

Code of Student Conduct

A Partnership in Responsibility

Administrators, Parents, School Board, Students, Superintendent, Teachers

2025-26 School Year

Dear Parents and Guardians:

Welcome to the 2025-26 school year! We are looking forward to another year with excitement and anticipation!

The invaluable partnership and cooperation between Caroline County Public Schools and its families is invaluable and appreciated. This year CCPS looks forward to continuing to strengthen this connection. We value your continued support and involvement as we strive to meet the needs of all students so they can become “3E Ready” through our array of academic, extracurricular, and extension opportunities. We also appreciate you encouraging your children to do their part to maintain a positive school environment that inspires them to reach their full potential as they mature into responsible and productive citizens.

The Caroline County Public Schools’ **2025-26 Code of Student Conduct** provides important information regarding CCPS’ expectations for student behavior and conduct in the classroom, on buses, and at school-related activities. The **Code of Student Conduct** serves as a guide that allows our schools to offer every student a safe and productive environment.

Please review and discuss the importance of the **Code of Student Conduct** with your children. Understanding these important requirements and guidelines as well as being committed to following them is the first step toward student success. After having this discussion, please sign, date, and return the “Parent Acknowledgement Form” to your child’s school by **Wednesday, August 20, 2025**

For your convenience, the **Code of Student Conduct** can be accessed online at www.ccps.us.

To access: select “Students” on the home page, then click “Code of Conduct.”

To sign required forms: complete and submit forms using the "Forms" tab within your PowerSchool Parent Portal account.

Thank you for working with us to provide every scholar a welcoming, creative, and rigorous school where they can come to learn safely each day!

Sarah Calveric, Ph.D.
Superintendent

CODE OF STUDENT CONDUCT OVERVIEW

The *Code of Student Conduct* outlines major categories of behavior and states disciplinary actions that may occur as a result of student misconduct. When enforcing the *Code of Student Conduct*, students and their property may be searched if there is reasonable suspicion that a law or school rule has been or is about to be broken. School staff may question or interview minor students regarding violations of the *Code of Student Conduct* and criminal matters without the consent or presence of parents or legal guardians. Metal detectors and other types of surveillance equipment may be used in the schools and at school activities for both random searches and where reasonable suspicion to search is present. Police dogs will be used on school property to detect the presence of weapons, drugs, and/or other contraband. Depending on the infraction, appropriate legal charges can be pressed against a student. Code of Virginia § 16.1-269.1 permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances.

Parental Responsibility and Involvement: Each parent of a student enrolled in a public school in Caroline County has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance. Please review the information from the Code of Virginia in the section entitled Parental Responsibility and Involvement Requirements. Parents are to pay all fees and charges levied against their child by the Caroline County Public Schools, including costs associated with damage to or loss of books and other school property.

Faculty/Staff Responsibilities: Teachers handle the major portion of student discipline through their system of classroom management. However, teachers will refer a student for misconduct when the situation warrants. In Caroline County, each public school has in place a referral system for student discipline. The principal is responsible for addressing the student's behavior after the teacher referral.

DISCIPLINARY ACTION LEVELS

The following summarizes the levels of disciplinary action which shall be enforced by school personnel with students who are in violation of school rules, *Code of Student Conduct*, *School Board Bylaws, Policies, Division Regulations*, the *Discipline Guidelines*, and/or local, state, or federal laws.

Level 1 - Verbal Warning/Reprimand

The teacher/staff member will tell/remind the student not to engage in inappropriate behavior or give the student a reminder of the rule.

Level 2 - Conference

Staff members may conduct a conference with the student, parent, or both.

Level 3 - Intervention

Staff members may use one of the following interventions: **Staffing/Teaming**, school personnel and others will meet to consider student behavior and make recommendations for improvement; **Time-out**, the temporary removal of a student from class; **Restriction**, the temporary denial of the student's right to participate in designated activities; **Corrective Action Plan (CAP)**, a written agreement between the student/parent/guardian and school listing requirements for improvement; **Detention**, detaining a student for disciplinary reasons before or after school hours; **Mediation**, referral to conflict mediation; **Confiscation**, temporary possession of personal property; **Community Service**, in cooperation with parents, students may be allowed to perform community service in place of or to reduce other disciplinary consequences; and **Bus Discipline**, temporary removal or loss of bus privileges.

Level 4 - Suspension (In-School 1-5 Days) – Days off due to weather may alter dates

A student may be given In-School Suspension (ISS) for up to five days. In ISS, a student is assigned to a classroom for the day and given work to do by qualified school personnel serving as the school's ISS coordinator. Students are released from ISS only after successfully completing such work. Students are then given an excused absence for all classes missed while in ISS. Refusal to attend ISS will result in Out-of-School Suspension (OSS) until the ISS is served.

Level 5 - Short-Term Suspension - Days off due to weather may alter dates

A pupil in kindergarten through grade 3 may be suspended for not more than three (3) school days by either the school principal, any assistant principal, or, in their absence, any teacher. The school principal, assistant principal, or, in their absence, a teacher may suspend a pupil in kindergarten through grade three for more than three (3) school days but not more than ten (10) school days only in the following circumstances:

1. The student has been adjudicated delinquent or convicted of one of the offenses listed in subsection G of § 16.1-260 of the Code of Virginia;
2. The offense involves possession of a firearm, destructive device, firearm muffler, firearm silencer, or pneumatic gun on school property or at or at a school-sponsored activity;
3. The offense involves possession of a controlled substance, imitation controlled substance, or marijuana on school property or at or at a school-sponsored activity; or
4. The offense involves physical harm or credible threat of physical harm to others.

In addition, a pupil in kindergarten through grade 3 may also be suspended for more than three (3) school days if the Superintendent or Superintendent's Designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

A pupil in grades 4 through 12 may be suspended for not more than ten school days by either the school principal, any assistant principal, or, in their absence, any teacher.

For any short-term suspension, the following procedures will be followed:

1. The student shall be apprised of the nature and facts of the alleged misconduct orally or in writing.
2. The students shall be given an opportunity to explain the circumstances of the alleged misconduct from his/her perspective.
3. The student shall be informed of the conditions of the suspension, such as required parental conference prior to return, prohibition from coming on school property and/or scheduled school activities, etc. The principal or designee will attempt to make telephone contact with the parent and will document said contacts or attempts on the student's discipline referral or on the computer.
4. The principal, assistant principal or designee shall execute a letter of suspension stating the condition of the suspension and the date that the student may return to school. Copies of the letter of suspension shall be given to the student, if possible, and mailed to the student's parent, guardian or person having control or charge of the student and to the Superintendent or his/her designee. The letter of suspension shall include:
 - a.) the duration of suspension.
 - b.) information about the availability of community-based, alternative or other educational options.
 - c.) the student's right to return to school after the suspension period.
5. The Division Superintendent or his/her designee shall review the action taken if requested in writing by the parent or student within three (3) days of the disciplinary action.
6. The parent shall be notified that the decision of the Superintendent or his/her designee is final and that no further appeal to the School Board is available.

A suspended student is not allowed on school property during the suspension, except with a parent to attend a conference or meeting. A suspended student is not allowed to participate in or attend after-school activities, such as athletic events, club meetings, dances, and the like.

Level 6 - Long-Term Suspension - Days off due to weather may alter dates

A long-term suspension may not extend beyond 45 school days unless:

1. The offense involves possession of a firearm, destructive device, firearm muffler, firearm silencer, or pneumatic gun on school property or at or at a school-sponsored activity;
2. The offense involves possession of a controlled substance, imitation controlled substance, or marijuana on school property or at or at a school-sponsored activity;
3. The offense involves serious bodily injury; or
4. The Superintendent or the Superintendent's Designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

The following procedures will be followed for any long-term suspension. The Superintendent or his/her designee(s) may suspend students from school in excess of ten (10) school days after the pupil and his parent(s) or guardian have been provided written notice of the proposed action and the reasons thereof and of the right to a hearing before the Superintendent or his/her designee.

The procedure for the hearing before the Superintendent or his/her designee shall be as follows:

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

If the Superintendent or his/her designee suspends the student, he shall send the student and parent a notice which shall include:

- a. The duration of suspension.
- b. Information concerning the availability of community-based or alternative educational programs and intervention programs;
- c. A statement that the student is eligible to return to school upon the expiration of the suspension or to attend an appropriate alternative educational program approved by the School Board during or after the suspension.
- d. In any case in which a student has been suspended by the Superintendent or his/her designee, the student and his/her parent(s), guardian, or person having control or charge of the student may appeal the decision to the full School Board.

- e. Such appeal must be in writing and must be filed with the Superintendent within five (7) calendar days of the suspension decision.
- f. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The School Board will consider the appeal upon the record of the suspension hearing within thirty (30) calendar days of the appeal.
- g. In the event of an appeal, the student's parent(s) or guardian shall be provided with written notice of the School Board's decision and any change in: (1) the duration of the suspension; (2) the availability of community-based educational, training, and intervention programs; and/or (3) eligibility to return to school or attend an alternative education program.

A suspended student is not allowed on school property during the suspension, except with a parent to attend a conference or meeting. A suspended student is not allowed to participate in or attend after-school activities, such as athletic events, club meetings, dances, and the like.

Level 7 - Expulsion

Procedures

1. A principal may recommend that a student be expelled. The principal shall notify the student and his parent(s), or guardian in writing of the following:
 - a. The proposed action and the reasons thereof;
 - b. The right of the student and his parent(s) or guardian to a hearing before the Superintendent or his/her designee(s) under the procedure for long-term suspension; and
 - c. The right to inspect the student's school records;

The student and his parent(s) shall also be provided with a copy of the Code of Student Conduct.

Upon written request of the student and his parents or guardian, the Superintendent may waive the hearing at this step and have the case heard directly by the School Board as provided below.

2. If the Superintendent or his/her designee(s) upholds the recommendation of expulsion, the student shall be suspended until the matter is decided by the School Board. The Superintendent or his/her designee may impose a lesser sanction.

If the principal's recommendation of expulsion is approved by the Superintendent or his/her designee(s), the student and his/her parent(s) or guardian may request a hearing before the School Board. Such request must be in writing and must be filed with the Superintendent within five (5) calendar days of the decision to uphold the principal's recommendation. Failure to file a written request within the specified time will constitute a waiver of the right to a hearing before the School Board. Upon a timely request for a hearing before the School Board, the Superintendent shall notify the student and his/her parent(s) or guardian of the time and place of the hearing.

Following the decision of the School Board, the Superintendent shall provide written notice to the student's parent(s) or guardian which shall include the following:

- a. The terms or conditions of re-admission, if any;
- b. The duration of expulsion
- c. A statement declaring whether the student is eligible to return to school or attend an appropriate alternative education program approved by the School Board or an adult education program offered by the division during or after the expulsion, a statement setting forth when the student may petition the School Board for re-admission and a statement regarding the availability of community-based educational, training and intervention programs.

Procedure for School Board Hearing

- a. The School Board shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the School Board.
- b. The School Board may ask for opening statements from the principal or his/her representative and the student or his/her parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.
- c. The parties shall then present their information. Because the principal has the ultimate burden of proof, he or she shall present his/her information first. Witnesses may be questioned by the School Board members and by the parties (or their representative). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties the right of cross-examination provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, his/her parent(s) and their representative if the School Board determines in its discretion, that such action is necessary to protect the student witness.
- d. The parties shall produce such additional information, as the School Board may deem necessary. The School Board shall be the judge of the admissibility of any information.
- e. Exhibits offered by the parties may be received by the School Board and, when so received, shall be marked and made part of the record.
- f. The School Board may, by majority vote, uphold, reject or alter the recommendation(s).
- g. The School Board shall transmit its decision, including the reasons thereof, to the student, his/her parent(s), the principal and Superintendent.

- h. A student who has been expelled from school by the School Board may file a written petition for re-admission with the Superintendent no less than 300 and no more than 320 days after the effective date of expulsion. The School Board will consider and act upon the petition prior to the expiration of the 365 days from the effective date of the expulsion. If the petition is denied, subsequent petitions for re-admission may be filed a year later unless a different time period is set by the School Board when ruling on the initial petition for re-admission.

A suspended student is not allowed on school property during the suspension, except with a parent to attend a conference or meeting. A suspended student is not allowed to participate in or attend after-school activities, such as athletic events, club meetings, dances, and the like.

In addition to the foregoing, a pupil in kindergarten through grade three may be only be expelled from school in the following circumstances:

1. The student has been adjudicated delinquent or convicted of one of the offenses listed in subsection G of § 16.1-260 of the Code of Virginia;
2. The offense involves possession of a firearm, destructive device, firearm muffler, firearm silencer, or pneumatic gun on school property or at or at a school-sponsored activity;
3. The offense involves possession of a controlled substance, imitation controlled substance, or marijuana on school property or at or at a school-sponsored activity;
4. The offense involves physical harm or credible threat of physical harm to others; or
5. If the School Board finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Notice Regarding Students with Disabilities

School Board Policy JGDA

Students with disabilities, who violate the student code of conduct, or engage in conduct for which they may be disciplined, will be disciplined in accordance with School Board Policy JGDA.

Additionally, the regular disciplinary procedures must be followed. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability as a result of discipline.

School Board Policy JGDB

A student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent that a student without disabilities would be disciplined.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles and may seize any illegal, unauthorized, or contraband materials discovered in the search under the circumstances outlined in School Board Policy JFG.

PROHIBITED CONDUCT

Students are subject to the Code of Student Conduct while on school property, while engaged in or attending a school activity, or while going to or returning home from school including while at bus stops and while riding the bus. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects the educational environment.

Students may be assigned an appropriate discipline, including suspension and expulsion from school, for violating the Code of Student Conduct. Prohibited conduct is any behavior incompatible with the school environment and good citizenship and includes, but is not limited to, the following:

1. **Arson/Attempted Arson:** To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fire would be included in this category if they were contributing factors to a damaging fire.
2. **Assault on staff**
3. **Attendance:** Tardiness, truancy, excessive absences, skipping, being in an unauthorized area and leaving the classroom, building, or assigned area without permission.
4. **Blankets/Pillows:** are not permitted in school. Students will not be allowed to walk around with blankets or pillows.
5. **Blocking staff to get to a fight**

6. **Bullying and cyberbullying** - "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.
7. **Cell phones/personal communication devices:** Must be turned off/silenced and out of sight during the instructional day and may not be visible or activated at any time, including, but not limited to hallways, classrooms, media center, auditorium, cafeteria, gymnasium, inside and outside physical education areas, locker rooms, restrooms, school administrative offices, and nurse's clinic. Devices may be used on the school bus in conjunction with headphones/earpods and after school.
8. **Cheating/Plagiarism/Misrepresentation:** Students are expected to perform honestly through the production of their own work and refrain from verbal or written falsification.
9. **Instigating or cheering on a fight.**
10. **Defacing/Destroying School or Private Property:** A student will not willfully or maliciously deface, damage, or destroy property belonging to another, including school property at any time and private property while the student is under the school's jurisdiction. A student or parent/guardian will be held financially responsible, as allowed by Virginia law, for willful or malicious destruction of school property. Examples are as follows: writing on walls, mirrors, or desks; damaging another's clothing or property; and graffiti.
11. **Disrespectful Behavior:** A student will behave in a respectful manner toward teachers/staff and other students. Examples of disrespectful behavior are: walking away, talking back, refusing to identify self properly, and rude behavior, spitting, and challenging authority.
12. **Disruption:** Any disruption, which interrupts or interferes with teaching or orderly conduct of school activities, is prohibited. Conduct, which by its nature is so extreme or offensive that it negatively impacts the school or places the student at risk either physically or educationally, will also constitute disruption.
13. **Drug distribution or possession.**
14. **Earbuds/Airpods/Headsets-** In the classroom, with teacher discretion, only wired earbuds/headsets are allowed if connected to a school device.
15. **Extortion/Attempted Extortion/Robbery and/or Larceny:** A student will not take, attempt to take, or threaten to take another person's property by force, violence, threats, or intimidation. This includes obtaining money, property, or other objects of value, either tangible or intangible.
16. **False Fire Alarms/Bomb Threats/911 Calls/Threats Against Persons/Hoaxes:** Activating a fire alarm without cause, making a bomb threat, false threats, oral threats, written threats, and hoaxes (imitation infectious, biological, toxic, or radioactive substances) against students, division personnel or School Board property, communicating a threat in writing or electronically (including forwarding a text message containing a threat) or encouraging or soliciting any person to commit such a threat are prohibited.
17. **Fighting:** Students and school personnel are entitled to a school environment free from threats and the physical aggression of others. The following acts are prohibited: two or more parties striking each other for the purpose of causing bodily harm, threatening, posturing to fight, incitement/instigation, physical abuse, gang activity, bullying and cyberbullying. Videotaping fights and spitting on another individual are considered incitement. A student who is assaulted and retaliates by hitting, kicking, or any other physical means, may be disciplined for fighting.
18. **Firearms/Pneumatic Weapons/Look-alike Weapons:** Possession of an instrument or device that resembles or looks like a pistol, revolver, or any type of weapon capable of propelling a missile is prohibited. These may include, but are not limited to, a cap pistol, water pistol, or any look-alike gun. The principal may determine if a look-alike is considered a weapon.
19. **Food/Beverages:** A student will not eat in nor carry food to unauthorized areas of school.
20. **Gambling:** A student will not play games of skill or chance for money or property or be present at the scene of gambling.
21. **Harassment or discrimination based on race, color, sex, disability, national origin, ethnicity, religion, gender identity, or sexual orientation:** A student will not harass or discriminate against another person based upon that person's race, color, sex, disability, national origin, ethnicity, religion, gender identity, or sexual orientation. If a student believes he/she has been discriminated against as listed, he/she may file a complaint with the principal and/or the Compliance Officer. Disability-based harassment or discrimination complaints may be made with the principal, the Compliance Officer, and/or Division Section 504 Coordinator.
22. **Hazing:** A student shall not engage in hazing according to Va. Code § 18.2-56. Va. Code § 18.2-56 states *"It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor."* It also states *"For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity."*
23. **Improper Vehicle Use:** Elementary and middle school students may not drive any motorized vehicle to or from school. Subject to availability of parking spaces, high school students who meet and follow parking and vehicle use regulations prescribed by their school may drive to school. Failure to adhere to such regulations could result in forfeiture of the parking privilege. In the case of a parking violation, a vehicle could be towed away at the operator's expense.
24. **Inappropriate Property:** The unauthorized possession or use of any type of personal property, which distracts or obstructs the educational process, is prohibited. Including, but not limited to, radios, CD players, electronic games, noisemakers, fidget/spinners (Unless approved through the IEP/504 process), water gun games, skateboards, hover boards, and laser pointers. The possession

of literature, illustrations, floppy disks, CD's, DVD's, videotapes, or other materials which disrupt the educational process or which are vulgar, profane, or obscene are prohibited.

25. **Insubordination:** A student will obey the directions of any staff member. Examples of insubordination are: failure to comply with direction or instruction of a staff member, refusal to work in class, refusal of detention, refusal to participate during in-school alternatives, and refusal to report to in-school suspension.
26. **Mace/Mace-like Devices:** A student shall not supply, handle, use, transmit, or possess pepper gas/spray, mace, chemical stink bomb, or similar substances on School Board property, on the way to or from school, or at school-sponsored activities.
27. **Medication:** Students are not to be in possession of medication (prescribed or over-the-counter) at any time. All medications must be accompanied by a written order of a physician and taken by the parent and/or guardian to the clinic and will be administered by a parent/guardian or designated adult per guidelines and in accordance with School Board Policy **JHCD**. Additional information is available in the clinic regarding procedures for allowing students to carry and self-administer the following: a) inhaled medication for asthma, b) diabetes syringes, glucose meter and insulin, and c) epinephrine auto-injector pen for life-threatening allergies. Medications needed during field trips are likewise handled through the school clinic and require written consent from the parent and/or guardian in order to be administered by a designated adult while on a field trip.
28. **Other Sufficient Cause:** Students may be suspended, expelled or subject to other disciplinary action for sufficient cause.
29. **Profanity/Obscenity:** Use of language, gestures, or conduct that is vulgar, profane, obscene or abusive, or disruptive to teaching or learning, and possession of offensive materials such as nude photographs, pornographic videos, etc. are prohibited.
30. **Serious Violations:** A student will not participate in any criminal acts in violation of local, state, or federal laws.
31. **Sexual Offenses:** A student will not engage in sexual or immoral behavior such as offensive touching, sexual harassment, indecent exposure, amorous behavior, obscene phone calls, sexting, inappropriate sexual behavior, or acts of sexual assault or battery. If a student believes he/she is a victim of sexual harassment, he/she may file a complaint with the school principal, the Compliance Officer (Mr. Jeff Wick, jwick@ccps.us), and/or the Title IX Coordinator (Mrs. Paige Tucker, ptucker@ccps.us) in accordance with School Board Regulation.
32. **Student charged with offense:** If a criminal petition or warrant is filed against a student for or a student is found guilty or not innocent of a crime enumerated under Va. Code § 22.1-277.2:1, the student may be required to attend an alternative education program or receive an alternate placement.
33. **Student Dress:** We expect students to maintain an appearance that is not distracting to teachers or students or in any way disrupts the instructional program of the school. Clothing that may be hazardous to the health and safety of other students and teachers and staff must not be worn at school. Maintaining appropriate appearance during school hours and at official school functions is the responsibility of the parents and the students. **Pants must be worn appropriately (waistband at the waist) and pants worn below the waist are not permitted. No sagging.** Clothing and tattoos that distract others from the learning process are prohibited. This includes clothing and tattoos that display or advertise alcoholic beverages or items prohibited on school property, sexually explicit references, or which convey derogatory messages regarding race, sex, color, national origin, religion, disability, gender identity, or sexual orientation. Inappropriate clothing for school or clothing that is of a safety concern or disruptive to the educational environment includes, but is not limited to:
 - a. Halter tops, tube tops, tanks tops, see-through tops, tops with spaghetti straps, altered t-shirts (sleeves removed), and muscle shirts. Tops must not expose cleavage or the midriff. Sleeveless tops must be 3 inches or more across the shoulder.
 - b. Bicycle/spandex shorts.
 - c. Leggings/Jeggings must be accompanied by a top that covers the front and backside.
 - d. Shorts/skirts/dresses/"skorts" must be at least mid-thigh in length.
 - e. Skirts or dresses with slits must be at least mid-thigh in length.
 - f. Exposed male and female undergarments (top and bottom).
 - g. Holes in pants: Pants with holes/openings may be worn, but they cannot be higher than mid-thigh.
 - h. Pajama pants.
 - i. Flip flops, Heelys (shoes with wheels), bedroom slippers, untied shoes, slides, heels above 2 inches. Flip flops may be worn by secondary school students, but appropriate shoes must be worn when required for participation/enrollment in certain classes/physical activity.
 - j. Hoods or other head wear that cover the face and/or eyes and thus prevents the identification of a student. However, acceptable head cover (except for religious/medical purposes) must be removed due to safety concerns in certain classes such as science labs and CTE.
 - k. Sunglasses, chokers, or chains worn on clothing.
 - l. Nonprescription and/or color contact lenses.
 - m. Rolling backpacks are not permitted in any of the schools, unless there is a legitimate medical need or another legitimate purpose, with prior approval of the principal.The school principal or designee may allow for special exemptions on school spirit days or hat days.
34. **Theft/Attempted Theft:** A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.
35. **Threats or Intimidation:** Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

36. **Tobacco:** The law requires all school buildings to be smoke free. Students are prohibited from the use and possession of tobacco products on school property. This includes electronic cigarettes and/or any alternative vapor products. This prohibition includes all related activities (i.e., bus stops, school bus, extracurricular activities, etc.).
37. **Trespassing:** Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.
38. **Unauthorized Use of Computer Technology:** Any student who fails to comply with the terms of this policy or the regulation developed by the Superintendent may lose system privileges, and students may be disciplined in accordance with the Code of Student Conduct or other School Board policies and division regulations governing student discipline. Students may also be the subject of appropriate legal action for violation of this policy or regulation. See Acceptable Use Policy (Computer Systems).
39. **Unlawful Assembly:** A student will neither participate in nor instigate a public disturbance where students and/or staff are assembled involving violence, confusion, or disorder on school grounds.
40. **Use and/or Possession of Alcohol, Nicotine Vapor Products, Tobacco, Anabolic Steroids, and Other Drugs**
A student shall not possess, use, or distribute any of the restricted substances listed below on or in school property, on or in school buses on or off-site, athletic grounds, parking lots, or during school activities, on or off school property, including non-school hours (24/7), or at any other time that students are under the authority of school personnel.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco, nicotine vapor products, and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs, tobacco, nicotine vapor products, or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, the evaluator and with the consent of the student's parent, to participate in a treatment program. Referrals to resources to help students overcome tobacco addictions shall be provided to those who are found to be in violation of this policy.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

41. **Vandalism:** Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.
42. **Weapons/Explosives/Fireworks:** A student will not distribute, handle, use, transmit, or possess a weapon or any object that is designed or used to inflict bodily injury or place a person in fear of bodily injury or any object which can reasonably be considered a weapon. Students shall not possess, distribute, discharge, or participate in the discharge of fireworks or similar items. Examples of weapons and fireworks and other substances are as follows: bomb, knife/razor blade/box cutter, ammunition, metal knuckles, fireworks, small explosives such as firecrackers, caps, poppers, and stink bombs, the use of any object or substance that will potentially cause harm, irritation, or bodily injury to students or any other person. When a laser pen is used to threaten, intimidate, or injure, it is considered a weapon.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process

11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate if recommended by

BULLYING AND CYBERBULLYING

In addition to maintaining a safe environment free of disruptions, Caroline County Public Schools is committed to providing an educational atmosphere free from harassment, discrimination, intimidation, or bullying based on an individual's actual or perceived race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or any other characteristic protected by law. Students who threaten to cause harm or harass others will be referred to a school administrator by students or staff for appropriate and prompt disciplinary action/intervention, which may include: counseling; positive behavior intervention; suspension and/or recommendation for long-term suspension or expulsion; or other methods to support students who are bullied.

Each school will conduct prevention, education, and awareness programs to promote a safe learning environment for all students. It is prohibited to retaliate against any student or staff member who reports or assists in the investigation of bullying. If a student believes he/she has been retaliated against for reporting an incident of bullying or cyberbullying, he/she may file a complaint with the principal and/or the Compliance Officer. Disability-based harassment or discrimination complaints may be made with the principal, the Compliance Officer, and/or Division Section 504 Coordinator.

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 cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict." Should a student be aware of any act of bullying committed by another student that takes place in school, on school property, at a bus stop, on a school bus, or at any school activity, he or she should immediately report this incident to the administration.

Cyberbullying is using information and communication technologies, such as cell phone text messages and pictures, internet email, social networking websites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile behavior intended to harm others. Any authorized or unauthorized use in school or out of school of computer software, computer networks, communication technologies, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result disciplinary action up to and including suspension or expulsion from school. Should a student be aware of any act of cyberbullying committed by another student that takes place in school or disrupts the educational process at school, he or she should immediately report this incident to the administration.

A principal or designee is required to notify the parent of any student who is involved in an alleged bullying incident of the alleged incident within 24 hours of learning of such allegation.

CCPS provides an anonymous reporting system so students or parents can report bullying without fear of repercussion. This can be found at **ccps.us** and each school's website.

Understanding how emotionally painful bullying and cyberbullying can be to a child, Caroline County Public Schools' staff remain committed to preventing this type of harmful activity during the school day and at school-related activities. There are programs in place to create a culture that embraces respect for one another.

In addition to being familiar with the school division's policies, please review the following Virginia legal codes with your child:

Code of Virginia § 18.2-152.7:1 states, "If any person, with the intent to coerce, intimidate, or harass any person, shall use a computer or computer network to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act, he shall be guilty of a Class 1 misdemeanor."

Code of Virginia § 18.2-60 states "A. 1. Any person who knowingly communicates, in a writing, including an electronically transmitted communication producing a visual or electronic message, a threat to kill or do bodily injury to a person, regarding that person or any member of his family, and the threat places such person in reasonable apprehension of death or bodily injury to himself or his family member, is guilty of a Class 6 felony. However, any person who violates this subsection with the intent to commit an act of terrorism as defined in § 18.2-46.4 is guilty of a Class 5 felony. 2. Any person who communicates a threat, in a writing, including an electronically transmitted communication producing a visual or electronic message, to kill or do bodily harm, (i) on the grounds or premises of any elementary, middle or secondary school property, (ii) at any elementary, middle or secondary school-sponsored event or (iii) on a school bus to any person or persons, regardless of whether the person who is the object of the threat actually receives the threat, and

the threat would place the person who is the object of the threat in reasonable apprehension of death or bodily harm, is guilty of a Class 6 felony.

B. Any person who orally makes a threat to any employee of any elementary, middle or secondary school, while on a school bus, on school property or at a school-sponsored activity, to kill or to do bodily injury to such person, is guilty of a Class 1 misdemeanor.

A prosecution pursuant to this section may be either in the county, city or town in which the communication was made or received."

MANDATORY EXPULSION

Any student committing any of the following offenses while on school property or at school-sponsored or related activities, shall be automatically recommended by the principal to the Superintendent for expulsion of at least one calendar year and, when appropriate, referred for criminal prosecution. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects the educational environment. The School Board authorizes the Superintendent or his/her designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate.

1. Arson or attempted arson
2. Assault and battery on an employee or student
3. Possession, use or sale of a firearm or dangerous weapon
4. Use, possession, being under the influence of, selling, bringing, giving, distributing or passing to another individual or possessing with intent to sell, give, or distribute alcohol, marijuana, controlled substances or imitation controlled substances, and inhalants
5. Extortion, attempted extortion, robbery, burglary, motor vehicle theft, and/or larceny
6. Sex Offenses: sexual battery, inappropriate sexual behavior, obscene phone calls, and sexual assault
7. Hazing/Gang Activities: initiation of another student into a club, group, or any other organization through abuse and humiliation so as to cause bodily injury
8. Possession, use, distribution, sale, lighting or discharge of explosive devices
9. Malicious wounding of an employee or student
10. Bomb Threats

AFTER-SCHOOL ACTIVITIES

1. Students are subject to conditions of the Code of Student Conduct while attending and participating in after-school student activities and athletic events as provided in School Board Policy JFC. Regulations outlined in the Code of Student Conduct apply at all after-school activities such as athletic events, club meetings, dances, and the like.
2. Students are not allowed to loiter in concession areas.
3. Students must be seated during athletic activities (when seating is available).
4. Students are expected to leave school grounds at the conclusion of the activity.
5. Students waiting for a ride should meet their ride at the school's designated student drop-off/pick-up location.
6. Metal detectors may be utilized at after-school activities and special events in order to ensure the safety of students and spectators.
7. Parental involvement is encouraged at all school-related activities.
8. If parents are not attending a school-sponsored event, a plan should be made to pick up their child at the conclusion of the event.

If the principal or designee determines that the student's presence at any after-school activity creates a continuing danger to persons or property or creates an ongoing threat of disruption, the student may be removed from the activity immediately.

CELL PHONE POLICY

Definitions:

Bell-to-Bell: from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. Bell-to-bell includes lunch and time between class periods.

Cell Phone-Free Education: age-appropriate elimination or restriction of cell phones and other personal electronic communication devices in public schools.

Cell Phone: a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone is inclusive of a non-smart phone that is limited to making phones or text messages, a smart phone that encompasses the above features, and other future personal electronic communication devices with the abovementioned characteristics.

Instructional Time: any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day. The instructional setting includes, but is not limited to: classrooms; hallways; media center; auditorium; cafeteria; gymnasium; inside and outside physical education areas; locker rooms; restrooms; school administrative offices; and nurse's clinic.

Personal Electronic Communication Device: any personal device capable of connecting to a smart phone, the Internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include wearable devices such as smart watches and personal headphones as well as laptops, tablets and other future personal electronic communication devices with the abovementioned characteristics.

Stored: a cell phone or personal electronic communication device not being carried on the student's person, including not in the student's pocket. Options school divisions could choose to define as storage options include, but are not limited to, the student's backpack or locker, a locked pouch provided by the school, or a designated place in the classroom.

Purpose:

The use of personal communication devices by students during bell-to-bell instructional time is disruptive to the educational environment, not conducive to productive learning experiences, and often leads to disciplinary intervention.

Students' use of personal cell phones and other personal communication devices is prohibited throughout the instructional day. Such devices are not allowed during instructional time or in the hallways, restrooms, and the cafeteria. Using personal communication devices during the bell-to-bell instructional day will constitute a violation of the Code of Student Conduct.

Elementary School (K-5):

1. Devices will not be used by elementary students within the school building or on school grounds.
2. If a parent decides a student should bring a device to school, it **must** be turned off and stored away from the student in his/her book bag during the school day.
3. Devices and personal headphones can be used on school provided transportation, including for off-site school-sponsored events, activities, field trips, and other non-building specific instructional opportunities. Students cannot play music, videos, or other content for others to hear on the bus at any time.
4. Students **must** use school-based communication tools and platforms to communicate non-emergency needs with parents.
5. Parents and teachers **should** use school-based communication tools and channels to communicate emergencies and non-emergencies during bell-to-bell instructional time. School staff will be available to support students in the event of communication involving a family emergency.

Middle School (6-8):

1. Students shall not have a device **during the bell-to-bell school day.**
2. If a device is brought to school, it **must** be turned off and stored away from the student in cell phone cabinets located in each homeroom or the main office.
3. Students are not permitted to use their device once they enter the building and before 1st period begins.
4. Students are permitted to possess and use their device outside of bell-to-bell instructional time only after retrieving their phone at dismissal when the last period ends.
5. Devices and personal headphones can be used on school provided transportation, including for off-site school-sponsored events, activities, field trips, athletics, and other non-building specific instructional opportunities. Students cannot play music, videos, or other content for others to hear on the bus at any time.
6. During bell-to-bell instructional time, students **must** use school-based communication tools and platforms to communicate non-emergency needs with parents.
7. Parents **should** use school-based communication tools and channels to communicate emergencies and non-emergencies during bell-to-bell instructional time. School staff will be available to support students in the event of communication involving a family emergency.
8. Educators and extracurricular sponsors **must** use a non-social media-based app to communicate activity and athletic scheduling information with students during school hours.

High School (9-12):

1. Students shall not have a device **during the bell-to-bell school day**.
2. If a device is brought to school, it **must** be turned off during bell-to-bell instructional time and stored in a student's backpack, purse, locker, car, or a designated place in the classroom.
3. Students are not permitted to use their device once they enter the building and before 1st period begins.
4. Students are permitted to possess and use their device outside of bell-to-bell instructional time only after dismissal when the last period ends.
5. Devices and personal headphones can be used on school provided transportation, including for off-site school-sponsored events, activities, field trips, athletics, and other non-building specific instructional opportunities. Students cannot play music, videos, or other content for others to hear on the bus at any time.
6. During bell-to-bell instructional time, students **must** use school-based communication tools and platforms to communicate non-emergency needs with parents.
7. Parents **should** use school-based communication tools and channels to communicate emergencies and non-emergencies during bell-to-bell instructional time. School staff will be available to support students in the event of communication involving a family emergency.
8. Educators and extracurricular sponsors **must** use a non-social media-based app to communicate activity and athletic scheduling information with students during school hours.

Note: Students who travel to a Governor's School campus during the school day must adhere to that building's cell phone and personal electronic communication device policy and procedures.

Exemptions to Cell Phone-free Education:

Exemptions to the minimum standards for cell phone-free education are allowed when they are necessary to comply with an Individualized Education Plan (IEP), 504 Plan, or Health Care Plan, according to the following guidelines:

1. Viable alternatives to using a cell phone or personal electronic communication device should be explored and implemented in collaboration with the student's family.
2. Exemptions must be written in the IEP, 504 Plan, Health Care Plan, or Limited English Proficiency (LEP) Plan.
3. If a student with a disability (IEP/504 Plan) or English Language Learner (ELL) with a documented language barrier requires access to technology to ensure the provision of a free and appropriate public education (FAPE), appropriate identification and use of assistive technology should be considered by the IEP, 504, or Limited English Proficiency (LEP) team.
 - a. School-based devices for assistive technology should be provided where appropriate.
 - b. Consideration should be given to HIPPA and any potential implications that would bring unnecessary attention to impacted students.
4. Students must have their medical condition documented by a doctor's note. Health Care Plans must be approved by the School Nurse Coordinator, Director of Student Services, or Superintendent's Designee.

Emergency Communications:

Staff members have access to communication devices and can contact the school office or 911 should an emergency situation arise. Personal communication device usage by students during an emergency situation (intruder, natural disaster, inclement weather, etc.) will not be permitted. Such usage can overwhelm the 911 center, lead to conflicting reports, and hamper an emergency response to a critical situation. Moreover, non-emergency responders arriving at a school can put them in danger as well as impair emergency responder access to the building and its occupants.

Parents of students who are directly impacted or critically injured are contacted directly versus through a mass communication or recording.

Communication Methods During a Crisis:

During a school-based crisis or emergency, an individual school or the school division will communicate with families via one or more of the following: email, phone message, and/or the CCPS website. Depending on the nature of the incident, communication will be sent to the entire division, one or more schools, or a classroom, and regular updates will be issued as the emergency response progresses and is brought to a conclusion.

Parent Communication with Students:

Parents should use school-based communication tools and channels to communicate emergencies and non-emergencies during bell-to-bell instructional time.

Family-based Emergency:

Family-based Emergency means an unexpected and/or serious physical or mental condition affecting a close relative, which requires a significant amount of time to provide care or support. Some examples of a family-based emergency include:

- Sudden illness or death
- Car accident
- Birth or adoption of a child
- Injury
- Involvement in a natural disaster
- Domestic violence

Parent-Student Responsibility for Devices:

Parents who choose to provide their child(ren) with a personal communication device for use at school do so at their own risk. The school division shall not be responsible for students' damaged, missing, or stolen personal communication devices.

If a student chooses to violate this policy and is required to submit his/her phone to the main office, the school division shall not be responsible for students' damaged, missing, or stolen personal communications devices. **Parents will be required to pick up confiscated devices at the school as they will not be returned to students.**

Teachers and staff members:

1. Will not be required to confiscate a personal communication device from a student who is in violation of this policy. However, they will follow school disciplinary procedures.
2. Cannot authorize personal communication device use to fill instructional activities or as a reward.
3. Should model appropriate personal communication device control by not using such devices during bell-to-bell instructional time unless for emergency communication.

INTERNET SAFETY

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating learning, resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, media devices (CD, DVD, tape or flash drives), storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, interactive whiteboards/panels, audio-visual equipment, multimedia devices, workstations, remote network access, cloud services, the internet, generative AI tools, and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate division business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, generative AI outputs or other files (including communications and materials deleted from a user's account), may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the superintendent.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The Superintendent is also responsible for reviewing and updating, as necessary the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use

The Guidelines include:

1. a prohibition against use of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to: child pornography as set out in Va. Code §18.2374.1:1 or as defined in 18 U.S.C. §2256; obscenity as defined by Va. Code §18.2-372 or 18 U.S.C. §1460; and material that the school division deems to be harmful to juveniles as defined in Va. Code §18.2-390, material that is harmful to minors as defined in 47 U.S.C. §254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the division's computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;

7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
9. a component of internet safety for students that is integrated in the division's instructional program.

Specific Guidelines Pertaining to Generative AI:

The use of generative AI technologies (e.g., large language models, text-to-image generators, and similar applications) is permitted under the following conditions:

1. AI tools must be used in alignment with the division's educational or administrative mission and objectives.
2. Outputs generated by AI tools must adhere to all ethical, legal, and content standards outlined in this policy.
3. Generative AI must not be used to produce harmful, obscene, plagiarized, or otherwise inappropriate material as defined by the division.
4. Students and employees must receive training on the ethical use of generative AI, including recognizing and preventing misinformation or inappropriate bias in AI-generated outputs.
5. Sensitive or personal information must not be entered into generative AI systems unless the tool is specifically authorized by the division and compliant with privacy regulations.
6. The use of generative AI to automate decision-making must be approved by the superintendent or their designee and must include safeguards against unintended consequences.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access a website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the internet.

The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. Users of the system, including generative AI tools, agree to indemnify the School Board for any losses, costs, or damages relating to or arising out of any violation of this policy or the Technology Use Guidelines.

The School Board is not responsible for any information that may be lost, damaged or misused through generative AI tools or other system features. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board reviews and amends, if necessary this policy every two years.

ACCEPTABLE COMPUTER SYSTEM USE REGULATIONS FILE IIBEA-R/GAB-R

All use of the Caroline County Public School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, Chromebooks, iPads, tablets, cellular phones, smart phones, hotspots, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to: a.) using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.

- posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening,
 - illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral act.
4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
 5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
 6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
 7. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
 8. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charge.
 9. Electronic Mail. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
 10. Enforcement. Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually.

Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

DIGITAL DEVICES: STUDENT USE AND RULES

Receiving Your Device

Parent/Guardian Responsibilities

All parents/guardians are required to attend either online or face-to-face orientation/training. Both student and parent/guardian must sign the CCPS Digital Citizenship Agreement and the Acceptable Computer System Use Agreement before a device and power adapter can be issued.

Student Distribution

Students will receive their device and power adapter during the first few weeks of school.

Transfer/New Student Distribution

All transferring and new students will meet with division technology staff and will then be able to pick up their device at school. Both students and their parents/guardians must sign the CCPS Digital Citizenship Agreement and the Acceptable Computer System Use Agreement before a device and power adapter can be issued.

Returning Your Device

End of Year

At the end of the school year, students will turn in their device and power adapters. Failure to turn in a device and power adapter will result in the student being charged the full replacement cost. The school division may also consult with the School Resource Officer regarding any concerns of stolen property.

Transferring/Withdrawing Students

Students who transfer out of or withdraw from CCPS must turn in their device and power adapters to school technology staff on their last day of attendance. Failure to turn in the device and power adapter will result in the student being charged the full replacement cost. The school division may also consult with the School Resource Officer regarding any concerns of stolen property.

Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to school technology staff as soon as possible so that they can be taken care of properly. School-owned devices should never be taken to an outside computer service for any repairs or maintenance. Students should never leave their devices unsecured.

General Precautions

- No food or drink should be next to a device.
- Cords, cables, and removable storage devices must be inserted carefully into devices.
- Heavy objects should never be placed on top of devices.
- Devices should not be stored in extreme heat or cold.

Carrying Devices

- Always transport devices with care.
- Never lift devices by the screen.
- Never carry devices with the screen open.
- Use care when storing devices in backpacks.

Screen Care

- The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Do not place anything in your backpack or bag that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).

Asset Tags

- Students may be charged up to the full replacement cost of a device for tampering with a barcode.
- The school division will maintain a log of all devices that includes the device serial number, asset tag code, and ID number of the student assigned to the device.

Using Your Device at School

Students are required to bring a fully charged device to school every day and bring their devices to all classes unless specifically advised not to do so by their teacher.

Damaged Devices

- If a device is not working, the student must notify their teacher and take it to the designated area for repair.
- Damaged devices will be replaced with a functional unit.

Replacement Costs (subject to change)

In the event that a device is damaged by misuse, the following are estimated costs of device parts and replacements:

Chromebooks

- Lost or intentionally damaged: \$350
- Lost or missing charger: \$45

Ipads

- Lost or intentionally damaged: \$300
- Lost or missing charger: \$25
- Lost or intentionally damaged case: \$20

Hotspots

- Lost or intentionally damaged: \$80
- Lost or missing charger: \$20

Charging Devices

- Devices must be brought to school each day with a full charge.
- Students should charge their devices at home every evening.
- Charging your device in a classroom without teacher permission is prohibited.
- Chargers are not provided by the school when they are left at home.

Backgrounds and Themes

- The use of devices is subject to all the Student Code of Conduct, Acceptable Use Policy, as well as all applicable policies, regulations, and rules. Images or other media that would otherwise violate the Student Code of Conduct, Acceptable Use Policy, or other relevant policies, regulations, or rules may not be used as device backgrounds or themes. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for health reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing may be set up at schools for use only when absolutely required.
- Students may set up their home printers with the Google Cloud Print solution to print from their device at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>

Logging into a Device

- Students will log into their device using their school issued Google “G-Suite” account.
- Only CCPS students and staff can log into school CCPS devices.
- Students should never share their account passwords with others.

Managing and Saving Your Digital Work with a Device

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the device’s hard drive.
- Students should always remember to save frequently when working on digital media.
- The school division will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Device Outside of School

Students are encouraged to use their devices at home and other locations outside of school. A WiFi Internet connection will be required for the majority of device use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the CCPS Code of Conduct and Acceptable Use Policy, whether using the device at school or outside of school.

Operating System and Security

Students may not use or install any operating system on their device other than the current version of ChromeOS that is supported and managed by the school division.

Updates

Operating systems will update automatically. Students do not need to manually update their device.

Virus Protection

- Devices use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter and Theft Protection

Content Filtering

The school division utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All devices, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school division. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked.

Theft Protection

If a device is stolen, CCPS has the ability to remotely render the device unusable. The device will then display a message that the device has been disabled along with contact information for returning the device to the CCPS central office.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school division related or personal purposes, other than as specifically provided by law. The school division may, without prior notice or consent, log, supervise, access, view, and monitor use of student devices at any time for any reason related to the operation of the school division. By using a device, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff use monitoring software that allows them to view the screens and activity on student devices.

Appropriate Uses and Digital Citizenship

The devices should be used for educational purposes, and students are to adhere to the CCPS Digital Citizenship Agreement at all times. Failure to use devices for educational purposes and/or to abide by the Digital Citizenship Agreement will result in the student’s return of his/her school issued device and termination of his/her privilege of using a loaner device.

CAROLINE COUNTY PUBLIC SCHOOLS DIGITAL CITIZENSHIP AGREEMENT

Caroline County Public Schools believe that the best way to prepare our students for their digital future is to have them utilize online tools appropriately in school. CCPS has monitoring software and filters to minimize student encounters with inappropriate content. It is critical that every student is prepared for a participatory culture by providing resources related to Internet safety, digital citizenship skills, and student awareness of and skills for personal and data privacy.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log off before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.

Respect and Protect Others

- I will understand cyberbullying and refrain from using computers to bully or harass other people.
- I will not log in with another student’s username and password.
- I will not trespass into another student’s network folder, documents, files or profile.
- I will not disrupt other people’s ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed toward me or my fellow students to my teacher, librarian, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to research related to academic assignments and school based activities.
- I will not visit inappropriate websites. If an inappropriate page, image, or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only send and receive school related email.

Honor Intellectual Property

- I will understand “fair use” and copyright as it applies to student work.
- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

LOTUS ACADEMY

The principal, hearing officer, or School Board Discipline Committee may initiate a student’s placement at the Lotus Academy as an alternative to suspension. The Lotus Academy is an instructional program designed to serve students who consistently demonstrate inappropriate behaviors that interfere with learning. The Lotus Academy may be a temporary placement for any student charged with an offense relating to the laws of Virginia pursuant to Code of Virginia § 16.1-260.G. The Lotus Academy program provides students with information and activities to develop skills necessary to make appropriate choices and understand the impact of anti-social behavior on their lives and the lives of their families and communities. The Lotus Academy uses an online program to enable students to access credit recovery and to work in a more disciplined and smaller learning environment.

SUBSTANCE ABUSE INTERVENTION PROGRAM

The Substance Abuse Intervention Program is designed for students in middle and high school. The Substance Abuse Intervention Program is a five-day substance abuse education and prevention program offered by the school division tuition-free. Students are assigned to in-school suspension (ISS) to complete the program and stay current on course work.

The Substance Abuse Intervention Program may be assigned to a student as a disciplinary consequence for a first offense related to the possession, use or distribution of a controlled substance. If a student is assigned to the program as a result of a disciplinary infraction, then the student is considered to be under in-school suspension (ISS).

DISCIPLINARY ACTION FOR CONDUCT NOT RELATED TO SCHOOL ACTIVITIES

The School Board may require any student who has been: (i) 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; (ii) found guilty, adjudicated delinquent, or not innocent of a crime which resulted in or could have resulted in injury to others, or of a crime for which the disposition ordered by a court is required to be disclosed to the Superintendent; or (iii) expelled for certain drug offenses, convictions or adjudication of delinquency to attend an alternative education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate. The School Board may impose this requirement regardless of where the crime occurred. [Code of Virginia § 22.1-277.2:1]

PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS

Code of Virginia, § 22.1-279.3. Parental responsibility and involvement requirements.

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.
- E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

Code of Virginia, § 22.1-3.2. Notice of student's school status required as condition of admission; penalty.

- A. Prior to admission to any public school of the Commonwealth, a school board shall require the parent, guardian, or other person having control or charge of a child of school age to provide, upon registration:
1. A sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. This document shall be maintained as a part of the student's scholastic record.
 2. A sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of § 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. This document shall be maintained as provided in § 22.1-288.2.
- B. When the child is registered as a result of a foster care placement as defined in § 63.2-100, the information required under this section shall be furnished by the local social services agency or licensed child-placing agency that made the foster care placement.
- C. Any person making a materially false statement or affirmation shall be guilty upon conviction of a Class 3 misdemeanor.

REGULATIONS FOR PASSENGERS RIDING SCHOOL BUSES

Students are subject to all conditions of the *Code of Student Conduct* while at the bus stop, going to and from the bus stop, or riding the bus.

MEETING THE BUS

- Be at the assigned bus stop 10 minutes before designated pick-up time.
- Take the safest route to the assigned bus stop.
- Wait in a safe place off the main road or street. Do not play in the roadway.
- Wear bright colored clothing if there is rain, snow, or fog.
- When the bus approaches, stand back off the road until the bus stops and the door opens.
- Be respectful of private and public property. Do not litter. Place litter found at the bus stops in the waste container on the bus.

BOARDING THE BUS

- If you cross the highway to board the bus, cross at least 10 feet in front of the bus, **NEVER BEHIND IT!**
- Enter the bus in an orderly fashion and in accordance with the driver's instructions.
- Let younger students board first.
- Go directly to your assigned seat and remain seated while the bus in motion.

CONDUCT ON THE BUS

- Remain seated at all times when the bus is in motion.
- Talk in a normal tone of voice.
- Keep the aisle clear of feet, arms, and other objects.
- Hold books, coats, and any other personal objects when adjacent seats are needed for passengers.
- DO NOT tamper with the bus or any of its equipment. Vandalism to the vehicle or its contents will result in responsibility for damages as per the School Board regulations regarding parent/guardian liability.
- Be quiet at railroad crossings so that the bus driver can hear warning signals.
- State regulations prohibit smoking on school buses.
- Students are to ride the same bus mornings and afternoons. No changes in buses may be made without a written request from the parent/guardian and approval by the school principal.
- Fighting, scuffling, or throwing objects inside the bus is not acceptable behavior.
- Arms, legs, head, or other objects are not to be extended out of the bus windows.
- Guns, knives, glass containers, cans, or any other object that can be used as a weapon are not permitted on the bus.
- Passengers should talk to the bus driver while the bus is in motion only in emergency situations.
- Tape recorders and radios are not to be operated on the bus.
- Food and/or drinks are not permitted on the buses other than in containers being transported for lunch purposes.
- The bus is to be kept free of litter on the floor, in the aisles, and on the seats.
- Obscene or vulgar language will not be permitted.
- Pets or other animals are not permitted on the bus.

LEAVING THE BUS

- Pupils must remain seated until the bus comes to a complete stop.
- Pupils are to leave the bus in an orderly fashion with those in the front seats departing first.
- Pupils must leave the bus at their regular stop unless they have a written request from the parent/guardian to do otherwise. This request must be approved by the school principal.
- Pupils must not loiter around the bus after departure.
- If pupils must cross the highway, they are to do so only at a distance of at least ten feet in front of the bus. They are to cross the road only after being given a signal to do so by the driver. **NEVER CROSS BEHIND THE BUS.**

PROCEDURES FOR HANDLING CONCERNS

- The requirements listed above must be followed. Students and parents are asked to study them carefully. Bus drivers are to require appropriate conduct, work with students to help them abide by the rules, and report repeated or serious infractions to the school principals for further consideration.
- **Riding a School Bus is a privilege** which requires proper conduct on the part of the passenger. Should any student be reported to the school principal for behavior concerns, the principal will be responsible for disciplinary action. This can include loss of bus transportation until the parent/guardian and the principal can arrive at an understanding as to what the student's behavior will be.
- Questions relative to the routing of school buses should be addressed to the supervisor of transportation. Those related to student behavior should be addressed to the principal of the school the child attends.

ATTENDANCE POLICY

Student Absence/Excuses:

Excused absence- the parent has communicated (in writing within three days of returning to school) to school officials the reason for the child's absence and school officials consider the reason valid.

Excused absences include:

- Student illness - Student illness for more than three (3) consecutive days will require a doctor's note.
- Death or serious illness of a family member
- Doctor, dentist, or therapist appointment
- Pre-approved travel for family emergencies or vacation
- College visitations
- Subpoenas for court
- Religious observances
- Civic engagement activity (1 per year for middle and high school students only)
- 4-H activities (3 per year)
- Pow-wow gathering (1 per year for students who are members of state or federally recognized tribes)

Reasons outside of those listed shall be subject to approval.

If you know that your child will not be present in school, please contact his/her school via telephone or email and submit a written note or email within three days after return to school.

Unexcused absence- The parent has NOT communicated to school officials in writing the reason for their child's absence; or the parent has communicated to school officials the reason for their child's absence and school officials consider the reason invalid. Unexcused absences include, but are not limited to the following: oversleeping; tiredness; hair care appointments; shopping; recreational activities; childcare issues; missed school buses; personal transportation problems; bus suspensions.

Documentation required for an excused absence- within three days:

Note from a Physician or Court Documentation

OR

A note from parent containing the following:

- Date of note
- Date of absence
- The full name of the student
- The exact reason for the absence
- The student's grade
- The signer's phone number (home and work) where he/she can be reached
- The signature of parent/guardian

Late Arrivals/ Early Dismissals - Students may be excused for tardiness or receive early dismissal from school for the same reasons as those listed under excused absences.

All students are expected to arrive at school, homeroom, study hall and class on time. Students who arrive late or leave school prior to the regular dismissal time shall be required to sign in and/or out of the school office. High school students who have prior approval for an early dismissal need to sign out.

Written requests for early dismissal shall be submitted to the school office prior to the requested dismissal time. These requests shall be approved/denied by the principal or his designee. A parent or legal guardian may come to the school office and request the release of his/her child. The student is called to the school office to meet the parent and a record of the early dismissal is signed by his/her parent.

Students shall attend school unless otherwise excused. Caroline High School student shall be scheduled for a full school day unless they are enrolled in a cooperative work- study program. A student who is approved to participate in a school sponsored field trip or other activity shall be counted as present. The principal or designee must approve exceptions to a full day schedule on an individual basis.

All students must be in school a minimum of three hours to be counted present. Students with five (5) tardies or (5) early dismissals during the school year will not be eligible for perfect attendance awards.

For perfect attendance, when students arrive after and leave before the following times, it will be counted against perfect attendance:

Level	Tardy: Arrive after:	Early Release: Leave before:
Elementary	9:00	3:10
Middle	7:40	2:00
High	7:45	2:10

Non-Compliance with Attendance Policy

Unexcused absences and tardiness (i.e., skipping school or skipping classes or excessive tardiness, etc.) are considered to be in violation of the Code of Student Conduct.

Principals may consider the following guidelines when determining possible disciplinary consequences for violations of the Code of Student Conduct. Consequences may include:

- Counseling intervention
- Parental conferences
- Disciplinary consequence(s)
- Tasks assigned by administration
- Lunch detention
- Detention
- Professional family counseling
- Retention for the following school year

The consequences for high school students may also include:

- Suspension from extracurricular activities
- Loss of driving/parking privileges
- Suspension of driver's license
- Loss of course credit

Note: Student participation in class activities is an important component of the learning and grading process. Students who fail to attend classes on a regular basis will jeopardize their grades because they may lose the opportunity to fully participate.

Chronic Absenteeism:

The Virginia Department of Education considers a student who misses 10% or more of school days to be chronically absent. Since learning is negatively impacted when a student misses 10% or more of the school year, CCPS will abide by the following policies in relation to chronic absenteeism:

Elementary:

Students who miss 10% or more of school will be at-risk of being retained for the succeeding school year. When a student reaches this level, the school will:

- Hold a meeting that includes the parent and the school principal, assistant principal, school counselor, teacher(s), social worker, and/or family engagement coordinator to review the student's absences and academic progress.
- Based on the student's level of academic progress or extenuating circumstances, it will be determined whether the student will be promoted or retained for the next school year. Evidence of sufficient mastery must be fully documented.

Secondary:

Students who miss 10% or more of a class will not receive credit for the class. At the middle school level, this only includes classes that allow students to earn high school credit. When a student reaches this level, the school will:

- Hold a meeting that includes the parent and the school principal, assistant principal, school counselor, teacher(s), social worker, and/or family engagement coordinator to review the student's absences and academic progress.
- Based on the student's level of academic progress or extenuating circumstances, it will be determined whether the student will be allowed to earn the course credit, not be allowed to earn the course credit, or have the opportunity to complete seat time to make up for days absent.
- If seat time is granted, students may make up a maximum of 2 days of lost instruction due to absences. Seat time will be served after school due to the availability of activity buses.

All Levels:

Excused and unexcused are included in the 10% calculation. This does not include field trips or participation in school events, 1 Civic Engagement activity per year (secondary only), up to 3 4-H activities per year, or 1 Pow-wow Gathering for students who are members of state or federally recognized tribal nations

Responsibilities

Parent/Guardian:

- To provide accurate information to the school staff regarding telephone numbers and current physical address, and any change of this information as it occurs.
- To notify the school office staff the reasons for the absence of their child by written communication when the student returns to school within three days.
- To promote the proper attendance of their child by adhering to the Caroline County Public Schools attendance policies and supporting school officials in their efforts to enforce these policies.

Student/Parent:

- To ensure the child is present for the entire instructional day. It is the goal of Caroline County Public Schools for every child to be in school daily for the entire school year.

Principal or Designee:

- To attempt to make contact with the parent whenever their child is absent from school, and to document all methods used to reach the appropriate parent or guardian. The documentation of each accumulated absence shall be the responsibility of the principal or designee.
- To document late arrivals (tardies) and early dismissals. The determination of excused or unexcused will be in accordance with this policy.
- To enforce and implement the Caroline County Public Schools attendance policies and regulations and apply them fairly to all students and parents.

Consequences:

1) Upon the third unexcused absence:

- An informational letter regarding the Caroline County Public Schools attendance policy and regulations and a copy of the student's attendance record will be mailed to the parent/guardian by the principal or designee.

2) Upon the fifth unexcused absence:

- The principal or designee will contact the parent or guardian by phone, letter, or home visit to schedule a parent conference to create a plan for improving the student's attendance.
- **The purpose of the Student's attendance improvement meeting is to:**
 - 1) discuss and document the problems causing the unsatisfactory school attendance;
 - 2) formulate reasonable solutions to those problems;
 - 3) assign responsibilities and requirements to the parent, student (when appropriate), and school officials for implementing the plan;
 - 4) outline the legal and educational consequences for failure to follow the attendance improvement plan.
 - 5) Educate parent/guardian on the FAPT process.
- A copy of the Student attendance improvement plan will be given to the parent or guardian, another copy will be filed in the student's cumulative educational records, a third copy will be given to the School Social Worker and/or school-based team..
- School attendance improvement plans remain in effect for the remainder of the current school year.
- School attendance improvement plans are transferable to others within the School Division.
- Students who are court ordered to attend school are placed under the attendance plan for the duration of their enrollment in Caroline County Public Schools.

3) Upon the tenth unexcused absence:

- The principal or designee will schedule a face-to-face or virtual conference with the parent within in 10 school days of the unexcused absence.
- Reasonable efforts will be made to contact the parent; if unsuccessful, the conference shall be held without parent approval.
- The conference will include the principal or designee and a representative from the attendance team.

4) Upon the twelfth unexcused absence the division will recommend the family participate in the Family Assessment Planning Team (FAPT) process:

- The School Social Worker and/or school-based team will determine if a family should be recommended for the FAPT process. If such recommendation is deemed necessary, upon receipt of parental consent, the school division will begin the FAPT process. The principal or designee will complete and forward necessary paperwork to the FAPT team. The team will schedule a conference with representatives from the school division and other community agencies to be held as soon as reasonably possible. If the parent or guardian does not grant consent to participate in the FAPT process, the School Social Worker and/or school-based team will refer the case to juvenile intake for consideration of a CHINS petition or to the magistrate's office for action against the parent.
- At this conference the parent/guardian and student (when appropriate) will be reminded about the provisions of compulsory attendance and the school attendance improvement plan. Parent/guardian and student will be notified that continued failure to follow the plan will result in a violation of Virginia law and that a relevant legal proceeding may be instituted against the parent and/or student.
- Amendments to the plan are permissible upon the approval of the School Social Worker and/or school-based team. All amendments to the school attendance improvement plan must be communicated in writing to all parties, including the School Social Worker and/or school-based team, and filed according to regulations.

5) Upon the fifteenth unexcused absence:

- Following the conference for noncompliance with the school attendance improvement plan, all documentation related to the student's school attendance will be forwarded by the principal or designee to the School Social Worker and/or school-based team. The School Social Worker and/or school-based team will use the available documentation to ascertain the reasons for the noncompliance with the school attendance improvement plan in order to make a determination as to whether the parent/guardian, the student, or both bears primary responsibility for the continued failure to follow the plan.

The School Social Worker and/or school-based team will then determine an appropriate course of action as permitted under the law.

Excessive Excused Absences:

- Upon the tenth absence that is excused by the parent without third party documentation (doctor, dentist, therapist, funeral director, etc.), a documented reasonable effort of personal contact by the principal or designee, either by telephone, email, postal mail, school conference, or home visit, will be made.
- A copy of the student's attendance record will be provided to the parent or guardian as well as a copy of the Caroline County Public School's attendance policy.
- The student's attendance record and information about the Caroline County Public School's attendance policy is provided in order to make a parent or guardian clearly aware of their responsibility under the law.
- The principal/designee will require that any subsequent absences will need third party documentation in order to be excused.

Family Travel:

- Request for family travel must be submitted to the principal or designee (7) seven days prior to trip for these absences to be approved.
- Principals may place requirements upon students to complete missed assignments before such absences will be excused.

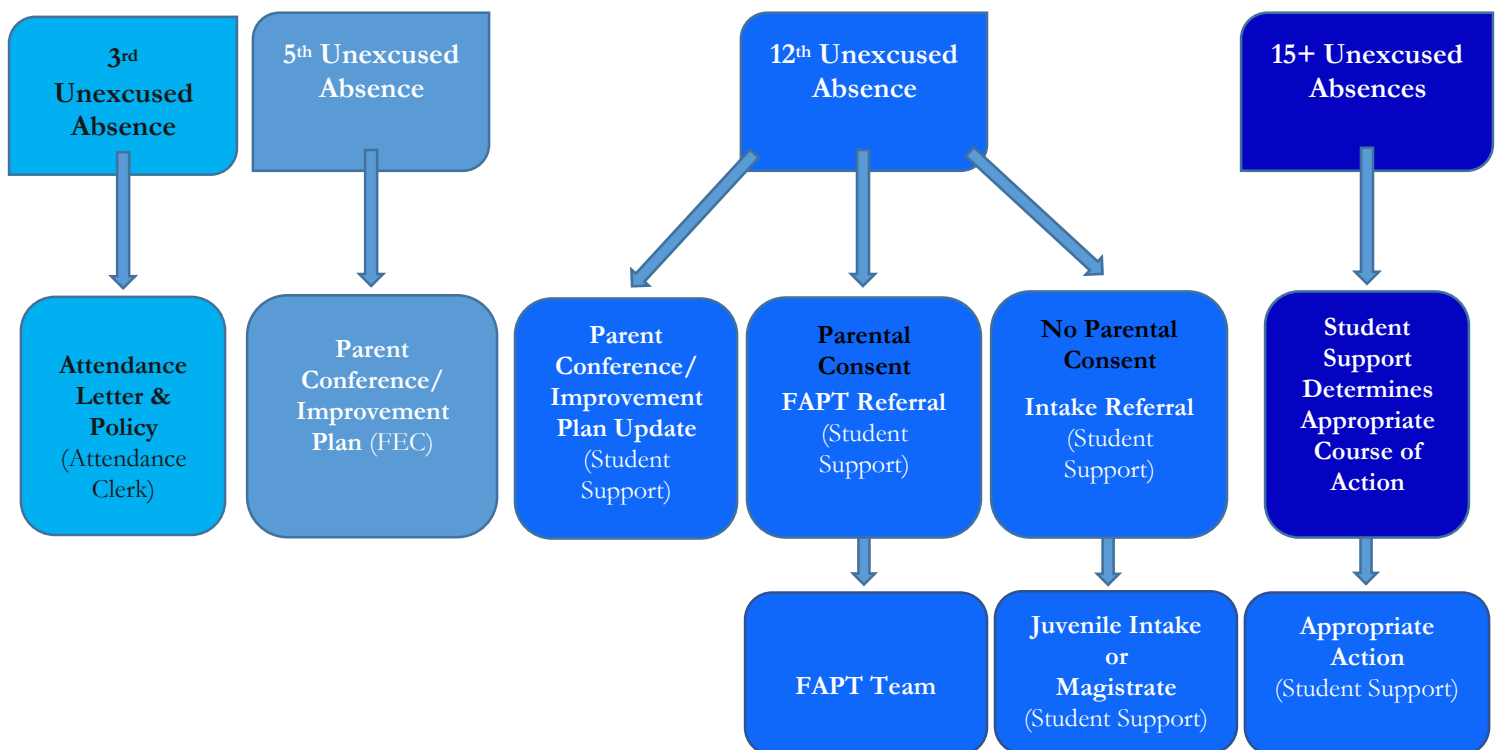
Civic Engagement (Middle and High School Only):

A political or non-political event that promotes quality of life, improved conditions for others, or helps shape the community's future, including, but not limited to: legislative visits, campaigning, artistic/cultural performances, educational gatherings/religious worship that support the mission of the sponsoring not-for-profit organization, charitable/government events that benefit the public, meetings or speeches about a public issue or policy, peaceful protests/rallies, awareness walks, advocacy efforts, and volunteering/community service.

When a student participates in a civic event, **the parent must complete the following** for it to be an excused absence:

- Provide advanced notice to the school
- Provide documentation of participation after the event

Attendance Policy Flow Chart



CHINS: Child in Need of Services/Supervision (Virginia Code Section 22.1-267)

FAPT: Family Assessment Planning Team

Legal Action: Charges filed against parent/guardian through the Magistrate's Office (Virginia Code Sections 16.1-228 and 18.2-371)

STUDENT RECORDS

“No school discloses the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) or the Virginia Freedom of Information Act unless the parent or eligible student affirmatively consents in writing to such disclosure.”

Va. Code § 22.1-287.1.

STUDENTS EXPERIENCING HOMELESSNESS

Contact Information:

Mrs. Rachel Wheeler, CCPS McKinney-Vento Homeless Education Liaison
rwheeler@ccps.us
(804) 633-5088

Definition

The federal McKinney-Vento Act guarantees school enrollment for anyone who, due to a lack of housing, does not have a fixed, regular, and adequate nighttime residence. Such children and youth may live:

- In an emergency shelter or transitional housing,
- In a motel, hotel, or campground due to the lack of an adequate alternative,
- In a car, park, public place, bus or train station, or abandoned building,
- Doubled up with relatives or friends due to loss of housing or economic hardship,
- In these conditions and be a migratory child or youth, or
- In these conditions and be a youth not accompanied by a parent or guardian.

Children and youth living in these settings may meet the McKinney-Vento definition of homelessness and have additional educational rights.

What Families Experiencing Homelessness Need to Know:

- The McKinney-Vento Homeless Assistance Act requires immediate enrollment of these students.
- You do not need a permanent address to enroll your child in school.
- Children and youth experiencing homelessness can stay in their school of origin or enroll in any public school that students living in the same attendance zone are eligible to attend, whichever circumstance proves to be in the student's best interest.

School Board Policies and Regulations can be accessed via our website at ***www.ccps.us***.

Under Division click on School Board, then Policies.

All Things with Excellence

ACHIEVE 2027

Vision: Empowering a community of life-long learners to be 3E Ready:
Enrolled, Enlisted, and/or Employed.

Mission: Create an inclusive culture where teaching and learning inspire and
prepare students to become contributing citizens.

Caroline County Public Schools
16261 Richmond Turnpike
Bowling Green, Virginia 22427
Phone: (804) 633-5088 Fax: (804) 633-5563

www.ccps.us

Notice of Non-Discrimination Policy

Caroline County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. School Board policies and regulations provide equal access to courses, programs, counseling services, physical education and athletic, vocational education, instructional materials, and extracurricular activities.

To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Compliance Officer at (804) 633-5088, 16261 Richmond Turnpike, Bowling Green, Virginia 22427, complianceofficer@ccps.us.

Modified and adapted from Virginia Beach City Schools Code of Student Conduct July 2015

No part of this publication may be produced or shared in any form without giving specific credit to Caroline County Public Schools.

July 2025

PARENT ACKNOWLEDGE FORM

I am the parent of the below named child and, by my signature, I acknowledge that I have received and reviewed a copy of the Code of Virginia, Section § 22.1-279.3 entitled “Parental responsibility and involvement requirements,” and Section § 22.1-3.2 entitled “Notice of student’s school status required as condition of admission; penalty,” and have reviewed with my child a copy of the Caroline County’s School Board’s Standards of Student Conduct.

_____ Signature of Parent	_____ Print Name of Parent	_____ Date
_____ Signature of Student	_____ Print Name of Student	_____ Date

Notice to Parent

I have reviewed the Code of Student Conduct with my child and recognize my responsibility to assist the school enforcing the standards Code of Student Conduct.

***** Please return this page to your child’s teacher within 7 days of enrollment of each new school year. *****

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy IIBEA/GAB and Regulation IIBEA-R/GAB-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your student's principal.

I understand and agree to abide by the Caroline County Public School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature: _____

Date: _____

Student Name (Please Print): _____

School: _____

Homeroom/Homebased Teacher: _____

Grade: _____

I have read this Agreement and Policy IIBEA/GAB and Regulation IIBEA-R /GAB-R. I understand that access to the computer system is intended for educational purposes and the Caroline County Public School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I consent to allow the use of Google services for educational purposes. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with Caroline County Public School Division's policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name (Please Print): _____

***** Please return this page to your child's teacher within 7 days of enrollment of each new school year. *****

RELEASE FORM FOR PUBLISHED STUDENT INFORMATION

Caroline County Public Schools has designated directory information to be name, student's major field of study, participation in officially recognized activities and sports, the weight and height of members of athletic teams, dates of attendance, degrees or awards received by students, post-graduate plans, and photographs.

Caroline County Public Schools publishes a variety of information about our schools and their activities on a portion of the Internet. We may wish to include your child's first name and/or photograph on our web pages, the newspaper, and our school yearbook. **Your signature below acknowledges permission for this information to be published on the Internet or other mediums listed above.**

☐ I grant permission and release Caroline County Public Schools, its officers, employees and agents from any liability resulting from or connected with the publication of this information.

☐ I do not grant permission.

Student Name (Please Print): _____ School: _____

Parent/Guardian Signature: _____ Date: _____

***** Please return this page to your child's teacher within 7 days of enrollment of each new school year. *****

DISCLOSURE OF STUDENT RECORDS

Caroline County Public Schools discloses student directory information (per CCPS Policy JO) only with written consent of the parent or eligible student. Student directory information may include address, telephone number, email address, and other student education records that would not generally be considered harmful or an invasion of privacy if disclosed.

☐ I grant permission and release Caroline County Public Schools, its officers, employees and agents from any liability resulting from or connected with the disclosure of education records.

☐ I do not grant permission.

Student Name (Please Print): _____ School: _____

Parent/Guardian Signature: _____ Date: _____

***** Please return this page to your child's teacher within 7 days of enrollment of each new school year. *****

Caroline County Public Schools Digital Citizenship Agreement

Caroline County Public Schools believe that the best way to prepare our students for their digital future is to have them utilize online tools appropriately in school. CCPS has monitoring software and filters to minimize student encounters with inappropriate content. It is critical that every student is prepared for a participatory culture by providing resources related to Internet safety, digital citizenship skills, and student awareness of and skills for personal and data privacy.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log off before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.

Respect and Protect Others

- I will understand cyberbullying and refrain from using computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed toward me or my fellow students to my teacher, librarian, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to research related to academic assignments and school based activities.
- I will not visit inappropriate websites. If an inappropriate page, image, or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only send and receive school related email.

Honor Intellectual Property

- I will understand "fair use" and copyright as it applies to student work.
- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

By signing this agreement, I am accepting the terms of this agreement. I agree to be financially responsible for the replacement cost should the device be lost, stolen or damaged. This includes any damage or loss that occurs on campus.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

***** Please return this page to your child's teacher within 7 days of enrollment of each new school year. *****