
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<td>enforcement.)</td>
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</tbody>
</table>
27. **Tobacco/Electronic Cigarette/Vaporizer Pen Offenses**

Students are forbidden to use, distribute, or sell tobacco products, including smokeless tobacco, or have on school property, in vehicles on school property, at school activities, or on school transportation. The promotion or display of the use of tobacco and/or other illegal substances on clothing, jewelry, pictures, buttons, bumper stickers or other items is also forbidden. Students are prohibited from possessing and/or using electronic cigarettes and vaporizer pens on school buses, on school property and at school-sponsored activities.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TB1</td>
<td>Possession, Use, or Distribution of Tobacco Products</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>TB2</td>
<td>Electronic Cigarettes/Vaporizer Pen</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
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<tr>
<td>T4B</td>
<td>Bringing Tobacco Paraphernalia to School (includes lighters)</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

28. **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, or expulsion, or in an alternative education placement and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave is forbidden.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
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</thead>
<tbody>
<tr>
<td>TR1</td>
<td>Trespassing</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>

29. **Vandalism**

Damage or destruction of school property or property of others is forbidden. This includes, but is not limited to, arson, graffiti, theft, vandalism, destruction of computer hardware, modification of installed software, modifications to the LAN/WAN network configurations and/or installation of unauthorized software, including viruses. Students who are found responsible for lost, stolen, or damaged equipment due to misconduct or negligence shall be held liable for the cost of replacement of the lost, stolen, or damaged equipment.

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
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<tbody>
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<td>VA1</td>
<td>Vandalism</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>
30. **Weapons**

Students are forbidden to have weapons or to use weapons or to use other objects as weapons on school property, in vehicles on school property, or at school activities. Claims of self-defense do not constitute a valid defense for the possession of a weapon on school property or at any school–sponsored activity.

Examples of weapons shall include but are not limited to the following:

- Handgun or pistol;
- Shotgun or rifle;
- Any item designed to expel a projectile or that may be readily converted or modified manufactured guns to expel a projectile by the action of an explosive device;
- Knife with blade of three inches or more;
- Any other item that will or is designed to expel a projectile by the action of an explosive. This includes firearms not mentioned previously (operable or in-operable, loaded or unloaded) such as, but not limited to, a zip or starter gun;
- Any item, instrument or object that is designed or may be readily converted to inflict harm on another person (i.e., chains, nun chucks, or Billy club);
- Pneumatic gun or rifle that is air powered (i.e., BB, paint ball, or pellet gun);
- Any weapon that explodes or is designed to or may be readily converted to explode;
- Any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion;
- Ammunition;
- Look-alikes;
- Any substance used as a weapon to include mace, tear gas, or pepper spray;
- Knife less than 3 inches, razor blades, box cutters, fireworks, firecrackers, stink bombs; and
- Taser or stun gun

<table>
<thead>
<tr>
<th>DCV Code</th>
<th>Offenses</th>
<th>Grade</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Notify Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1P</td>
<td>Possession of Ammunition</td>
<td>K-5</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>W2P</td>
<td>Possession of a Chemical Substance</td>
<td>K-5</td>
<td>X</td>
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<tr>
<td>W3P</td>
<td>Possession of a Toy or Look-Alike Weapon</td>
<td>K-5</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>W3P</td>
<td>Possession of a Toy or Look-Alike Weapon</td>
<td>6-12</td>
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<td>X</td>
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</tr>
<tr>
<td>W8P</td>
<td>Possession of Razor Blades, Box Cutter, or a Knife (less than three (3) inches)</td>
<td>K-5</td>
<td>X</td>
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<td>X</td>
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<td>X</td>
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</tr>
<tr>
<td>W9P</td>
<td>Possession of Fireworks, Firecrackers, or Stink Bombs</td>
<td>K-5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>W9P</td>
<td>Possession of Fireworks, Firecrackers, or Stink Bombs</td>
<td>6-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>WPO</td>
<td>Possession of a Pneumatic Weapon</td>
<td>K-12</td>
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<tr>
<td>WP1</td>
<td>Possession of a Handgun or Pistol</td>
<td>K-12</td>
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<td>X</td>
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<td>X</td>
</tr>
<tr>
<td>WP2</td>
<td>Possession of a Shotgun or Rifle</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>WP4</td>
<td>Possession of Any Weapon that Expels a Projectile</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>WP5</td>
<td>Possession of a Knife (three (3) inches or more)</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>WP6</td>
<td>Possession of an Explosive Device</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>WP7</td>
<td>Use of a Bomb or Explosive Device</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>WP8</td>
<td>Possession of Other Firearms</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>WP9</td>
<td>Possession of Other Weapons</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>WS1</td>
<td>Possession of a Stun Gun</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>WT1</td>
<td>Possession of a Taser Gun</td>
<td>K-12</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
</tr>
</tbody>
</table>

Level 1: Conference (with student and/or parent)
Level 2: Intervention (disciplinary action as determined by administrator), Alternative to Suspension (ATS), or In-School Suspension (ISS)
Level 3: Short-Term Suspension from 1 to 10 school days
Level 4: Long-Term Suspension from 11 to 45 days or Alternative Educational Placement
Level 5: Long-Term Suspension from 46 to 364 days, Alternative Educational Placement, or Expulsion

X: The **Code of Virginia § 22.1-279.3:1D** and/or the York County School Division require principals to report violations of this offense to law enforcement.

X*: This offense may be reportable to law enforcement after consulting the Department of School Administration.
Procedures for Dealing with Violations & Right of Appeal
Fair rules should not be unfairly enforced
and must be enforced in accordance with existing laws and regulations

PROCEDURAL DUE PROCESS
No student may be punished for alleged violation of
the student code of conduct without due process. All
students are entitled to an oral or written notice of
the charges, an explanation of the evidence and an
opportunity to present his/her side of the story.

STUDENT RIGHT TO DUE PROCESS BEFORE
ISSUANCE OF DISCIPLINARY SANCTIONS AND
CONSEQUENCES
The principal, assistant principal, or designee shall
meet with the student for the purpose of:

a) Presenting oral or written notice of the reported code
of conduct infraction,
b) Giving an explanation of the evidence concerning the
infraction report, and
c) Giving the student an opportunity to present his/her
side of the story.

In all circumstances, the process of questioning a stu-
dent begins with considering the nature of the
offense, whether it rises to the level of criminal activ-
ity, and the age/development of the student.

School officials have a direct responsibility for student
behavior as well as school safety and security. That
responsibility allows school officials the latitude to
question students in an effort to maintain safe
schools. Law enforcement officers should not be
involved in questioning students as a part of routine
school operations when no evidence suggests a crime
has been committed.
(Reference: 8 VAC 20-131-210)

ISSUANCE OF DISCIPLINARY SANCTIONS AND
CONSEQUENCES
Upon completion of procedural due process and
based on the nature of the violation, the principal,
assistant principal, or designee may:

a) Issue a school-based intervention (peer mediation,
community service, teacher-student conference, etc.).
b) Assign Alternative to Suspension (ATS): alternative set-
ing for less than half of the instructional day.
c) Assign In-school Suspension (ISS): alternative setting
for half or the entire instructional day.
d) Issue an Out-of-School Suspension (OSS): removal
from school setting for one (1) to ten (10) instructional
days.

PROCEDURES FOR OUT-OF-SCHOOL SUSPENSION
When a student is suspended, the principal or
designee will make multiple efforts to contact and
inform the parent or guardian by phone or by email.
Parents and guardians are asked to ensure that con-
tact information is correct. In addition, within one (1)
school day, the principal or designee will send a notice
to the parent/ guardian containing the following
information:

a) A statement of the facts leading to the decision to sus-
pend.
b) The date and time when the student will be allowed to
return to school.
c) A statement of the parent’s or student’s right to have
access to the student’s records.

RE-ENTRY MEETING FOLLOWING AN OUT-OF-
SCHOOL SUSPENSION
Following an out-of-school suspension, school offi-
cials will schedule a student re-entry meeting. In most
cases, the meeting will include the student, school ad-
ministrator, and school counselor. Parents/guardians
may be required to attend the meeting if deemed
appropriate by school-based staff. If requested by
school officials, the parent/guardian is required to
attend the re-entry conference regarding their behav-
ior and/or conduct of concern.

APPEAL PROCESS FOR AN OUT-OF-SCHOOL
SUSPENSION
A review of a short-term suspension may be
requested in writing of the principal within five (5)
days of the incident. Appeals should specifically
address the reason the parent(s)/ guardian(s) disa-
agree with the administrator’s disciplinary decision.
For example, the parent(s)/ guardian(s) believe
there was an issue with the investigation process,
an improper violation was cited, or inappropriate
disciplinary consequences were rendered. During
the appeal process, the student will serve the disci-
plinary consequences(s). If the original disciplinary
disposition is overturned or reduced, the student’s
disciplinary record will be amended and any academic impacts will be corrected.

The decision of the principal may be appealed to the superintendent or his designee in writing within five (5) days of the principal’s decision. The decision of the superintendent or his designee is final.

A review of a long-term suspension may be requested of the superintendent or his designee in writing within five (5) days of the incident. Thereafter, the decision of the superintendent or his designee may be appealed further to the School Board in writing within five (5) days of receipt of the superintendent’s decision. The School Board has the ability to increase or decrease the consequence.

**Disposition Definitions**

**Student Conference:** The first line of discipline is with the classroom teacher. Formal and informal conferences are held between the student and teacher. If problems become more serious, the administrator will hold a conference with the student in an attempt to improve behavior. Many times the student’s counselor will also be included in the conference. Where appropriate, the student may be given a warning that a particular behavior is unacceptable and that repetition of such behavior could result in more severe consequences. Parents/guardians will not necessarily be contacted before administrators discuss an incident with students who are directly involved or who are witnesses.

**Parent/Guardian Contact:** The most effective person in dealing with student discipline problems is the parent/guardian. Teachers, counselors, and administrators will contact parents/guardians by phone or letter in an effort to keep parents/guardians informed of student conduct.

**School Conference with Parent/Guardian:** Parents/guardians are encouraged to set up an appointment with any teacher, counselor, or administrator to discuss their student’s progress or problems. In the case of a suspension, a parent/guardian may be asked to come to school to reinstate the student.

**Confiscation:** Any student’s property, which disrupts the learning environment, will be removed from that student’s possession.

**Restitution:** The replacement of or payment for property lost, damaged, destroyed or stolen will be required. The **Code of Virginia § 22.1-280.4** provides that the School Board may take action against a student or the student’s parent(s)/guardian(s) for any actual loss, breakage, destruction or failure to return property.

**Detention (before school, lunch, after school, Saturday):** Detaining a student for disciplinary reasons during non-instructional time. Detention requires a student to spend additional time at school or denies a student access to a class or activity. This is a method of discipline that may be employed by any teacher or administrator to keep a student beyond school hours in the hope of correcting inappropriate behavior. Parents/guardians must be notified, and detention generally should not exceed two (2) hours. Students may be assigned a detention on Saturdays for a maximum of four (4) hours.

**Loss of Privilege to Ride a School Bus:** This is a method of discipline, which may be employed by an administrator in the hope of correcting inappropriate behavior on the school bus. Parents must be notified when their child will not be permitted to ride the bus. If bus privileges are denied, parents are responsible for providing transportation to and from school.

**Social Probation and Loss of Privilege to Participate in Academic Clubs or Athletics:** This is a method of discipline employed by administrators as a consequence for inappropriate behavior and for Level 2, 3, or 4 violations of the conduct code. Length of exclusion from extracurricular activities, including academic clubs, graduation activities, or athletic participation, may extend to the end of the academic year or longer.

**Alternative to Suspension (ATS):** ATS is a short-term removal from the classroom of less than one-half (1/2) school day that is not considered a suspension (ISS or OSS). During ATS, students will complete schoolwork in an isolated, supervised setting.

**In-School Suspension (ISS):** ISS is a short-term removal from the classroom of one-half (1/2) day or more. During ISS, students will attend school and complete schoolwork in an isolated, supervised setting. During this time, the student will be denied school privileges and participation in or attendance at school activities.
**Short-Term Suspension of Students:** A short-term suspension is any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten (10) days of school.

**Making up Work:** Students are responsible for the completion of their assignments and classwork during a short-term suspension. Students are allowed to make up all work and assignments, including, but not limited to, quizzes, research papers, essays, reports, projects, tests, and quarterly assessments for full credit.

**Long-Term Suspension of Students:** A long-term suspension is any disciplinary action whereby a student is not permitted to attend school for more than ten (10) school days but less than forty-six (46) calendar days. In accordance with state and federal regulations, students with disabilities who are suspended for greater than ten (10) days constitutes a change in placement and requires a manifestation determination review (MDR).

A student under any out-of-school suspension is not to enter onto any YCSD property or bus in York County nor is he/she to participate in or attend a school-sponsored activity in which a York County school is utilized. To do so is considered trespassing. This includes York County Parks and Recreation activities occurring on School Division property.

**Long-Term Suspension for Aggravating Circumstances:** A long-term suspension may extend longer than forty-five (45) calendar days if a student’s conduct represents aggravating circumstances, as defined by the Virginia Department of Education. Aggravating circumstances includes: (1) A student engaged in misconduct which caused serious harm (including, but not limited to, physical, emotional and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s) as determined by a threat assessment; or (2) A student’s presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff or others in the school; or (3) A student engaged in a serious offense that is (a) persistent (repeated similar behaviors are documented on the student’s disciplinary record) and (b) unresponsive to targeted interventions as documented on the student’s disciplinary record. Long-term suspension of a student for more than forty-five (45) calendar days for aggravating circumstances can be applied by the division superintendent or the School Board.

**EXPULSION**

An expulsion is any disciplinary action imposed by the School Board whereby a student is not permitted to attend school within the School Division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

A student with a disability may be recommended for expulsion only after an IEP committee has determined through a MDR that the misconduct was not caused by, or directly and substantially related to, the student’s disability.

**EXPULSION OF STUDENTS UNDER CERTAIN CIRCUMSTANCES**

In compliance with the federal Improving America’s Schools Act of 1994 (Part F – Gun Free Schools Act of 1994) and the CODE OF VIRGINIA § 22.1-277.07, the School Board shall expel from school attendance for a period of not less than one (1) year any student whom the School Board has determined, in accordance with the procedures set forth in this article, to have possessed a firearm on school property, or at school-sponsored activities as prohibited by § 18.2-308.1 of the CODE OF VIRGINIA; to have possessed a firearm or destructive device as defined in subsection E of the CODE OF VIRGINIA, a firearm muffler or firearm silencer, or a pneumatic gun as defined in subsection E of § 15.2-915.4 of the CODE OF VIRGINIA on school property, or at school-sponsored activities. A school administrator, pursuant to School Board policy, or the School Board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action is appropriate. The School Board may expel from school attendance for a period of not less than one (1) year any student whom the School Board has determined to have possessed a firearm in a vehicle on school property, or at school-sponsored activities in accordance with § 18.2-308.1 of the CODE OF VIRGINIA. Nothing in the CODE OF VIRGINIA § 22.1-277.07 shall be construed to require a student’s expulsion regardless of the facts of the particular situation.
Expulsion of Students for Certain Drug Offenses

The School Board shall expel from school attendance any student whom the School Board has determined, in accordance with the procedures set forth in the Code of Virginia § 22.1-277.08, to have brought a controlled substance, imitation controlled substance, or marijuana as defined in § 18.2-247 onto school property or to school-sponsored activities. A school administrator, pursuant to School Board policy, or the School Board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action is appropriate. Nothing in the Virginia code section shall be construed to require a student’s expulsion regardless of the facts of the particular situation.

Discipline/Administrative Hearing

As defined by the Virginia Department of Education, a discipline hearing is an opportunity for a review of facts known about an alleged incident. It is an opportunity to learn more about the incident and to address any information that the parent/guardian or student believes is inaccurate. Discipline hearings are the only administrative avenue for exercising due process rights. If parents/guardians fail to take part in hearings, they may waive their opportunity to be heard and to appeal decisions they may disagree with. Discipline hearings are required for certain violations of the student code of conduct or can be initiated if a school principal makes a recommendation for long-term suspension or expulsion.

The hearing officer may make a decision at the end of the hearing or wait to send the decision in a written format. Per the Code of Virginia, while the decision may be shared verbally, the hearing officer is required to send the final decision in writing.

A review of a 10-day or more suspension with a recommendation for long-term suspension, alternative placement, or possible expulsion may be conducted by the division superintendent or the hearing officer. During the hearing, an assessment of the facts will be completed regarding the recommendations made by the school’s administrators. Thereafter, any recommendation for expulsion shall be forwarded to the School Board in accordance with the policies contained herein.

Appeal Process for Long-Term Suspension Issued by the Hearing Officer

A review of a long-term suspension may be requested of the superintendent or his designee in writing with five (5) days of receipt of the hearing officer’s written decision. Thereafter, the decision of the superintendent or his designee may be appealed further to the School Board in writing within five (5) days of receipt of the superintendent’s decision. The School Board has the ability to increase or decrease the consequence.

Recommendations for Possible Expulsions

All recommendations for expulsion require a formal hearing before members of the school board. Parents/guardians must receive written notice that a recommendation for expulsion has been made regarding a student. An administrative hearing will be held by the superintendent or his designee to further assess the recommendation made by the school principal prior to the recommendation for expulsion being forwarded to the School Board for formal action. A parent/guardian must receive written notice that the School Board will thereafter consider expulsion. This notice will include the date, time, place of the hearing and the specific charges. The student and his/her parent/guardian (or a legal representative) has the right to call witnesses, question school officials, and present information on behalf of the student.

Law Enforcement and Student Conduct

Law enforcement officials will be permitted to question students while they are under the authority of the school. The following provisions will be met:

1. Parents or guardians will normally be notified of requests to interview students to allow parents to be present, unless otherwise requested by law enforcement.
2. If the interview occurs at school, a school administrator may be present at the request of the student, parent/guardian or law enforcement. In these situations, the school administrator will serve in a supportive but non-advisory role.
3. Information derived from questioning will be kept in strict confidence by school officials unless legal procedures will require otherwise.
4. Students are not to be released into the custody of others without establishing the fact that the person assuming custody is the parent, legal guardian, a person designated by same, or law enforcement official.

SEARCHES AND SEIZURES

Lockers and other storage facilities are the property of the school board and are lent to the student for his/her use during school hours. School officials have the authority to open and inspect all storage spaces.

School officials also have the right to search any student and/or a student’s personal effects (e.g., purse, book bag) when there is reasonable suspicion to believe that the student possesses an item which violates the law, school policies and regulations, or which may be harmful to the school or its students. Such searches will be conducted by the administration with another person present. In no event will strip-searches of students be conducted.

The school administration has the authority to conduct routine patrols of student parking lots. Automobile on school property are subject to search whenever a school administrator has reasonable suspicion to believe that illegal or unauthorized materials are contained in or on an automobile.

Random searches may be conducted on school property using metal detectors or dogs capable of detecting drugs, bombs and firearms. These searches may be conducted by school administrators or by law enforcement officers in coordination with school administrators. Canines shall not be used to search students.

Weapons of any nature on school property or at school functions are prohibited by policy and state law. The school administration has the authority to use stationary or mobile metal detectors to ensure that weapons and other dangerous objects are not brought onto school property or to school-sponsored functions.

School authorities may seize any illegal, unauthorized or contraband items or materials discovered on school grounds. Illegal or contraband materials shall be turned over to the proper legal authorities for ultimate disposal.
Appendices

**Appendix A**

**School Board Policy GB**

**Equal Employment Opportunity/Nondiscrimination**

I. **Policy Statement**

The York County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, natural origin, ancestry, political affiliation, sex, gender, age, marital status, genetic information or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation. The York County School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the York County School Board shall not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

The statement, “York County School Board is an equal opportunity employer,” shall be placed on all employment application forms.

II. **Notice of Policy/Prevention**

This policy shall be: (1) posted in prominent areas of each school division building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination should be included in employee in-service training.

III. **Complaint Procedure**

A. **File Report**

Any person who believes he has not received equal employment should report the alleged discrimination to one of the compliance officers designated in this policy. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Discrimination, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the compliance officers designated in this policy. Any complaint that involves the compliance officer shall be reported to the superintendent.

The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law.

A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division’s ability to fully respond to the complaint.

B. **Investigation**

Upon receipt of a report of alleged discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than thirty (30) school days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the superintendent. If the compliance officer determines that more than fourteen (14) school days be required to investigate the complaint, the complainant and the superintendent will be notified of the reason for the
extended investigation and the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person(s) responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, then the report shall be sent to the school board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within ten (10) school days of receiving the compliance officer’s report, the superintendent or designees shall issue a written decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. If the complaint alleges that the superintendent has violated this policy, the school board’s standing Equal Employment Opportunity/Nondiscriminatory committee shall make the decision and determine what action should be taken.

If the school board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three (3) of its members to handle the matter. The committee shall issue a written decision within fourteen (14) calendar days of the time the school board receives the compliance officer’s report or the time a committee is appointed, if there is no standing committee. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken.

The written decision must be mailed to or personally delivered to the complainant within ten (10) calendar days of the issuance of the decision. If the superintendent or committee concludes that prohibited discrimination occurred, the York County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal.

D. Appeal

If the division superintendent or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the school board within five (5) school days of receiving the decision. Notice of appeal must be filed with the superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the school board. The school board shall make a decision within thirty (3) calendar days of receiving the record. The school board may ask for oral or written argument from the aggrieved party and the division superintendent, or the committee, whichever issued the written decision, and any other individual the school board deems relevant. Written notice of the school board’s decision will be given to the complainant.

Employees may choose to pursue their complaints arising under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

E. Compliance Officer and Alternate Compliance Officer

The York County School Board has designated the division’s chief human resources officer as the compliance officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the alternate compliance officer, the division’s chief operations officer.
The compliance officer shall:

- Receive reports or complaints of discrimination;
- Conduct or oversee the investigation of any alleged discrimination;
- Assess the training needs of the school division in connection with this policy; and
- Ensure that any discrimination investigation by an impartial investigator who is trained in the requirements of equal employment opportunity, and has the authority to protect the alleged victim, and others during the investigation.

IV. RETALIATION

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings. The compliance officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

V. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURE

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. PREVENTION AND NOTICE OF POLICY

Training to prevent discrimination should be included in employee orientations and in-service training. This policy shall be (1) displayed in prominent areas of each division building in a location accessible to school personnel, and (2) included in employee handbooks. All employees shall be notified annually of the names and contact information of the compliance officers.

VII. FALSE CHARGES

Employees who knowingly make false charges of discrimination shall be subject to disciplinary action.

ADOPTED: January 27, 2014
RESTATEMENT: January 22, 2018; May 18, 2020
CROSS REFERENCES: AC Nondiscrimination; GBA/JFHA Prohibition against Harassment and Retaliation; GBM Professional Staff Grievances; GCPD Professional Staff Discipline; JB Equal Educational Opportunities/ Nondiscrimination
# Appendix B  
**School Board Policy GB-F**  
**Report of Discrimination**

Name of Complainant:

For Employees, Position:

For Applicants, Position Applied For:

Address, Phone Number and Email Address:

Date(s) of Alleged Discrimination:

Name(s) of person(s) you believe discriminated against you or others:

Describe in detail the incident(s) of alleged discrimination, including where and when the incident(s) occurred. Name any witnesses that may have observed the incident(s). Include a description of any past incident(s) that may be related to this complaint. Attach additional pages if necessary.

I certify that the above information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant:  
Date:  

Complaint Received By:  
Compliance Officer:  
Date:  

ADOPTED: January 27, 2014  
RESTATEMENT: January 22, 2018  
© 10/12 VSBA
Appendix C
School Board Policy GBA/JFHA
Prohibition against Harassment and Retaliation

I. POLICY STATEMENT
The York County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the school board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The York County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student’s or employee’s sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exits at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division shall: (1) promptly investigate all complaints, written or verbal, of harassments based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonable calculated to end and prevent further harassments of school personnel or students.

II. DEFINITIONS
A. Harassment Based on Sex
Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

• Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
• Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
• Conduct or communication substantially or unreasonably interferes with an individual’s employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e., the conduct is sufficiently serious to limit a student’s or employee’s ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

• Unwelcome sexual physical contact;
• Unwelcome ongoing or repeated sexual flirtation or propositions, or remarks;
• Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
• Graphic comments about an individual’s body;
• Sexual jokes, notes, stories, drawings, gestures or pictures;
• Spreading sexual rumors;
• Touching an individual’s body or clothes in a sexual way;
• Displaying sexual objects, pictures, cartoons or posters;
• Impeding or blocking movement in a sexually intimidating manner;
• Sexual violence;
• Display of written materials, pictures, or electronic images; and,
• Unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual’s race, national origin, disability or religion when the conduct:
• Creates an intimidating, hostile or offensive working or educational environment;
• Substantially or unreasonably interferes with an individual’s work or education; or
• Otherwise is sufficiently serious to limit an individual’s employment opportunities or to limit a student’s ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:
• Graffiti containing racially offensive language
• Name calling, jokes or rumors
• Physical acts of aggression against a person or his property because of that person’s race, national origin, disability, or religion
• Hostile acts which are based on another’s race, national origin, religion or disability
• Written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

C. Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal harassment or retaliation may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation.

The York County School Division expects its entire staff, including the division superintendent, the school board, teachers, other school board employees, employees of virtual school programs, school volunteers who work with or in its schools (“division personnel”) and other vendors providing services to the division and/or students, to set examples for students in terms of appropriate conduct and behavior. Students are best served by a school climate that is both welcoming and professional with very clear standards of conduct. All adults in the division share the responsibility in creating a safe learning and teaching environment that is free from adult misconduct including adult sexual misconduct.

The protection of students from such misconduct is a division priority and it is the obligation of all division personnel to observe boundaries governing interaction and communication with students. The division demonstrates its commitment to protecting students from sexual abuse and misconduct through:
• Strict compliance with all state laws and regulation related to the screening of prospective employees for the conviction of barrier crimes and founded cases of child abuse and neglect;
• The development, effective implementation, training and education relating to and enforcement clear and reasonable policies governing the interaction of students and division personnel;
• The establishment of channels of reporting by students and parents of suspected misconduct and abuse, and the prompt notification of law enforcement when criminal activity is alleged or suspected;
• Disclosure of formal reprimands and dismissals for violating division policies on sexual misconduct and abuse prevention to school divisions seeking references; and
• Strict compliance with all state laws and regulations related to reporting to the Virginia Department of Education of resignations and dismissals of licensed employees related to convictions of barrier crime and founded cases of abuse.

Adherence to division policy on student – Division personnel interactions not only creates a safe and healthy environment for students, it also serves to protect division personnel from false accusations and accusations based on misunderstandings.

This policy expands upon, and is established in addition to, the division policy on the prevention of unlawful harassment.

The division superintendent shall take appropriate steps to implement and oversee this policy by promulgating and implementing regulations which address:
• Communication between division personnel and students;
• Physical contact between division personnel and students;
• Social interaction between division personnel and students;
• Training relating to and dissemination of this policy;
• Reporting of suspected misconduct or abuse; and
• Such other topics as may be necessary for the implementation of the provisions of this Policy.

III. COMPLAINT PROCEDURE
A. Formal Procedure
1. File Report

Any student or division personnel who believes he or she has been the victim of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of the alleged prohibited harassment to the compliance officer. Any complaint this involves the compliance officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the school division’s ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than thirty (30) school days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than thirty (30) school days will be required to investigate the
complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any other who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the division superintendent, then the report shall be sent to the school board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within ten (10) school days of receiving the compliance officer’s report, the division superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the superintendent or designee determines that it is more likely than not that prohibited harassment occurred, the York County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent or designee determines that prohibited harassment occurred, the superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

4. Appeal

If the superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the school board within five (5) school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the school board. The school board shall make a decision within thirty (30) calendar days of receiving the record. The school board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the school board deems relevant. Written notice of the school board’s decision will be given to both the alleged harasser and the person allegedly harassed.

If the superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through relevant employee grievance procedure instead of the complaint procedure in this policy.

IV. Compliance Officer

The York County School Board has designated the division’s chief human resources officer as the compli-
ance officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the alternate compliance officer, the division’s chief operations officer.

The compliance officer shall:
- Receive reports or complaints of harassment;
- Conduct or oversee the investigation of any alleged harassment;
- Assess the training needs of the school division in connection with this policy;
- Arrange necessary training to achieve compliance with this policy; and
- Ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, and has the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student’s principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the formal procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

V. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The compliance officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURE

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VII. PREVENTION AND NOTICE OF POLICY

Training to prevent harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, and genetic information should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within thirty (30) calendar days of the start of school. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

VIII. FALSE CHARGES

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

ADOPTED: January 27, 2014
REVISED: January 22, 2018; May 21, 2018; May 18, 2020


CROSS REFERENCES: AC Nondiscrimination; GB Equal Employment Opportunity/Nondiscrimination; GBA-F/IFHA-F Report of Harassment; GBM Professional Staff Grievances; JB Equal Educational Opportunities/Nondiscrimination; JFC Student Conduct; GCPD Professional Staff Discipline; JHG Child Abuse and Neglect Reporting
# Appendix D

**School Board Policy GB-F/JFHA-F**

## Report of Harassment

<table>
<thead>
<tr>
<th>Name of complainant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For students, school attending:</td>
<td></td>
</tr>
<tr>
<td>For employees, position and location:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Phone number:</td>
</tr>
<tr>
<td>Date(s) of alleged incident(s) of harassment:</td>
<td></td>
</tr>
<tr>
<td>Name of person(s) you believe harassed you or others:</td>
<td></td>
</tr>
<tr>
<td>If the alleged harassment was toward another, please identify that person:</td>
<td></td>
</tr>
<tr>
<td>Describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Note any witnesses that may have observed the incident(s). Include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.</td>
<td></td>
</tr>
<tr>
<td>I certify that the information provided in this report is true, correct, and complete to the best of my knowledge:</td>
<td></td>
</tr>
<tr>
<td>Signature of complainant:</td>
<td>Date:</td>
</tr>
<tr>
<td>Complaint received by:</td>
<td>Date</td>
</tr>
</tbody>
</table>

ADOPTED: January 27, 2014  
RESTATEMENT: January 22, 2018  
© 10/12 VSBA
Animal Dissection

In compliance with state law, the York County School Division offers students alternatives to animal dissection in relevant course work if their parents choose to opt them out of the animal dissection portion of a particular course. Dissection is defined as "The manipulation of properly preserved animals or animal parts for scientific study, which includes incising and may be followed by inspecting, touching, handling, and mounting."

Alternatives to animal dissection may include, but are not limited to: computer programs, internet simulations, plastic models, videotapes, digital videodiscs, and charts. Alternatives to animal dissection techniques are available in biological science classes that incorporate dissection exercises. Alternative to dissection techniques are designed to provide the student, through means other than dissection, with knowledge similar to that expected to be gained by other students in the course who perform, participate in, or observe the dissection.

Opt out forms are available from science teachers.

Family Life Education

The instructional program of the York County School Division includes a family life education curriculum in grades kindergarten through 12. Some of the current themes include child abuse, family and community relationships, human sexuality, human growth and development, human reproduction, sexually transmitted diseases, substance abuse, positive self-concept, communication skills, decision-making skills and peer relationships. A listing of family life education topics by grade level can be found in the parent resource section of the division website, yorkcountyschools.org. Parents/guardians are urged to attend orientation sessions that are held in schools each year prior to the beginning of family life education instruction. Printed/audio-visual materials, as well as the Family Life Education curriculum guide, are available for preview at your child's school and the York County School Board Office.

Parent who wish to remove their children from selected lessons or all of the Family Life Education program for the current school year must do so by completing the Family Life Education Removal Request, Grades K-12. If the parent/guardian does not complete and return this form, the student will participate in the entire program at his/her current grade level.

During the school year, requests by parents/guardians to change the extent of their child's participation in Family Life Education must be provided in writing to the principal of the student's school.

Release of Information

Under no circumstances will information concerning a student’s test data or other information of a personal nature be released without written consent of the parents, guardian or student (if 18 years of age or over). Discipline information will be released to other schools. Copies of the division's written policy concerning the management of student scholastic records in the York County School Division may be obtained by contacting the principal's office.

The division releases other information based on parent permission:

Directory Information

During the school year, the York County School Division, upon request, provides student directory information to appropriate organizations and publishes student information in yearbooks, extra-curricular and athletic programs, and on graduation lists and honor rolls.

Such directory information, as defined by the CODE OF VIRGINIA, § 22.1-287.1 (amended 1983), may include the student’s name, sex, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and other similar information.

Military Recruiters

The Every Student Succeeds Act requires school divisions to provide military recruiters with information about high school juniors and seniors. Parents may opt to not provide this information by checking the applicable box on the Release of Student Directory Information to Military Recruiters Form.
MEDIA/WEBSITES/DIVISION PUBLICATIONS

The local news media cover education in York County and are interested in stories involving students and staff in the division. The school division also highlights student and staff activities on the division’s cable channel (YCSD-TV), website (http://yorkcountyschools.org/) and in division publications and videos.

Examples of information that could be released to the media or presented on division outlets include: honor roll, graduating lists, curricular and extra-curricular student achievement, involvement in division programs, athletics or activities, special events, etc. While the division, within the scope of the media release form, allows members of the media to interview, photograph or videotape our students, the division does not allow news media access to students that would interrupt the instructional day or for interviews during a crisis or an emergency.

Additionally, the division’s website is created and monitored by division personnel with an emphasis on sharing success while keeping in mind student security issues.

Once a child enters the York County School Division, parents/guardians are asked to complete a media release form indicating their preference regarding the release of information to media and through division communications outlets. This form is valid for the duration of your student’s attendance in the York County School Division, but may be modified at any time by submitting a written request to the school office.

Student/Parent Technology Usage Form

This form is signed by a parent/guardian at registration and is on file with the student’s records. Parents/guardians must also complete the form annually located at the back of this handbook.
**Student Handbook & Code of Conduct**

**Family Acknowledgement Form**

*Return by September 18, 2020 (Applicable to all Students)*

<table>
<thead>
<tr>
<th>Student’s Name (Last, First):</th>
<th>2020-2021 Grade Level:</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>School:</th>
<th>Homeroom Teacher:</th>
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</tbody>
</table>

Please complete and sign this form to acknowledge you have received and have had the opportunity to review and discuss with your child the important documents contained in the York County School Division Student Handbook and Conduct Code.

Please be advised that by returning this signed form acknowledging receipt of this **STUDENT HANDBOOK AND CONDUCT CODE**, and reading and discussing it with your child, you do not waive any of your rights. Under Virginia law, parents, in signing the acknowledgement, expressly reserve rights protected by the constitutions of the laws of the United States and the Commonwealth of Virginia. Furthermore, a parent/guardian has the right to express disagreement with a school’s or the York County School Division’s policy or decision, despite having acknowledged reading and discussing the Handbook.

**Parent/Guardian, please initial each of the following statements:**

- My child and I have reviewed the Conduct Code Violations and Consequences on pages 54.
- My child and I have reviewed the Table of Offenses and Range of Consequences on pages 57.
- My child and I have reviewed the Compulsory Attendance Law: Code of Virginia & 22.1-254, on page 2.
- My child and I have reviewed the Bus & Bus Stop: Student Responsibilities & Expectations on page 52.
- My child and I have reviewed the Student’s Rights and Responsibilities on pages 46.
- I have reviewed the Parental/Family Rights and Responsibilities on pages 53.
- My child and I have reviewed the Citizenship expectations on page 48.
- My child and I have reviewed the Bullying and Cyberbullying, and Reporting information on page 50.
- My child and I have reviewed the Dress Code on page 47.

Print Parent/Guardian Name: [ ]

Signature of Parent/Guardian: [ ] Date: [ ]

Signature of Student: [ ] Date: [ ]

Return this form to your child’s homeroom teacher no later than **Friday, September 18, 2020.**
Release of Student Directory Information
to Military Recruiters

Return by September 18, 2020 (Applicable to High School Juniors and Seniors ONLY)

<table>
<thead>
<tr>
<th>Student’s Name (Last, First):</th>
<th>2020-2021 Grade Level:</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td>Homeroom Teacher:</td>
<td></td>
</tr>
</tbody>
</table>

The *Every Student Succeeds Act* requires school divisions to provide military recruiters with information about high school juniors and seniors. Parents may **opt to not provide this information** by checking the box below.

☐ I DO NOT give permission for **ANY** student directory information on my child to be released to military recruiters.

<table>
<thead>
<tr>
<th>Print Parent/Guardian Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Parent/Guardian:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Return this form to your child’s homeroom teacher no later than **Friday, September 18, 2020.**
Family Life Education Removal Request, Grades K-12

Return the form only if the student is to be removed from all or part of the Family Life Education program.

The purpose of this form is to give parents/guardians the opportunity to remove their student from the entire Family Life Education program or to remove a student from selected topics of the program.

Printed/audio-visual materials, as well as the Family Life Education curriculum guides, are also available for preview at your child’s school and the York County School Board Office.

Please indicate your choice for the 2020-21 school year below:

- [ ] Removal from the entire Family Life Education program
- [ ] Removal from selected topics of the Family Life Education program

Please list all topics from which you would like your child removed (For example: K.4, K.10, or 10.2, 10.6). A listing of Family Life Education topics by grade-level can be found online in the Parent Resource section of the division website, https://yorkcountyschools.org/parents/parentResources/default.aspx.

Please complete the information below.

<table>
<thead>
<tr>
<th>Student’s Name (Last, First):</th>
<th>2020-21 Grade Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td>Homeroom Teacher:</td>
</tr>
<tr>
<td>Parent/Guardian Signature:</td>
<td>Date</td>
</tr>
<tr>
<td>Print Name:</td>
<td></td>
</tr>
</tbody>
</table>

Return this form to your school only if your student is to be removed from all or part of the Family Life Education program.
THIS PAGE INTENTIONALLY LEFT BLANK
Student/Parent Technology Usage Form

Return by September 18, 2020 (Applicable to all Students)

Student’s Name (Last, First):  
Student ID#:  
Grade Level:  
School:  
Homeroom Teacher:  

Note: All students who have access to network services and the internet shall receive instruction on internet safety.

Student Network Services/Internet Acceptable Use Policy

☐ I DO give permission for my child to use network services provided by the York County School Division, with the understanding that this includes access to the internet.

☐ I DO NOT give permission for my child to use any network services including internet services provided by the York County School Division. *

*Note: By selecting this option, your child will not have any access to Canvas learning management system, Aspen student information system, Outlook for student email, Office365, video conferencing, division-purchased instructional software and associated web service, nor will your child have access to a YCSD-issued computer for home use or for any computer-related courses offered in your child’s assigned school. This would include access to Virtual High School and Virtual Virginia courses from within the division. Division course assessments and state- and federal-mandated testing, such as the Virginia SOL testing, requires the use of computers. Arrangements will be made on an individual basis for required testing.

Student/Parent Permission to Use a Privately-Owned Electronic Device

☐ I DO give permission for my child to use a privately-owned electronic device.

☐ I DO NOT give permission for my child to use any privately-owned electronic device.

Posting of Student Work Electronically

☐ I DO NOT give permission for my child’s projects and assignments to be posted on the internet for public viewing (as noted in the User Privileges of the Network Services/Internet Acceptable Use Policy).

I/We understand that these permissions may be changed at any time during a school year by contacting the school and submitting the appropriate forms.

I agree to the terms and conditions contained in this Network Services/Internet Acceptable Use Policy and Permission for use of a Privately-Owned Electronic Device. I/We understand that any misuse or abuse of these terms and conditions will result in the suspension or revocation of those privileges, disciplinary actions up to and including expulsion from the York County School Division and/or appropriate legal action. Suspension/revocation will result in your child’s loss of access to Canvas learning management system, Aspen student information system, Outlook for student email, Office365, video conferencing, division-purchased instructional software and associated web services, as well as access to computers for any computer-related courses offered in their assigned school which could negatively impact course grades. These restrictions would include access to Virtual High School and Virtual Virginia courses from within the division.

I/We acknowledge that while it is the policy of the division that students not provide personal information to a website or on-line service while using division property, applications used for instructional activities may require this student information. I/We have discussed this with my/our child.

I/We understand that projects and assignments may be posted electronically and could include personally identifiable information that may be classified as an educational record under FERPA (Family Education Rights and Privacy Act). Efforts will be made to restrict the amount of personally identifiable information when communicating electronically over the internet. Assignments and activities conducted online may receive teacher comments, grades or evaluations; under no circumstances will comments, grades or evaluations be posted to the general public.

Signature of Student:  
Date  

Signature of Parent/Guardian:  
Date  

Return this form to your child’s homeroom teacher by Friday, September 18, 2020. (Applicable to all students)

York County School Division
<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone Number</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bethel Manor Elementary School</td>
<td>867-7439</td>
<td>Tabb Middle School</td>
</tr>
<tr>
<td>Chrissy Wagner, Principal</td>
<td></td>
<td>300 Yorktown Road</td>
</tr>
<tr>
<td>1797 First Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Langley AFB, VA 23665</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coventry Elementary School</td>
<td>898-0403</td>
<td>Yorktown Middle School</td>
</tr>
<tr>
<td>Brian Fries, Principal</td>
<td></td>
<td>Scott Meadows, Principal</td>
</tr>
<tr>
<td>200 Owen Davis Boulevard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yorktown, VA 23693</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dare Elementary School</td>
<td>898-0324</td>
<td>Bruton High School</td>
</tr>
<tr>
<td>Susan Hutton, Ph.D., Principal</td>
<td></td>
<td>Arletha Dockery, Principal</td>
</tr>
<tr>
<td>300 Dare Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yorktown, VA 23692</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grafton Bethel Elementary School</td>
<td>898-0350</td>
<td>Grafton High School</td>
</tr>
<tr>
<td>Lisa Ruffieux, Principal</td>
<td></td>
<td>Whitney Cataldo, Principal</td>
</tr>
<tr>
<td>410 Lakeside Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yorktown, VA 23692</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magruder Elementary School</td>
<td>220-4067</td>
<td>Tabb High School</td>
</tr>
<tr>
<td>Mark Kirk, Principal</td>
<td></td>
<td>Paul Rice, Principal</td>
</tr>
<tr>
<td>700 Penniman Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Williamsburg, VA 23185</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mt. Vernon Elementary School</td>
<td>898-0480</td>
<td>York High School</td>
</tr>
<tr>
<td>Kristin Bolam, Principal</td>
<td></td>
<td>Shannon Butler, Ed.D., Principal</td>
</tr>
<tr>
<td>310 Mt. Vernon Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yorktown, VA 23693</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seaford Elementary School</td>
<td>898-0352</td>
<td>York River Academy</td>
</tr>
<tr>
<td>Barbara Nagel, Principal</td>
<td></td>
<td>Walter Cross, Principal</td>
</tr>
<tr>
<td>1105 Seaford Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seaford, VA 23696</td>
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<tr>
<td>Tabb Elementary School</td>
<td>898-0372</td>
<td>York County School Board Office</td>
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<tr>
<td>Mary Lugo, Principal</td>
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</tr>
<tr>
<td>3711 Big Bethel Road</td>
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<td>Yorktown, VA 23693</td>
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<tr>
<td>Waller Mill Elementary Fine Arts Magnet School</td>
<td>220-4060</td>
<td>FAX</td>
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<tr>
<td>Termaine Hopkins, Principal</td>
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<td>Student Services</td>
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<tr>
<td>314 Waller Mill Road</td>
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<td>Hotline</td>
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<tr>
<td>Williamsburg, VA 23185</td>
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<tr>
<td>Kelly Denny, Principal</td>
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<tr>
<td>131 Siege Lane</td>
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<td>EXTEND Center</td>
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<tr>
<td>Yorktown, VA 23692</td>
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<tr>
<td>Grafton Middle School</td>
<td>898-0525</td>
<td>International Baccalaureate Programme</td>
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<tr>
<td>Tianna Anthony, Principal</td>
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<tr>
<td>405 Grafton Drive</td>
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<td>Knowledge Learning Corporation/ Champions Child Care</td>
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<tr>
<td>Yorktown, VA 23692</td>
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<tr>
<td>Queens Lake Middle School</td>
<td>220-4080</td>
<td>New Horizons Regional Education Center</td>
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<tr>
<td>Jennifer Goodwin, Principal</td>
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<td>Butler Farm Road</td>
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<tr>
<td>124 West Queens Drive</td>
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<td>Children’s Center (Kiln Creek)</td>
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<td>Williamsburg, VA 23185</td>
<td></td>
<td>Woodside Lane</td>
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<td>School of the Arts</td>
<td>220-4095</td>
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<tr>
<td>Transportation</td>
<td>898-0344</td>
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</tr>
</tbody>
</table>
York County School Division

302 Dare Rd.
Yorktown, Virginia 23692

School Board
Mark J. Shafer
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757-879-6380
mshafer@ycsd.york.va.us

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York County School Division
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Chief Human Resources Officer
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James Carroll, Ed.D.
Chief Operations Officer
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Angela Seiders
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Administration
Aaron J. Butler, Ed.D.
Director of School Administration
757-833-2182
abutler@ycsd.york.va.us

Division Hotline: 890-5000
The purpose of Division Hotline is to report incidences of misconduct, such as threats, bullying, discrimination and/or harassment, to the York County School Division. It is completely anonymous. Voicemail is available 24/7 and will be checked twice daily. After the call has been received, necessary steps and precautions will be taken to ensure the safety of our students and staff.

The York County School Division does not discriminate on the basis of race (Title VI), color, religion, national origin, veteran status, sex, gender (Title IX), age or disability (Section 504), or any other protected class in its educational programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. The following positions have been designated to handle inquiries regarding the non-discrimination policies:

**Title IX Coordinator**
Chief Human Resources Officer
302 Dare Road
Yorktown, VA 23692
757-898-0349

**Section 504/ADA Coordinator**
Director of Student Services
302 Dare Road
Yorktown, VA 23692
757-898-0300

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