
STUDENT
REGULATIONS

JED-R Student Absences/Tardiness/Truancy

JFC-R Student Conduct

JFG-R Search and Seizure

JGD/JGE-R Student Suspension and Expulsion

JHG-R Child Abuse and Neglect Reporting

STUDENT ABSENCES/TARDINESS/TRUANCY

A. Absences

All students are expected to be in regular attendance. Students who are absent from school must present a written excuse by a parent or guardian the day following an absence.

Excuses are to be kept on file for the entire school year.

The four classifications of absences and explanations for each follow:

1. Pre-Excused Absences

All absences that are known in advance are pre-excused absences. Excuses for such absences are to be approved by the principal or a designee. The student must take the initiative in getting and completing necessary assignments and makeup work from teachers. Upon return to school all make-up work must be completed within the same number of days as the pre-excused absence. Examples are as follows:

- a. Dental or medical appointments
- b. Educational trips (not to exceed two days per year unless an extension is approved by the Board of Control)
- c. Funerals of friends

2. Excused Absences

The student must take the initiative in getting and completing necessary assignments and make-up work from teachers. Upon return to school all makeup work must be completed within the same number of days as the excused absence. Excused absences will be limited to the following:

- a. Personal illness
- b. Death in the immediate family
- c. Accidents
- d. Representative for school at a school-related activity
- e. Authorized field/recreational class trips

3. Unexcused Absences

It is assumed that an unexcused absence will represent a deliberate attempt by a student or his/her parents to avoid the duty of attending school. In such instances no opportunity for makeup work will be extended and a zero will be recorded for the day's work. These absences may include, but are not limited to, the following:

- a. Shopping or pleasure trips
- b. Visiting other schools
- c. Work away from home
- d. Missing bus
- e. Skipping entire school day or any part of the school day

The names of students having in excess of three unexcused absences should be reported to the principal.

4. Prolonged Absences

A student who is absent from school, or a course, for 20 days or more shall not be given credit for the year's work with the following exceptions:

- a. The student is under the home bound program with a regular home bound teacher working in connection with the school; or
- b. The school works in daily cooperation with the home sending assignments and providing for teacher visits;
- c. The student comes in before or after school and makes up the extra time and assignments as needed.

The names of all students who have missed as many as 15 days shall be reported to the administrative superintendent. Parents will then be notified that students who miss 20 days should meet with the superintendent or his designee and a report made to the Board of Control. (This meeting is not necessary under items a. and b. preceding but a report must be filed).

B. Notification of Parents of Absent Students

As required by State law, the NNTC principal or his designee shall make a reasonable effort to see that parents/guardians of each student be called whenever the student is absent.

At the beginning of the school year, all parents are to be notified by letter of this regulation. Parents are to be given the opportunity not to be called if they consider it to be in their best interest. This does not prevent the schools from calling or going to check on absent students if the schools deem it necessary for the operation of the schools.

Parents may give only one number to be called. This may be the home phone number, work number, baby sitter, etc. The parent also has a choice of the portion of the day or evening they choose to be called.

The above information needs to be put on a master list with proper codes and given to the school doing the calling. A copy will be kept in the school's main office. The individual schools are responsible for getting the daily list of absentees to the calling school. If there is any problem, the calling school must notify the home school.

C. Tardiness

The principals shall define "tardiness" and establish regulations for disciplinary actions designed to control same.

D. Truancy

All cases of truancy shall immediately be reported to the school principal. Such steps as the principal deems necessary shall be taken to correct this misconduct on the part of the student.

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STUDENT CONDUCT

The following are standards of student conduct established by the Board of Control for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. **Student Dress**

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice.

2. **Unexcused Absence or Tardiness**

Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse.

3. **Disruptive Conduct**

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others.

4. **Profane, Obscene, or Abusive Language**

Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene, or disrupts the teaching and learning environment.

5. **Threats or Intimidation**

Students shall not make any verbal, written, electronic or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

6. **Assault and Battery**

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery.

Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting.

Battery is the unlawful application of force to the person of another.

7. Bullying

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person.

8. Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity.

9. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids and Other Drugs

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with Policy JHCD.

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

This regulation incorporates Policy JFCF.

Restricted Substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

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.

10. Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substance as defined in the Drug Control Act, Chapter Page 15.1 of Title 54 of the Code of Virginia.

11. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the Board of Control. 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.

12. Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

13. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates Policy JFCD.

14. Theft

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

15. Behavior on the School Bus

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

16. Cheating

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.

17. Trespass

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

18. Gang Activity

A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.

19. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions in violation of Policy JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion.

20. Possession of beepers, Cellular Telephones, Personal Digital Assistants (PDAs), or Similar Devices

Students may possess a beeper, cellular telephone, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight. In emergency situations, cell phone use may be permitted after securing authorization from an appropriate staff member. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

21. Reports of Conviction of Adjudication of Delinquency Pursuant to § 16.1-305.1

Any student for whom the superintendent has received a report pursuant to Va. Code §16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled.

22. Laser Pointers

Students shall not have in their possession laser pointers.

23. Acceptable Use of the Internet

Students shall abide by the NNTC's Acceptable Internet Use Policy and Regulation.

24. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

25. Bomb Threats

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

26. Hazing

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or

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.

The principal of the school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of

up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Va. Code § 18.2-56.

27. Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the NNTC's computer system
5. Parental conferences
6. Tasks or restrictions assigned by the principal or his designee
7. Detention after school or before school
8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
9. In-school suspension
10. Out-of-school suspension
11. Referral to an alternative education program
12. Notify legal authority where appropriate
13. Recommendation for expulsion
14. Mandatory expulsion for bringing a firearm onto school property or to a school-sponsored activity or use or possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and § 18.2-247 of the Code of Virginia, on school property or at a school sponsored activity.
15. Evaluation for alcohol or drug abuse
16. Participation in a drug, alcohol or violence intervention, prevention or treatment program

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SEARCH AND SEIZURE

Activity off School Premises

When the investigation is for activity off the school premises and non-school connected, no student shall be interviewed by the police without the permission of his/her parent or guardian, and only in the presence of the parent or the principal.

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NORTHERN NECK TECHNICAL CENTER

STUDENT SUSPENSION/EXPULSION

For purposes of supporting Policy JGD/JGE, the following procedures apply to the Northern Neck Technical Center:

Short –Term Suspensions (10 days or less)

If a student and his parent(s) seek resolution regarding disciplinary action for a short-term suspension, they must meet with the principal or his designee within three (3) days of the suspension. If a parent desires further review of the disciplinary action, he/she may appeal in writing the decision of the school administrator to the superintendent within three (3) days. The decision of the superintendent or his/her designee is the final decision of the Board of Control, and no further appeal or hearing of the Board of Control is available.

Long – Term Suspensions (more than 10 days)

If a student and his parent(s) seek resolution regarding disciplinary action for a long-term suspension, they must meet with the superintendent or his designee within three days of the suspension. If a parent desires further review of the disciplinary action, he/she may appeal in writing the decision of the superintendent to the Board of Control within five (5) days of the superintendent's decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.

Expulsion

Following the principal's recommendation for expulsion to the home school, the student will receive written notice from the home school with regards to further disciplinary action.

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CHILD ABUSE AND NEGLECT REPORTING

A. Definitions

An abused or neglected child is one who is less than eighteen years of age and whose parent or other person who is responsible for his/her care does the following:

1. Creates or inflicts, threatens to create or inflict, or allow to be created or inflicted a physical or mental injury made by other than accidental means, or creates a substantial risk of death, disfigurement, impairment of bodily or mental functions;
2. Neglects or refuses to provide care necessary for the child's health, unless the child is, in good faith, under treatment solely by spiritual means through prayer, according the practice of a recognized church or denomination;
3. Abandons the child;
4. Commits or allows to be committed any sexual act in violation of the law.

B. School Personnel: Responsibility/Immunity

Although all individuals who witness an alleged child abuse or neglect incident re urged to report it, teachers or any other persons employed in a public school are required to report such incidents. All persons making reports are immune from civil or criminal liability unless there is proven malicious intent. The referral form and name of the complainant will be considered confidential information unless the court directs it to be otherwise. School personnel shall cooperate with the coordinator of child protective services. Any person required to make a report of investigation may talk to any child suspected of being abused or any of his/her siblings without consent of his/her parent or guardian.

C. Procedures

In reporting suspected child abuse and neglect, the following procedures should be followed:

1. Suspected child abuse/neglect cases should be reported to the principal or a designee, who shall make such report forthwith. The principal may also request assistance from the visiting teacher, nurse, or other personnel as appropriate.
2. The principal may elect not to make the report if he/she is in possession of clear and convincing information which indicates that the report is invalid and has been made with malicious intent. Consultation with social services is advisable in these situations. Such refusal by the principal or a designee to make a report should be reported immediately to the complainant who shall, should he or she continue to legitimately suspect child abuse or neglect, make the report himself.
3. The principal, designee or preferably the complainant with permission of the principal shall contact a child protective service worker at the department of social services. After hours the call should be directed to 1-800-552-7096 (Child Abuse Hotline).

- a. The department of social services handles all local cases.
 - b. The reporter should give his/her name and phone number. He/she should also be prepared to give the child's name, alleged abuser's name, and any other pertinent information requested.
 - c. Complainant's name shall be confidential unless the court directs otherwise.
 - d. Social services shall make every effort to be readily accessible to the school. Timely feedback will be given whenever possible.
4. School personnel shall cooperate with the protective service worker in the detection and prevention of abuse/neglect. This cooperation includes permission for the social worker to interview the child at school without the presence of school personnel. If appropriate the worker may request the presence of school personnel.

D. Complaints Involving School Personnel

When the department of social services receives a report of suspected abuse or neglect of a child by any school personnel during the performance of their job, the following procedures will be followed:

1. The social services department shall notify the administrator (or other official designee) of the employee's school. In the event that the administrator is the subject of the complaint, contacts should be initiated through the superintendent or his designee.
2. Upon receipt of notification of a complaint against school personnel, the administrator or other official designee of the employee's school should inform the Executive Superintendent.
3. An immediate investigation following procedures outlined in the Virginia Department of Social Services policy manual will be conducted. A disposition will be made by the protective services staff involved within 45 days of the receipt of the complaint.
4. Designated school officials (administrator or superintendent) are encouraged to participate in the investigative process initiated by the department of social services.
5. In all cases, the protective services worker shall notify the alleged abuser/neglector and the superintendent in writing of the findings and any recommendations for corrective action.
6. In founded and reason to suspect cases, the social services workers shall forward a copy of the findings and recommendations to the following:
 - the executive superintendent
 - the administrator (or other official designee) of the employee's school, if involved in the investigation, and
 - the parents/guardians of the child.

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