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Dear Parents/Guardians:

Welcome to the 2012-13 school year. I am proud to embark on my eighth year as Superintendent of such a progressive and dynamic School Division. Despite years of global economic turmoil, our dedicated School Board, outstanding teachers, support staff, and leadership team have managed to continue providing a World-Class Education to an ever-expanding student population. This year, we expect more than 83,000 students in 93 schools, including two completed just this summer—and all dedicated to excellence.

This booklet contains the “Code of Behavior” (COB) and other important information to guide students and adults alike through a successful year in Prince William County Public Schools. It is essential that parents and guardians understand the policies and emphasize the importance of student compliance with the rules outlined in the COB. Your cooperation and understanding is appreciated as we continue to provide a positive and safe learning environment for staff and students.

This is the first year that the COB is being distributed primarily online, saving significant educational funds. Print copies are available only upon request. Still, it is necessary that a parent or guardian for every student complete, sign, and return the form sent home the first week of school, acknowledging COB content and availability. If you do not have a form, it may be obtained—along with other important documents—by request at your child’s school office; or on the pwcs.edu Web site, by clicking the home page button for Code of Behavior/Forms.

Important forms and information available in this manner include:

- Family Life Education Curriculum and Opt-Out Form;
- Medication Administration Form;
- Complaint of Bullying Form;
- Complaint of Harassment and Discrimination;
- Vision & Hearing Screening Notification;
- Scoliosis Fact Sheet; and
- How to Opt-Out of Student Information/Photo Disclosure.

Accessing the Web site also allows you to sign up for E-News, an electronic service that can send urgent messages and other information directly to your smart phone or home computer. You can also use the Parent Portal to get homework, grades, and other important school information.

For weather-related closings, school news, and School Board meetings, be sure to access and use our School Division Cable Channel, PWCS-TV (Comcast channel 18; Verizon 36).

Learning about our School Division will help you to be a valuable partner with our teachers, staff, and School Board as we strive to give every student a World-Class Education. On behalf of everyone at Prince William County Public Schools, I wish you and your student a productive and enjoyable year.

Sincerely,

[Signature]

Steven L. Walts
Superintendent of Schools
Preamble

The Virginia Constitution confers upon a local school board the authority to supervise the operation of the public schools under the school board’s control. This authority includes the power to supervise and discipline students.

The Prince William County School Board seeks to protect the rights of all its students to an education commensurate with their abilities, interests, values, and goals by providing safeguards for the health, safety, and rights of the individual student and school employee, and for the protection of school property.

However, the task of training and educating youth must be shared by all members of the school community - students, faculty, administrators, and parent(s) - who all bear responsibility to support the rules of the school and the integrity of the educational process.

It is the duty of the parent to train the child to assume responsibility in the school environment—responsibility for learning and exhibiting conduct that does not infringe upon the rights of another. (See page 5 for additional information, including legal responsibilities of parents.) The school has the right to expect reasonable and self-disciplined behavior from each student. Since self-discipline cannot be imposed from without, the students must be permitted a degree of freedom of choice and action to develop their individual talents and abilities.

The Virginia Code, §22.1-78, states: "A school board may adopt bylaws and regulations . . . including but not limited to the proper discipline of students, including their going to and returning from school." The School Board’s rules governing student conduct are summarized in the “Code of Behavior” and are also addressed in the Prince William County Public Schools’ Policy and Administration Manuals.

The provisions of this “Code of Behavior” apply whenever students are involved, such as:

- At school activities on property owned by the School Board;
- When going to and from school and bus stops;
- On school buses and at bus stops;
- In cases involving off-site, school-sponsored activities such as field trips, sporting events, and club activities; and
- When conduct by a student occurring off school grounds or school property has a material effect on the operation or general welfare of the School Division, impacts the integrity of the educational process, threatens the safety and welfare of students, staff, or school property, occurs when the student is under the school’s authority in loco parentis or otherwise invades the rights of students or staff.

The Superintendent may, for good cause, approve a deviation from the procedures set forth in the “Code of Behavior” in its present form, so long as the basic rights of students, parent(s), the community at large, and/or school personnel are not violated. Good cause means protecting the health, safety, welfare, and educational opportunities of the students in the school system.

* “Parent (s),” as used throughout, means biological parent(s), adoptive parent(s) or legal guardian(s).
The “Code of Behavior” has been established for the Prince William County Public Schools. The School Board, acting through the Superintendent, holds all school employees responsible for supervising student behavior while students are legally under the supervision of the schools. The School Board holds all students responsible for appropriate conduct as defined in the Policies and Regulations of the School Board and as summarized in the Prince William County Public Schools “Code of Behavior.” Policies and Regulations governing student behavior and student discipline can be found in the Prince William County Public Schools Discipline Policy Manual and Administration Manual which are available at each school, in public libraries, and online at pwcs.edu.

The School Board holds all parents responsible for reading the “Code of Behavior,” and any policies or regulations referenced in the “Code of Behavior” for promoting proper student conduct.

Remember

Please be aware that security cameras are located in all buildings and will be used to ensure the safety and security of all PWCS students, staff and property.

Educational Team

While discipline is ultimately the responsibility of the individual, the implementation of an effective discipline program requires a cooperative team effort. Whenever possible, a preventive approach to discipline shall be taken in an effort to clarify standards of conduct, effectively assess a student’s individual needs, and identify any significant factors which may be contributing to a student’s misconduct. The school principal is the instructional leader responsible for the development of a local school handbook which is consistent with policies and regulations of the School Board and the “Code of Behavior.” Administrators, teachers, and support personnel all work together to ensure the rights of each student in the School Division.

The educational team is responsible for:

- Providing an orderly school environment;
- Providing a favorable psychological environment for learning;
- Encouraging self-discipline;
- Providing an atmosphere of mutual respect;
- Treating each student as an individual in accordance with one’s needs;
- Encouraging, monitoring, and evaluating the progress of students;
- Initiating and maintaining open lines of communication with parents;
- Discussing the “Code of Behavior” with students at the beginning of each school year and providing periodic review during the school year;
- Formulating and implementing school rules and regulations in compliance with policies and regulations of the School Board and the “Code of Behavior” throughout the school setting;
- Disseminating the local school handbook and the “Code of Behavior” at the beginning of each school year to all students and interested community groups;
- Providing both instruction and copies of the “Code of Behavior” and the school handbook to all new students upon registration throughout the school year;
- Developing a plan of action, whenever possible, based on the needs of the student and the school environment as a whole; and
- Maintaining the educational records of individual students to include a record of disciplinary actions involving the student. Such records may contain information on police arrest or court action if the student is involved in unlawful behavior. Whenever charges are placed with juvenile court authorities, it may be considered an “arrest” even if the student is not physically taken into custody by police. (As required under Virginia law.)

School administrators (principals and assistant principals) are responsible for appropriate follow-up action whenever students report discrimination, harassment, or other acts which violate the “Code of Behavior.” Teachers, counselors, and other educational support staff are responsible for helping students get the assistance they may need from administrators. Staff response to each student complaint should be documented.

In 2004, the School Board created the Office of Student Management and Alternative Programs (OSMAP) to which the School Board delegated the responsibility of coordinating the School Division’s efforts to provide a safe school environment through the management of student conduct. The establishment of this office generated revisions to the “Code of Behavior” and related School Board policies and regulations. Students, parents, and staff are directed to Policies 731, “Appeal of Student Matters”; 744, “Short- and Long-term Student Suspensions;” 745, “Student Expulsions, Readmissions, and Exclusions;” 747, “Office of Student Management and Alternative Programs and Regulations;” 681-1, “Alternative Education Programs;” 731-1, “Appeal of Student Matters;” 733-1 “Conduct;” 735-1, “Prohibited Substances;” 744-1, “Short- and Long-Term Student Suspensions;” 745-1, “Student Expulsions, Readmissions, and Exclusions;” 745-4, “School Board Disciplinary Committee Procedures for Student Expulsion Appeal Hearing;” and 775-1, “Weapons and Other Prohibited Objects.” The School Board and school staff respect the privacy of students and have developed policies and procedures to protect student privacy rights in accordance with the law. These privacy rights extend to disciplinary matters. All School Board policies and administrative regulations are available to parents/guardians and the public, with the current/official copies posted to the School Division’s Web site, pwcs.edu (Click on left link for “Policies and Regulations”), and hard copies kept in the School Board Clerk’s office.
Parent(s)/Guardian(s)

It is the duty of the parent to:

- Teach the student to assume responsibility for learning and for conduct that does not infringe upon the rights of others;
- Ensure the student’s daily attendance in school and notify the school when a student is absent, tardy, or leaving early from school;
- Ensure the student’s arrival at school on time;
- Provide encouragement and discipline aimed at motivating the student toward responsible behavior and participation within the school setting;
- Read and understand the “Code of Behavior” (copies are available in Spanish upon request. Translated versions of the “Code of Behavior” are provided as a courtesy, but if a translation differs from the English version, then the English version will supersede the translation);
- Sign the “Code of Behavior” agreement on the back of the emergency information card;
- Ensure that the student is appropriately dressed for school as determined by the dress code which is developed cooperatively at local schools by students, parent(s), and school staff (students who come to school without proper dress or personal cleanliness may be sent home to be prepared properly for school);
- Provide such books, materials, instruments, uniforms, and equipment as are required for effective participation in the school program;
- Know promotion and graduation requirements as published each year for middle school and high school students in the “Course Catalog”;

• Provide emergency information, including a local telephone number, to the school to ensure that the school will have immediate contact with the parent in case of an emergency;
• Provide a certified copy of the student’s birth certificate, and/or immigration documentation; physical examination; record of the completed series of immunizations; and social security number, where applicable, as required by the Virginia Code, upon initial entry to school;
• Schedule conferences during normal working hours; and
• Understand that drugs and weapons, as described in the “Code of Behavior,” will not be tolerated at school activities on property owned by the School Board; when going to and from school and bus stops; on school buses and at bus stops; in cases involving off-site, school-sponsored activities such as field trips, sporting events, and club activities; and that violators are subject to expulsion.

Parent(s) Note:

Under Virginia law, parents have a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance. Parents have a responsibility to know the “Code of Behavior,” promote proper student conduct, assist the school with the discipline of the student, and meet with school officials if requested to discuss matters related to discipline and school attendance. The law also requires that parents sign a statement showing that they know their responsibilities. Such a statement is printed on the back of the EMERGENCY INFORMATION CARD. Parents must read this statement, sign the card, and return the signed card to school. The EMERGENCY INFORMATION CARD will be sent home with students to be given to parents during the first week of school or given to them at the time of registration, and will be available online. The School Board may ask the court to act against any parents who fail to return the signed card or fail to fulfill their responsibilities. The court may impose a fine or order parents to participate in efforts to improve students’ behavior. A summary of “Parental Responsibility and Involvement Requirements Under Virginia Law” appears on page 29.

Student(s)

CODE OF EXPECTATIONS

The student developed Code of Expectations establishes behaviors, attitudes, and actions that promote responsibility and success in school. These expectations are based on the 40 Developmental Assets® and categories which were identified as building blocks of healthy youth development. The eight Asset categories are: support, empowerment, boundaries and expectations, constructive use of time, commitment to learning, positive values, social competencies, and positive identity.

CODE OF EXPECTATIONS PLEDGE

As a caring and responsible student in Prince William County Schools, I pledge to know and adhere to all rules and regulations of the “Code of Behavior”, the School Board, and the state and federal government.


The following are trademarks of Search Institute:
- Search Institute®
- 40 Developmental Assets®

(continued on next page)
Students (continued)

ELEMENTARY SCHOOL CODE OF EXPECTATIONS
As a caring and responsible student in Prince William County Schools, I pledge to:

GRADERS K-2:
• Ask for help if I need it
• Find opportunities to help adults and friends
• Obey rules and stay out of bad situations
• Practice, be honest, and take care of property
• Do my best and complete all of my schoolwork and homework
• Be honest and always tell the truth
• Be a good friend and not bully others
• Be proud of who I am and not be intimidated by others

GRADERS 3-5:
• Ask for help if I need it
• Communicate positively with adults
• Find opportunities to help adults and friends
• Become involved in school/community activities
• Obey rules and stay out of bad situations
• Encourage other students to be good role models
• Practice, be honest, and take care of property
• Become active after homework by participating in activities with friends and family
• Do my best and complete all of my schoolwork and homework
• Treat adults and other students with respect
• Be honest and always tell the truth
• Stand up for myself and others, and be a role model
• Be a good friend and not bully others
• Try to understand the feelings of others
• Be proud of who I am and not be intimidated by others
• Be a good influence to younger children

MIDDLE SCHOOL CODE OF EXPECTATIONS
As a caring and responsible student in Prince William County Schools, I pledge to:

• Be respectful and encouraging to others
• Set good examples for other students in the classroom
• Communicate openly with parents, teachers, and school staff
• Encourage other students to make positive decisions
• Be a role model and promote safe decision-making by other students
• Serve the community by conducting activities such as food drives, requesting donations when needed, etc.
• Follow the boundaries set by my family, school, and community
• Select friends and role models carefully
• Strive to do my best and not lower my expectations even if I sometimes fail
• Participate in more school activities and athletic teams
• Find a distraction-free place to study
• Use my time wisely; don’t procrastinate when completing assignments
• Guide and encourage other students to do well in school
• Set a good example by ignoring negative influences around me
• Listen attentively in class and be a good role model for other students
• Take responsibility for my actions
• Control my behavior and refuse to do what I know is wrong
• Believe in the equality of all regardless of race, sex, religion, socio-economic background, or disability
• Respect students who may have backgrounds different from mine
• Plan ahead to make the right decisions
• Avoid inappropriate situations
• Participate in many different activities and motivate others to do so
• Find adult role models that provide me with support when I need to talk with someone
• Believe in myself

HIGH SCHOOL CODE OF EXPECTATIONS
As a caring and responsible student in Prince William County Schools, I pledge to:

• Encourage my parents/guardians to be actively involved in my education and school activities
• Build open and healthy communication with the adults in my life
• Work to create a caring school environment
• Help my school and community to be viewed in a positive way by being a respected role model, making good decisions, and upholding responsibilities given to me
• Serve my school and community by volunteering to support activities which are beneficial and promote a safe school environment
• Conduct myself in ways which adults view as responsible so they will value my opinion due to my accountability and good reputation
• Cooperate with my teachers and other adults
• Cooperate with my family and neighborhood in order to establish clear rules for youth in my community
• Model positive and inspiring behavior that I see in other adults
• Become involved in an extracurricular activity to provide additional structure in my schedule
• Develop interests in different activities and expand/broaden my involvement in the community
• Spread my time equally among different activities (school, home, & extracurricular activities)
• Abide by the rules and regulations in the “Code of Behavior” to further the education of myself and my peers
• Actively engage in school functions and demonstrate that I care about the well-being of my community
• Improve my education by being committed to completing my assignments and academic responsibilities
• Promote a more positive attitude that could influence others by equipping me with proper characteristics such as integrity and honesty
• Honor my positive values not only in a school environment, but in my everyday decisions by stressing the importance of a caring personality and working for equality
• Appreciate the positive values that influence me to be who I am and incorporate those values within our schools and communities
• Treat all of my peers equally regardless of their differences and backgrounds
• Plan ahead and use my knowledge to make positive decisions against negative peer pressure
Students (continued)

• Use my empathy, sympathy, and friendship skills in order to resolve my conflicts non-violently
• Know that I have a sense of purpose
• Know my goals in life and be optimistic about my future
• Know what I want and create a plan to achieve it

Students, staff, and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or other factors which may be harmful to the school environment should be reported. Any attempt of retaliation for the reporting of “Code of Behavior” violations shall be addressed by corrective action up to and including expulsion.

Students who have knowledge of drugs, weapons, violence, or other behaviors which may be harmful to others or to the school environment, may be subject to disciplinary action for failure to report such information to school authorities.

Following are some suggestions for reporting such information:
• Contact the school principal or other administrator.
• Dial the PWCS anonymous Tipline at 703.791.2821.

Note: This is a recorded message system and should not be used in cases of emergency or when an immediate response may be required.
• Contact the Police in cases of emergency.

If a student discovers something in his or her possession which is not permitted at school, that student should report to an administrator or other staff member immediately. School staff responsible for initiating follow-up action shall take into consideration that the student voluntarily brought this to the attention of staff. Students should contact an administrator, teacher, or counselor immediately if they believe that they have been victims of discrimination, harassment, or other acts which violate the “Code of Behavior.”
**Rules and Regulations**

A basic element of effective prevention of misconduct is the setting of Divisionwide school rules which are implemented in a consistent manner. When no specific penalty is cited, the principal has the authority to set the appropriate penalty for infractions, which may range from counseling to a recommendation for expulsion, depending on the severity of the infraction. The student’s age and grade level, the circumstances surrounding the infraction, and other relevant factors will be considered by the principal when determining the appropriate corrective measure.

**Zero Tolerance Policy** - The School Board and school staff have a position of “Zero Tolerance” on weapons, drugs, violence and group assaults, and threats and/or assaults and/or battery against staff. Any student accused of violating this policy shall have a conference with the administrator of the school. If the circumstances of the offense support a violation of this policy, a recommendation by the principal and level associate superintendent concerning expulsion or long-term suspension shall be forwarded to the Office of Student Management and Alternative Programs. In determining whether to forward an expulsion recommendation to OSMAP, the level associate superintendent will take into consideration all relevant factors, including any special circumstances under Virginia Code §22.1-1-277.06(c).

The following is a summary of the established standards of conduct for Prince William County Public Schools:

**Accumulated Offenses** - General education students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the “Code of Behavior” even though any one of those offenses may not warrant such serious corrective action. The procedures for the discipline of special education students are outlined in Regulation 745-2, “Discipline of Special Education Students.”

**Assault, Assault and Battery** - The threat of a verbal or physical attack (assault) and the use of force upon a person (battery) is expressly forbidden.

**Assault and Battery Of A Teacher** - Is prohibited under the Zero Tolerance Policy and shall result in a recommendation for long-term suspension or expulsion. In addition, under Virginia law, a conviction for battery of a teacher, principal or guidance counselor shall include a sentence of 15 days incarceration with a mandatory minimum period of two days incarceration. If the offense is committed by use of a firearm or other weapons prohibited on school property, the person shall serve a mandatory minimum sentence of incarceration for six months.

**Bullying** - Actions which cause the physical, verbal, or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, harassment, humiliation, teasing, pushing, tripping, and hitting are all considered to be bullying behaviors. Violators are subject to corrective action up to and including suspension and expulsion. Students should feel free to report bullying incidents without fear of retaliation. Any attempt of retaliation shall be addressed by corrective actions, up to and including expulsion. For additional information about bullying and the duty to report these incidents see pages 27-28, and Regulation 733.01-1, Bullying of Students.

Cyberbullying is a form of bullying which involves the transmission, receipt, or display of electronic messages and/or images. Cyberbullying using the PWCS Internet, PWCS computers, or other wireless communication devices in schools, on school property, or at school-related activities will not be tolerated. This conduct is a violation of Regulation 295-1, Computer Systems and Networks Services – PWCS Acceptable Use and Internet Safety Policy, and Regulation 733.01-1, Bullying of Students.

Cyberbullying which occurs off school grounds and/or does not involve the use of the PWCS Internet or computers may also result in disciplinary action if it causes or is likely to cause a material disruption to the operation of the school(s) or the School Division, it threatens the safety or mental/physical well being of students or staff, or it threatens the safety of school buildings or school property.

**Bystanders** - Students who, by their presence and/or actions, encourage disruption, fights, or other violations of the “Code of Behavior” are subject to corrective action. This includes, but is not limited to, bystanders who refuse to move or to follow other directions of school staff during disruptions, fights, etc.

**Cars and Other Vehicles** - Cars and other vehicles may be brought onto school grounds only with permission of the administration and must be operated in a safe manner in compliance with school rules and state and local laws. The owner and/or operator of any car or other vehicle which is located on or operated on school property consents, by virtue of such operation and/or location of the car or vehicle on school property, to the search of such vehicle when reasonable suspicion exists that prohibited items as described in Regulation 737-1, Searches and Seizures, may be inside the vehicle. Violators are subject to corrective action at school, which may include loss of driving privileges on school grounds, out-of-school suspension, a recommendation for long-term suspension or expulsion, and applicable legal penalties.

**Cheating and Plagiarism** - Students are responsible for neither giving nor receiving assistance (written, orally, or otherwise) on tests, examinations, final evaluations or class assignments that are to be graded as the work of a single individual. Cheating includes the giving or receiving of a computer file, program, part of a program, or other computer-based information without specific teacher direction or approval. Cheating encompasses any violation of rules where the violation involved dishonesty.

The student shall receive a zero for the particular assignment, exam, test, or final exam, etc., a parent will be contacted, and the student may be disciplined up to and including expulsion. Schools shall incorporate the use of an honor pledge in their efforts to emphasize the importance of honesty. The implementation of this pledge shall be at the discretion of the principal.

Plagiarism is a form of cheating. Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received.

**Communication Devices (Wireless)** – Possession of communication devices by students on school grounds is a privilege, not a right, and any student who brings a communication device on school property consents to these rules and to the School Division’s right to confiscate and/or search such devices as provided in these rules. Any expectation of privacy related to the use of student or staff-owned devices is negated by the failure to comply with relevant School Board policies and regulations. Students may possess wireless communication devices to include, but not limited to cell phones, tablets, and eReaders on school grounds provided that these devices are used only at the times and in the manner specified by PWCS regulations, as implemented by school principals and staff. The use of these devices may be prohibited at specific times and locations to maintain the integrity of an academic environment. Any violation of such prohibitions may result in a disciplinary action. Wireless communication devices may be used on school buses provided that the device does not distract the driver, compromise safety, or violate other
Rules and Regulations (continued)

School bus rules and regulations. Violators are subject to confiscation of the communication device and/or other corrective action as listed on page 18. Searches of communication devices may be conducted if the administrator has a reasonable suspicion that it is being used for conduct that is criminal or a violation of the “Code of Behavior.” School Division staff does not assume responsibility for the security of communication and/or electronic devices that are brought onto school property. While on school property, at any school-related activities or while traveling to and from school or any school-related activities, students shall neither take nor display video graphic or still images of a person who is undressed or partially undressed. Violators may be subject to disciplinary action up to and including expulsion. Under Virginia Code, § 18.2-386.1, this crime is a misdemeanor if the victim is an adult, but a felony if the victim is under 18.

Cult, Occult and Ritualistic Activities - Cult, occult and associated ritualistic activities and recruitment for members of these groups will not be tolerated. Actions, speech, gestures, clothing, symbols or other signs of cult membership or activity are prohibited at school and at school-related activities.

Curfew - NOTICE: As of July 1, 1997, in Prince William County, everyone under the age of 18 who is not accompanied by a responsible adult is subject to a curfew which makes it unlawful to be in public from 11 p.m. to 5 a.m. on Sunday through Thursday and from 11:59 p.m. to 5 a.m. on Friday and Saturday. Students may be exempted for attendance at official school functions. The law also allows for other exemptions. All young people have an obligation to know and abide by the provisions of this law. Further information is available at the Prince William County Web site, www.pwcgov.org.

Discrimination - Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. Parents or students who have reason to believe they have been discriminated against are encouraged to discuss the matter with the school principal, or they may seek remediation through the regular student appeals process.

Dishonesty - Students shall not make false accusations against staff or other students and shall not give false information which may be harmful to others or interfere with duties of staff.

Disobedience/Disrespect - No student shall disregard or disobey any reasonable request made by a school staff member. Any student who directs profanity, threats, or other forms of verbal abuse toward a school staff member shall be subject to out-of-school suspension (OSS) and considered for expulsion.

Disruption - No student while on school property, at a school-sponsored activity, or on school buses, shall behave in a disorderly manner or in any other way interrupt or disturb the orderly operation of the school. Conduct occurring off school grounds which causes disruption to the school, the educational process, or the rights of the students or staff may also result in corrective action at school.

Drug and Substance Abuse - No student shall have or use alcohol, drugs, or anything that resembles alcohol or drugs. (See pages 14 & 15.)

Electronic Entertainment Devices - Students may possess electronic entertainment devices, other than those defined above as Wireless Communication Devices, on school grounds provided that these devices are not visible and are not activated before or during the school day. The power on these devices must be turned off prior to entering the school. Students may utilize electronic entertainment devices while traveling to and from school provided that these items are not a distraction to the bus driver and/or do not compromise safety. In addition, the use of these devices should not distract from or disrupt activities. Students may not record (audio or video) classroom activities without permission of the principal/designee. Violators are subject to confiscation of the communication device and/or other corrective action as listed on page 18. School Division staff does not assume responsibility for the security of communication and/or electronic devices that are brought onto school property. While on school property, at any school-related activities or while traveling to and from school or any school-related activities, students shall neither take nor display video graphic or still images of a person who is undressed or partially undressed. Violators may be subject to disciplinary action up to and including expulsion. Under Virginia Code, § 18.2-386.1, this crime is a misdemeanor if the victim is an adult, but a felony if the victim is under 18.

Endangering Others - Student conduct which may put others in danger will not be permitted. This includes but is not limited to violations of fire regulations; making false fire reports; lighting matches; lighting any flame not an approved part of classroom instruction; use of incendiary or explosive materials; and threats or attempts to bomb, to burn, or to destroy, in any manner, school property or the property of school personnel or students.

Failure to Report Violations - In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the “Code of Behavior” to teachers, administrators, other appropriate staff, or the Tipline (703.791.2821). Serious violations include conduct or behavior which results, or may result, in injury to the person, health, or welfare of students or staff, or damage to property. Failure to report may result in corrective action. (See also “Students,” page 7 and “Weapons Violations,” pages 15 & 16.

Fighting - Students are responsible for settling confrontations that may arise in a peaceful manner and without the use of violence. When students feel that they are unable to settle disagreements in a peaceful manner, they should seek assistance from school personnel, such as a teacher, counselor, principal, social worker, etc. Fighting will result in corrective action which may include suspension or expulsion. Students are also subject to corrective action for behavior which they may not consider to be serious or threatening (“horseplay,” “playing around,” etc.) when that behavior may cause injury, discomfort, or disruption.

Gambling - Gambling on school property is strictly prohibited. Gambling is defined as the betting of money or valuables on the outcome of a game, contest or event.

Gangs - Gang activity, recruitment and expressions of gang membership will not be tolerated. Actions, speech, gestures, clothing, symbols or other signs of gang membership or gang activity are prohibited at school and at school-related activities. Any student involved in a gang-related fight or assault shall be considered for expulsion.

Group Assault - Group assault in school, at school-related activities, or on the way to and from school is strictly prohibited. Any student who participates in a group assault which results in disruption or disturbance at school or school-related activities is subject to corrective action up to and including expulsion. Any student who participates in a group assault on other individuals or groups at school or school-related activities may be recommended for expulsion. Any two or more students with the intent of doing harm to persons, property, or the school environment may be considered a group under this rule.
Glass Containers - Students shall not have glass bottles or other such breakable containers on school property or at school-related activities without the express permission of a school staff member.

Harassment - Words, gestures, symbols, actions, or physical contact which offend, intimidate, threaten or persecute others will not be tolerated. This includes such behavior as non-physical intimidation, posturing or “stare downs.” Harassment of students or staff for any reason is prohibited. In addition, as stated in Regulation 738-3, Sexual Harassment of Students, sexual harassment is prohibited by law. (See pages 23 - 25) Complaint procedures are found on page 26 and in Regulation 738-1, Complaint Procedures for Student Claims of Discrimination or Harassment.

Hazing - Students shall not engage in behavior that recklessly or intentionally endangers the health or safety of others or inflicts bodily injury on a student in connection with initiation, affiliation or admission into a club, group organization or student body. Violators are subject to corrective measures up to and including suspension and expulsion. Virginia law imposes a Class 1 misdemeanor penalty for violations, i.e., either or both confinement in jail for not more than 12 months and a fine of not more than $2,500.

Indecent Material - No student shall possess, wear/display, produce, or distribute indecent (vulgar, obscene, profane, offensive) materials including clothing, posters, written/printed materials, audio tapes, video tapes, trading cards, and computer-based materials.

Laser Pointers - Students shall not have laser pointers or other laser devices at school, on school buses, or at school-related activities without the permission of a school administrator or faculty member. Violators are subject to corrective measures and may have the pointer/device confiscated.

Littering - Students shall help maintain a clean and healthful school environment by properly disposing of trash while in the cafeteria, classrooms, hallways, and elsewhere in the school and on school grounds, buses, bus stops, and at school-related activities.

Loss of Driving Privilege - Under Virginia law, a judge will take away your license (or, if you do not have a license, prevent you from applying for one) if he or she finds that you committed an offense involving:

- Driving while intoxicated;
- Refusing to take a blood or breath test for alcohol after driving a vehicle;
- Distributing drugs or imitation drugs, including marijuana;
- Possessing drugs or marijuana;
- Unlawful purchase or possession of alcohol, or drinking or possession of alcohol on school grounds;
- Public intoxication;
- Unlawful use or possession of a handgun or “streetsweeper” (semiautomatic shotgun);
- Making a threat to bomb, burn or destroy a building, vehicle, train, etc.; or
- Truancy (see Page 12 for details).

The length of time you will lose your license depends on the seriousness of the offense, but for a first time offense the loss is generally for six months or one year. If you are under sixteen at the time of the offense, you will instead be unable to apply for a license until six months or a year after your sixteenth birthday. A second offense results in an additional loss of license for a period of six months or one year. See Virginia Code §16.1-278.9 for complete details.

In addition to and regardless of any legal consequences, students may also lose their privilege to drive or possess a car on school grounds for any unsafe conduct connected to the use, possession, or operation of a vehicle on school grounds or at school-related activities. The driver’s license or learner’s permit of minors who have 10 or more unexcused absences on consecutive school days may also be suspended by a court.

Offenses Off School Grounds - Actions outside of school which have a negative impact on the school building, programs, students, or staff will not be tolerated. The School Board and staff of Prince William County Public Schools are committed to maintaining the schools as safe and healthful places in which to learn, places which are free from the impact of violence, weapons, gang activity, substance abuse, and other negative influences. Students are subject to corrective measures at school, up to and including expulsion, for offenses which occur in the community or at other locations off school grounds if those offenses result in disruption to the operation of the school, the educational process, or impact the rights, safety, or welfare of students, staff, or school property. Under Virginia law, a student may be suspended or expelled if found guilty in court of manufacture, sale, gift, distribution, or possession of drugs even if the offense is not connected with school. Furthermore, Virginia law provides that a student may be reassigned or placed in an alternative educational program (alternative school, night school, online resources, etc.) upon notice that the student has been charged with certain criminal offenses, including offenses relating to weapons, alcohol/drugs, intentional injury to another person, or convicted or found not innocent of certain criminal offenses, as set forth in Regulation 681-1, Alternative Education Programs. Conviction or adjudication of certain criminal charges may result in reassignment, long-term suspension, or expulsion. Students may also be reassigned or placed in an alternative educational program when they have committed a serious offense or repeated offenses in violation of School Board policies, or suspended or expelled.

Profanity - No student shall use vulgar, lewd, patently offensive, or indecent language or gestures.

Search & Seizure - Students will be held responsible for items which they have at school or at school-related activities. Student desks and lockers are the property of the school, and school officials reserve the right to search them. Lockers or desks may be searched to repossess school property or to locate materials which are not permitted in school. Students, their belongings, and items under their control (including cars) may be searched under certain circumstances as described in Regulation 737-1. The School Division reserves the right to use trained dogs in searches. The student’s individual right to privacy and freedom from unreasonable search and seizure is balanced by the school’s responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal material be found during a search, law enforcement officials will be notified. If a student refuses to be searched when the administration has reasonable suspicion that the student possesses or has under his or her control prohibited items as defined in the regulation, parents and/or authorities will be contacted and the student may be subject to disciplinary action.

Smoking - All Prince William County Public Schools are smoke-free environments. Smoking is not permitted in any building in Prince William County Public Schools at any time. Students, regardless of age, are not permitted to smoke or be in possession of tobacco products, matches or lighters, on school buses, in school buildings, or on school property.

Students involved in the possession or use of tobacco products shall receive penalties ranging from out-of-school suspension to other
Types of Excused Absences:

- Personal illness of the student;
- Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours;
- Student participation in school-sponsored activities taking place during school hours;
- With prior approval of the principal, seniors may be excused for college admission visitations or to apply for post-graduation jobs;
- Death in the student’s family or household;
- Required court appearance;
- Observation of a religious holiday (students should not be deprived of any award or eligibility or opportunity to compete for any award or of the right to take an alternative test or examination, due to such absence);
- Emergency conditions in the student’s home which require special help from the student in caring for the sick or injured; however, regular use of this excuse or requests for absences for an extended period of time should be referred to the principal or to the Office of Student Services for evaluation;
- When, in the judgment of the parents, the roads or walkways in their neighborhoods are unsafe to use;
- Approved prearranged absences. The principal uses professional judgment in making a determination based on the reasons stated in the written request for the prearranged absence. Such factors as the educational value of the proposed experience, the personal or family benefit resulting from the experience, and the impact of the absence on the student’s academic progress will be given consideration in determining whether a prearranged absence is approved or disapproved;
- Preapproved absence for certain reasons pertaining to a parent’s military deployment; and
- Reasons of extenuating circumstances will be judged by the principal. Parents may appeal the principal’s judgment along the organizational line of the School Division. Final appeal would be addressed to the School Board only after having exhausted all appeals at the various administrative levels.

Types of Unexcused Absences:

- All-day truancy;
- Class truancy;
- Missing a ride or a bus; and
- Failure to produce an appropriate explanation for an absence.

Student Dress and Appearance - Students shall be appropriately dressed for school as determined by the dress code which is developed cooperatively at the school by students, parents, and school staff. Student dress and overall appearance must meet basic standards of health, safety, cleanliness, and decency. Students are not permitted to wear or display items which represent drugs, alcohol or tobacco products, gang membership, or which promote violence. Students are not permitted to wear long trench coats or bulky, oversized coats within a school building.

Dress/appearance/hygiene which disrupts or interferes with the orderly operation of the school will not be tolerated. If dress/appearance/hygiene violates school standards, the student may be required to remove the offensive item(s), change into something appropriate, or the principal/designee may send the student home to be properly prepared for school. Extreme or repeated violations may result in more serious corrective measures. The following items are considered improper dress. Principals have the right to include additional items as they deem necessary.

- Hats, scarves, skull caps, headbands, visors or any other type of head covering unless related to one’s religious beliefs or practices;
- Sunglasses;
- Beachwear;
- Sleeping apparel;
- Undergarments worn as outer garments;
- Garments which are excessively short;
- Sheer “see-through” garments;
- Clothing with lewd, obscene, profanely offensive, or sexually suggestive signs, slogans, pictures or messages;
- Garments which expose the midriff;
- Garments which are too revealing, expose undergarments, are excessively tight and form-fitting or which have very low necklines;
- Jewelry or other items which could be regarded or used as a weapon (i.e., belt buckles that conceal weapons, studded belts or collars, large rings, etc.);
- Tops with oversized arm openings, strapless tops, tube tops, tops with spaghetti straps, tank tops;
- Bare feet, bedroom slippers, stockings/socks only;
- Cleats (except while at athletic activities);
- Gloves;
- Non-jewelry chains attached to clothing; and
- Gang-related clothing, jewelry, or paraphernalia.

Technology Misuse - Computers, computer networks, and other electronic technology shall be used only for valid educational purposes and only with the approval of a school staff member. When using electronic technology in the school, students are required to abide by the “Code of Behavior” and by “ACCEPTABLE USE GUIDELINES - Telecommunications Technologies (Internet, Telnet, Desktop Video Conference, Electronic Mail, etc.)” available upon request from school staff. Students must also adhere to the standards defined by PWCS Policy 295, Standards for Use of Telecommunications and Internet Technologies, Regulation 295-1, Computer Systems and Network Services - PWCS Acceptable Use and Internet Safety Policy, and Regulation 295-2, Web site Development and Implementation.
Rules and Regulations (continued)

Copies of these policies and regulations are available at all schools, public libraries and on the PWCS Web site at pwcs.edu. Unacceptable uses of technology include, but are not limited to:

- Violating the privacy rights of others;
- Using, producing, distributing, or receiving profanity, obscenity, or material which bullies, harasses, offends, threatens, or degrades others. This includes cyberbullying, a form of bullying which involves the transmission, receipt, or display of electronic messages and/or images;
- Producing, transmitting, possessing, and/or sharing images, messages, or other material of a sexual nature using a wireless communication device;
- Copying commercial software in violation of copyright law;
- Using technology for financial gain or commercial or illegal activity;
- Using technology for product advertisement or political endorsement;
- Re-posting personal communications without the author’s prior consent;
- Using technology in violation of other Rules and Regulations of the “Code of Behavior”; and
- Use of technology off school property which has a material effect on the operation or general welfare of the School Division, impacts the integrity of the educational process, threatens the safety and welfare of students, staff, or school property, occurs when the student is under the school’s authority in loco parentis, or otherwise invades the rights of students or staff.

Violation of this policy and the “ACCEPTABLE USE GUIDELINES” may result in corrective action, loss of technology-use privileges, and penalties under law. Willful irresponsibility may be viewed as malicious and may lead to corrective action or criminal penalties. Deliberate attempts to degrade or disrupt technology system performance will be viewed as criminal activity under applicable state and federal law.

Theft - Taking without permission or attempting to take without permission school property or personal property of others is expressly forbidden. All incidents involving theft or attempted theft of student prescription medications shall be reported to the principal or his designee. Violators are subject to corrective action at school and may be referred to appropriate authorities for legal action.

Threat - Any expression of an intent to cause harm, injury or damage to school property or to other persons on school property, at a school sponsored activity, or on school buses, will not be tolerated, including threats made off school grounds. This includes all oral, written, or electronic forms of threats to bomb, utilize weapons, or cause bodily injury and/or property damage. Violators are subject to severe corrective action, up to and including possible expulsion and referral to the appropriate authorities. Threats involving school buses may result in the loss of transportation for a specific period of time or for the remainder of the school year. Staff will enact threat assessment procedures as set forth in Regulation 777-1. Students may be recommended to participate in a formal threat assessment if the threats are deemed substantive or very serious.

Trespassing - Students must be in approved areas of the school building and grounds during normal school hours or after hours with the permission of a school staff member. Students are considered to be trespassing if they are present at a school other than the school in which they are enrolled unless they are attending an approved school activity or have the approval of a school staff member. Students serving an out-of-school suspension are not allowed on school property without the written permission of the principal. Unless the student has written permission from school officials to be on school property, a school bus, or at a school-sponsored event, students whose disciplinary cases are pending a long-term suspension or expulsion decision (with the exception of disciplinary hearings) are prohibited from school property, school buses, and school-sponsored activities. Students who are trespassing on any school property are subject to arrest and corrective action at school. All visitors must report directly to the office.

Truancy - Attendance is compulsory until age 18 unless the student has been exempted by law, has graduated, or has completed a G.E.D. program. School attendance officers are authorized to enforce attendance requirements and to refer students and/or parents to the courts for legal action, if necessary. In addition, Virginia law stipulates that if a court has found facts which justify that a student thirteen years of age or older has failed to comply with school attendance and meeting requirements, the court shall order the denial of a child's driving privileges for a period of at least 30 days. If a student under the age of sixteen fails to comply, his or her ability to apply for a driver's license shall be delayed for a period of at least 30 days following his or her sixteenth birthday. If the court finds a second or subsequent truancy offense, it may order the denial of a driver's license for one year or until the student reaches the age of eighteen, or delay the student's ability to apply for a driver's license for a period of one year following the date the age of sixteen and three months is reached. If a student already has a driver’s license at the time of the truancy offense, the court may order the student to surrender the driver’s license to the court during any period of license denial.

Vandalism - No student shall maliciously or willfully damage, deface, or destroy school property or personal belongings of others. (This includes graffiti, as well as computer and other electronic vandalism.) Students are responsible for reimbursing the School Board for actual breakage or destruction of property, or for the failure to return property owned by or under the control of the School Board. Corrective action may be taken against students who fail to return property owned by or under the control of the School Board. Virginia law authorizes the School Board to take legal action to recover the cost of such damage from the parents of such students.

Violations of School, Sport, Club, and Activity Rules - In addition to the rules and regulations of the “Code of Behavior,” students are expected to comply with rules established by their schools and with the rules of the sports, clubs, and activities in which they participate. Violators are subject to corrective action as described in the “Code of Behavior” or as stated in the school’s handbook. Students may be suspended from participation in sports, clubs, or other school-sponsored activities for violations of the rules of the team or activity, even if the violation occurs off school grounds and outside the school day. This includes, but is not limited to, violations of team training rules related to the use of tobacco, alcohol, and other drugs.

Weapons - Students shall not have weapons, look-alike weapons, or other harmful objects. (See pages 15-16.)

Remember

It should be noted that the School Board and staff have a ZERO TOLERANCE POLICY regarding drugs, weapons, acts of violence which harm or endanger others, and threats and/or battery against any staff which should be defined as any unwanted touching. Violators are subject to severe consequences up to and including expulsion from Prince William County Public Schools.
Rules and Regulations

School Bus Rules

GENERAL
The Virginia Code, § 22.1-176, permits school boards to provide transportation for pupils, but does not require them to do so. For Prince William County Public Schools, daily bus service will be provided for all in-boundary students living in excess of one mile from school. Students eligible for transportation may be required to walk up to one mile to reach their regular bus stop. Transportation is not provided for students living within a school’s established walking boundary.

Express bus service will be provided for students enrolled in all Specialty Programs. This service will be to and from express bus stops only.

Wireless communication devices may be used on school buses provided that the device does not distract the driver, compromise safety, or violate other school bus rules and regulations.

MEETING THE BUS
State law requires that buses operate on the same routes, as per their schedules, on a daily basis. Parent(s) or their designees are requested to accompany their young child(ren) to and from the bus stop.

Students should:
• Be on time;
• Arrive at their bus stop at least 5-10 minutes before the regular pickup time;
• Stand away from the road. Do Not stand on the traveled portion of the roadway while waiting for a bus;
• Maintain proper conduct;
• Respect the property of others;
• Wait until the bus has stopped; then walk to the front door. Do Not run alongside a moving bus;
• Board the bus in an orderly fashion; and
• Use the bus stop closest to their home. Walking to a friend’s house to catch a bus often causes overcrowding at a given stop.

Students Riding the Bus should:
• Obey instructions of bus driver and/or bus attendant;
• Be seated immediately;
• Remain seated, facing forward;
• Share seats equally;
• Be courteous;
• Respect property.
• Keep all body parts inside bus;
• Keep aisles clear; and
• Maintain good conduct.

The following infractions are not permitted:
• Fire
• Fighting
• Smoking
• Profanity
• Horseplay
• Eating/Drinking
• Spitting
• Obscene gestures
• Vandalism
• Throwing objects from the bus
• Creating loud noises
• Having glass objects
• Transporting large objects
• Tampering with equipment
• Weapons
• Drug and Substance Abuse
• Littering
• Threats
• Endangering others
• Other Violations of the “Code of Behavior”

LEAVING THE BUS

Students must:
• Remain seated until bus comes to a full stop;
• Leave the bus in an orderly manner, students in the front seats first;
• Leave the bus stop area when safety permits as soon as discharged from the bus;
• Not loiter around the bus;
• Cross the street, if necessary to do so, at the front of the bus and at a distance of at least ten feet in front of the bus;
• Not cross until the driver has signaled that it is safe to do so. Crossing four or more traffic lanes or a divided roadway is prohibited.

If a disciplinary problem should occur in the afternoon, and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to the school to seek immediate disciplinary action and/or assistance. Bus drivers are instructed to report any infractions to the school principal/designee.

CHANGING BUSES

Students must have a written request from the parent to go to other than their regular scheduled stop on their regular scheduled bus. This written request is subject to approval of the school principal or designee. Bus drivers must receive notification by the school office when approval is given to a student to change to an alternate stop or bus.

No change will be made in the location of bus stops or bus routing without approval of the Office of Transportation Services.

No change in the bus assigned may be made without the permission of the school principal and the Office of Transportation Services.

TRESPASSING

Only authorized persons are permitted aboard a school bus (school property). “It shall be unlawful for any person, whether or not a student, to enter upon or remain upon any school property after having been directed to vacate the property by a person authorized to give such direction.” (Virginia Code § 18.2-128)

RIDING THE SCHOOL BUS IS A PRIVILEGE*

Should a student be reported to the principal, the principal will be responsible for disciplinary action, which may include the loss of the privilege of bus transportation, until the parent, the bus driver, the principal, (and in some instances, an Office of Transportation Services representative) can arrive at an understanding which will correct the problem. The parent will be responsible for the transportation of students who have lost school bus transportation privileges.

Oral or written threats to harm others or PWCS property, which are planned or made on a school bus or which are intended to be carried out on a school bus, at a school bus stop, or while going to and coming from school, may result in the loss of transportation for a specific period of time or for the remainder of the school year in addition to other disciplinary action.

A School Bus Video Observation System records activities aboard some buses. Please feel free to contact the school principal or the Office of Transportation Services for help with problems related to the transportation of your child.

*Riding the school bus is a privilege, except as required by law for students with disabilities.
**Rules and Regulations**

**Prohibited Substances**

The rules governing those substances prohibited by Prince William County Public Schools are summarized in this section. Please refer to Regulation 735-1, Prohibited Substances, for all information pertaining to this subject.

In order to assure the safety and welfare of students, staff, and other persons on school property or at school activities, certain substances are prohibited on any school property, on school buses, at any school-related activity, going to or from school or at any school-related activity, regardless of where that activity takes place. Students involved in the possession, use, receipt or attempted receipt, purchase or attempted purchase, distribution or attempted distribution of drugs (illegal, prescription, and/or over-the-counter), alcohol, inhalant intoxicants, look-alikes, placebos, or paraphernalia on school property or at school-related activities, or who arrive at school under the influence of same, are subject to suspension and/or expulsion from school. In addition, students are subject to suspension or expulsion, for the possession, use, receipt or attempted receipt, purchase or attempted purchase, or distribution or attempted distribution, of the aforementioned substances at school bus stops or on public property or property open to the public use within 1,000 feet of a school bus stop. School property means any real property owned or leased by the School Board, or any vehicle owned or leased by the School Board, or any vehicle owned, leased, or operated by, or on behalf of, the School Board. Distribution includes the delivery, transfer, sale, exchange, barter or gift, of a prohibited substance or related paraphernalia. Students may also be subject to disciplinary action for conduct involving prohibited substances which occurs off school grounds, if the conduct results in material disruption to the operation of the school, if the conduct is planned in school or at school activities, if the conduct occurs when the student is under the school’s authority in loco parentis, if the conduct threatens the safety or security of students, staff, or school property, or if the conduct is otherwise connected to the school.

**Examples of Prohibited Substances** - The possession, use, receipt or attempted receipt, purchase or attempted purchase, distribution or attempted distribution of any prohibited substance or related paraphernalia is expressly forbidden and is a serious infraction of the “Code of Behavior.” Examples of prohibited substances and related paraphernalia include, but are not limited to, alcohol, non-alcoholic brews, alcohol products or alcohol containers; illegal drugs and substances; prescription and over-the-counter drugs; inhalant intoxicants or other substances inhaled for the purpose of intoxication; anabolic steroids; look-alikes or placebos of the aforementioned items, and drug or alcohol paraphernalia. Students for whom medication is necessary while at school or school-related activities, shall provide written documentation from the parent(s)/guardian(s) regarding the necessity for, and dosage of such medication to the school nurse or other school official. All such medications must be immediately surrendered to the school nurse or appropriate school personnel and may only be consumed by students or be in the possession of students with the approval of the school nurse or appropriate school personnel.

**Mandatory Expulsion** - Virginia law requires the School Board to expel from attendance any student who has determined to have brought a controlled substance, imitation controlled substance, or marijuana, onto school property or to a school sponsored activity.

However, the School Board, the Superintendent’s designee (the level associate superintendents, the Director of OSMAP or an OSMAP hearing officer) shall have the authority to modify the term of expulsion or the type of disciplinary action when special circumstances exist, based on the facts of a particular situation. Special circumstances include, but are not limited to, the statutory criteria set forth at § 22.1-277.06 (C) of the Virginia Code, as described in Regulation 745-1, Student Expulsions, Readmissions and Exclusions. Students who violate the law shall be referred to local authorities for appropriate action in the criminal justice or juvenile delinquency system.

**The Zero Tolerance Policy** - The list of prohibited substances and paraphernalia for which a student may be expelled under the rules of the Prince William County Public Schools is broader than the list of prohibited substances for which the law mandates expulsion. Even if the prohibited substances or related paraphernalia do not fall within the class of substances prohibited by law, under the School Board’s Zero Tolerance Policy any student shall be subject to expulsion if the student is involved in the possession, use, receipt or attempted receipt, purchase or attempted purchase, or distribution or attempted distribution, of prohibited substances or paraphernalia, unless the Superintendent’s designee (the level associate superintendent, the Director of OSMAP, or an OSMAP hearing officer) or the School Board finds that special circumstances justify a lesser disciplinary action, or no action at all, based on the facts of a particular situation. In some cases, there may be a question about whether or not a substance or object is covered by the Zero Tolerance Policy. The nature and appearance of the substance or related paraphernalia, its purpose, and how it was used, or intended to be used, shall be considered when deciding if the substance or paraphernalia violates this policy.

**Duty to Report Prohibited Substances** - All Prince William County Public School employees and students are required to notify the principal, assistant principal, any community resource officer, security personnel, teacher or other school employee immediately if they have reason to believe that there are, or are likely to be, prohibited substances or related paraphernalia in school, on school grounds, on school buses, at bus stops, on the way to or from school, or at any school-related activity. Students who have such knowledge, but fail to report the presence or anticipated presence of prohibited substances or related paraphernalia may themselves be subject to disciplinary action. The principal or the principal’s designee shall retain commensurate authority to immediately act within School Division policy to assure the safety and welfare of students and staff. The resources of the School Division and local police department shall be available to assist the principal in this action.

**Consequences of a Prohibited Substance Violation** – Under the Prince William County Public School’s Zero Tolerance Policy on prohibited substances and related paraphernalia, any student accused of such a violation shall have an informal conference with the principal or assistant principal of the school. Following the conference and review with the level associate superintendent, a recommendation for expulsion...
Prohibited Substances (continued)

or other disciplinary action shall be made, in which case the procedures set forth in Regulation 744-1, “Short- and Long-Term Student Suspensions,” or Regulation 745-1, “Student Expulsions, Readmissions,” and Regulation 745-2, “Discipline of Special Education Students,” and shall be followed as appropriate.

Principals, or their designated representatives, may offer substance abuse offenders and their parents the opportunity to voluntarily participate in the SUCCEED Program (elementary school level) or the IMPACT Program.

A substance abuse suspension shall also result in an immediate suspension for a minimum of 30 calendar days from participation in all school activities (teams, clubs, and all other school-sponsored activities), including practice. Unless the student has written permission from school officials to be on school property, a school bus, or at a school-sponsored event, students whose disciplinary cases are pending a long-term suspension or expulsion decision (with the exception of disciplinary hearings) are prohibited from school property, school buses, and school-sponsored activities. Whether suspended from school or not, coaches and/or sponsors, with the approval of the school administration, may suspend students from participation in school-sponsored activities for violations of the rules of the team, club, or activity regarding prohibited substances. This includes violation of rules regarding prohibited substances committed off of school grounds and outside the school day. The student may also be subject to disciplinary probation for 90 calendar days during which time principals may require subsequent follow-up with the substance abuse prevention staff.

Rules and Regulations

Weapons and Other Prohibited Objects

The rules governing weapons and other objects prohibited by PWCS are summarized in this section. Please refer to Regulation 775-1, Weapons and Other Prohibited Objects, for all information pertaining to this subject.

In order to assure the safety and welfare of students, staff and other persons on school property or at school activities and to protect school property, weapons and other prohibited items shall not be permitted on any school property, on school buses, going to or from school, or at any school-related activity, regardless of where that activity takes place. School property means any real property owned or leased by the School Board or any vehicle owned, leased, or operated by or on behalf of the School Board.

Students may also be subject to disciplinary action for weapons offenses which occur off school grounds, if the offense results in material disruption to the operation of the school, if the offense is planned in school or at school activities, if the offense occurs when the student is under the school’s authority in loco parentis, if the offense threatens the safety and welfare of students, staff, or school property, or if the offense is otherwise connected to the school.

Examples of Weapons and Prohibited Objects – Weapons and other prohibited objects include any weapons, look-alike weapons, bombs and look-alike bombs, or objects used to threaten, intimidate, or harm others or to damage or threaten to damage school property. The possession, use, receipt or attempted receipt, purchase or attempted purchase, distribution or attempted distribution of any type of operable or inoperable weapon is expressly forbidden. Distribution includes the delivery, transfer, sale, exchange, barter, or gift of a weapon or prohibited object. The other prohibited items under this policy are those objects which are used as a weapon or attempted to be used as a weapon, or which are reasonably perceived to be a weapon such as belt buckles, toy guns, toy knives, scissors, pencils, craft knives, baseball bats, utility tools, etc. Examples of weapons and prohibited objects include, but are not limited to firearms*: air rifles*; BB guns*; pellet guns*; paintball guns*; other weapons which propel a missile*; are designed to or may readily be converted to propel a projectile(s) by explosion of a combustible material*; starter guns*; air or gas operated weapons*; parts of weapons which may be combined to form a weapon or destructive device*; weapon accessories such as firearm mufflers* and silencers*; stun weapons* and tasers*; knives**; pocket knives*; pocket knives with folding blades of three inches or more; dirk knives*; Bowie knives*; switchblades*; ballistic knives*; machetes**; razors*; razor blades; sling shots*; spring sticks*; metal knuckles*; blackjacks*; fighting chains*; wallet chains; bicycle chains; dog choke chains; other “non-jewelry” chains; flailing instruments*; darts and other throwing instruments with points or blades*; mace, tear gas, pepper spray and other chemical agents; explosive, incendiary, or poison gasses*; rockets*; bullets*; fireworks; fire bombs*; grenades; and other explosive(s) or destructive devices. (*Possession of such weapons at school, on school buses, at bus stops or at school-related activities is covered under the Gun Free Schools Act and § 22.1-227.07 of the Virginia Code which mandate expulsion for not less than one year, subject to certain limited exceptions as provided by law. **In addition, possession or brandishing of a machete or any weapon, with an exposed blade of twelve inches or longer, on school property or within 1,000 feet of school property is a Class 6 felony punishable under § 18.2-281.1 of the Virginia Code.) In some cases, there may be a question about whether or not an object is covered by this regulation. The type of object, its purpose, and how it was used or intended to be used shall be considered when deciding if the object violates this regulation.

Mandatory Expulsion for Certain Weapon/Firearm Offenses – In accordance with the federal Gun Free Schools Act and Virginia law, the School Board must expel from school attendance for not less than one year (365 days) any student who is determined to have brought a certain type(s) of weapon (firearm) onto any school property, on a school bus, or at any school-related activity. However, the School Board, in accordance with School Board policy and regulation, shall have the authority to modify the term of expulsion for such offenses, or the type of corrective action when special circumstances exist based on the facts of a particular situation. Such special circumstances include, but are not limited to the statutory criteria set forth at § 22.1-277.06 (C) of the Virginia Code, as described in Regulation 745-1, Student Expulsions, Readmissions, and Exclusions. Students who violate this law shall be referred to local authorities for appropriate action in the criminal justice or juvenile delinquency system.
The Zero Tolerance Policy – The list of weapons and prohibited objects for which a student may be expelled under the rules of the Prince William County Public Schools is broader than the list of weapons for which the law mandates expulsion. Even if the weapon does not fall within the class of weapons prohibited by law, under the School Board’s Zero Tolerance Policy, students shall be recommended for expulsion for the possession, use, receipt or attempted receipt, purchase or attempted purchase, distribution or attempted distribution, of all weapons or prohibited objects, unless the Superintendent’s designee (the principal in conjunction with the level associate superintendent, the Director of the Office of Student Management and Alternative Programs, or an OSMAP hearing officer) finds that special circumstances justify a lesser disciplinary action or no action at all. In some cases, there may be a question about whether or not an object is covered by this zero tolerance weapons policy. The type of object, its purpose, and how it was used or intended to be used shall be considered when deciding if the object violates this policy.

Duty to Report Weapons and Prohibited Objects – All Prince William County Public School employees and students are required to notify the principal, assistant principal, any community resource officer, security personnel, teacher or school employee immediately if they have reason to believe that there is, or is likely to be, a weapon in school, on school grounds, on school buses, at bus stops, or at any school-related activity. Students who have such knowledge but fail to report the presence or anticipated presence of a weapon may themselves be subject to disciplinary action. The principal or the principal’s designee shall retain commensurate authority to immediately act within School Division policy to assure the safety and welfare of students and staff. Resources of the School Division and local police department shall be available to assist in this action. If a student discovers that he or she is in possession of an object that may be considered a “weapon,” that student should report to an administrator or other staff member immediately. Follow-up action will take into consideration that the student voluntarily brought this to the attention of the staff.

Consequences of a Weapons Violation - Under the Prince William County Public School’s Zero Tolerance Policy on weapons, any student accused of an offense involving a weapon or other prohibited object(s), shall have an informal conference with the principal or assistant principal of the school. Following the conference and review with the level associate superintendent, a recommendation for expulsion or other disciplinary action shall be made, in which case the procedures set forth in Regulation 744-1, “Short- and Long-Term Student Suspensions,” or Regulation 745-1, “Student Expulsions, Readmissions, and Exclusions,” and Regulation 745-2, “Discipline of Special Education Students,” shall be followed as appropriate.
Preventive and/or corrective measures currently available to school administrators include but are not limited to the following, and may be utilized in whatever order or manner deemed appropriate:

- Admonition;
- Alternative Education Program;
- Confiscation of disruptive communication and entertainment devices;
- Counseling;
- Court Action;
- Detention;
- Expulsion;
- Focus on Tobacco;
- IMPACT;
- In-School Suspension (ISS);
- Local School Probation;
- Mediation;
- Night School Program;
- No Trespassing Order;
- Out-of-School Suspension (OSS);
- Parent Conference;
- Restitution;
- Saturday Suspension;
- School/Community Service Projects;
- Student Assistance Program;
- Suspension of Student Privileges;
- Tasks Assigned by Administration; and
- Time-out.
School Conference

Whenever students or parents feel that the best interests of the individual or of the group have been disregarded, a conference with the teacher, sponsor, coach, counselor, or other school personnel should be arranged. If a routine agreement cannot be reached among student(s) and school personnel, then the student has the right to:

- Arrange a meeting with the principal or the designated assistant principal to discuss such conditions or decisions judged by the student(s) to be detrimental.
- Request a conference of the parent, student and principal if not satisfied with initial meetings.
- See Appeal Procedure as summarized on page 22 and set forth in School Board Policy 731, “Appeal of Student Matters.”

Corrective Measures

In the event that a school staff member refers a student to the principal for disciplinary action, the Discipline Referral Form shall be filled out and signed prior to any action being taken by the principal. The principal is responsible for completing the form and indicating in writing any disciplinary action which has been taken. Situations may also arise of an emergency or immediate nature where a principal or assistant principal will take disciplinary action prior to the completion of the Discipline Referral Form. In these cases, as a matter of record, a Discipline Referral Form shall also be completed following the incident. Disciplinary action must be administered within a timely manner after the school staff’s discovery of the disciplinary offense. In matters involving fights or physical violence, administrators shall consider self defense as a factor when determining appropriate disciplinary action. Claims of self defense do not constitute a valid reason for possession or use of a weapon on school property or at any school sponsored activity.

Weapons are prohibited on school property and at school-sponsored events. Any disciplinary action involving special education students must be in accordance with Regulation 745-2, “Discipline of Special Education Students.” A student’s failure to comply with school rules and regulations may result in the school taking one or more of the following actions, in whatever order or manner the school deems appropriate:

Admonition - Warnings in the form of contracts, verbal or written understandings or agreements, and probation may be appropriate for some students.

Alternative Education Programs - Students in grades 6-12 may be referred to alternative education programs sponsored by the School Division. Students who regularly exhibit behavior problems, and for whom the base school has utilized many interventions with little or no positive results, may be considered for admission. Alternative education programs may be located in separate facilities.

Assigned Tasks - Assignment of students to complete special tasks at school may be beneficial to the student and the school.

Confiscation of disruptive communication and entertainment devices - Administration may take communication and entertainment devices that are disruptive to the learning environment. Confiscated devices must be picked up by parents unless other arrangements have been established by the administrator and parent.

Counseling - Counseling with a student by an administrator or other school staff member may be useful in bringing about a desired change of behavior.

Detention - is held for a specified amount of time either before a student’s first scheduled class or following the last scheduled class. Parent(s) are responsible for providing transportation for detention. However, at schools where activity buses are provided, students may be permitted to ride the bus after detention with the principal’s permission. Students serving detentions for bus violations may not be allowed to ride the activity bus home. Parents are responsible for transportation.

Expulsion - The School Board may deny a student the right to attend at school and school-related activities as explained on page 21.

Focus on Tobacco - Focus on Tobacco is a one-time voluntary educational opportunity for middle and high school students involved in a smoking/tobacco-related infraction of the “Code of Behavior.” Focus on Tobacco, an after-school program, may be used alone or in conjunction with other disciplinary actions by administrators.

In-School Suspension (ISS) - In-school suspension, where programs are available, shall be considered an alternative disciplinary action for selected cases. The parent shall be notified of the temporary change in the student’s schedule and the reason for this action. Saturday suspension is held in some schools. The parent is responsible for transportation on Saturday.

Interschool Management of Problems Due to Alcohol, Chemical and Tobacco Involvement (IMPACT) Program - IMPACT is a one-time, voluntary educational opportunity for middle and high school students who are either involved in their first substance abuse offense or who have been identified as having substance abuse problems. Principals may consider IMPACT as a one-time option for repeat offenders of the Smoking Rules and Regulations. This after-school program requires parental participation. (See Substance Abuse Violations.)

Local School Probation - Probation may be considered for minor and infrequent offenses. Participation/attendance in extracurricular activities may be withdrawn. Copies of all discipline referrals resulting in probation shall be sent to the parent. The principal shall specify the Discipline Referral Form the reason(s) for and the length of the probationary period.

Mediation - This procedure is available in many schools to provide intervention and peaceful settlement of problems. Contact your base school for more information.

No Trespassing Order - In extreme cases, when directions of school personnel have been disregarded, a no trespassing order may be issued by the appropriate authorities.

Non-participation in school-sponsored Activities - Restriction will be set for a fixed period of time or until certain specified requirements have been met. This corrective measure applies to all school-sponsored activities.
Corrective Measures (continued)

Out-of-School Suspension (OSS) - A student may be suspended from school for less than 365 days for serious disciplinary infractions. A student receiving out-of-school suspension for five days or more shall be placed on disciplinary probation for 90 calendar days. Further disciplinary infractions of any type may receive the maximum punishment for the offense. (See page 20)

Parent Conference - Parent conferences are held in an effort to clarify student behavior and to seek help and cooperation from the parent.

Police/Court Action - A student’s failure to comply with county or school regulations and/or requirements of law may result in legal/court action. Offenses involving weapons, alcohol/drugs, intentional injury, and other serious violations shall be reported to the police or other appropriate authorities. In accordance with Virginia law, battery of a teacher, principal or guidance counselor will result in mandatory incarceration for a period of two days; if a gun is used, mandatory incarceration is for six months.

Restitution - If a student willfully damages school property, the law allows schools to collect up to $2500 from parents to pay for damages.

Teacher Removal of Students from Class

Teachers may remove disruptive students from class in accordance with Prince William County School Board Policy 702, “Teacher Removal of Students From Class,” as stated below.

The Virginia Code, § 22.1-276.2, provides for the initial authority of a teacher to remove a student from class for disruptive behavior. Further, the Virginia Code defines disruptive behavior as a “violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.”

The Prince William County School Board considers the teacher’s removal of a student from class an appropriate response to student behavior if the following criteria are met:

- the student’s behavior violates School Board regulations governing student conduct or the “Code of Behavior”;
- removal is necessary to restore a learning environment free from interruptions or obstructions caused by the student’s behavior; and
- such action occurs only after teacher and/or administrative interventions have failed to end the student’s disruptive behavior.

Application of this criterion to students with disabilities shall be in accordance with state and federal law and regulation.

Staff in each school shall collaboratively develop a discipline plan that includes the 1) conditions that must exist for a student to be removed from class; 2) requirements for incident reporting and written referral to an administrator; 3) procedures for the written notification of the student’s parent(s), including contents of the referral form, and the offer of the opportunity to meet with the teacher and school administrators to discuss the student’s behavior and the possible consequences if such behavior does not cease; 4) guidelines for the alternative assignment and instruction of such students and for the duration of such removals; 5) guidelines for the use of physical intervention, physical restraint, and seclusion techniques in order for school staff to respond to and manage aggressive or violent student behavior in emergency situations set forth in Regulation 746-1, “Disruptive Student Behavior – Use of Physical Restraint and Seclusion”; and 6) procedures for the return of students to class, for teacher participation in any decision by the principal to return a student to the class from which the student has been removed, and for the resolution of any disagreement between the principal and teacher regarding such.

This policy shall not be construed to limit or restrict other Prince William County School Board policies and regulations related to suspension and expulsion.
Suspension Procedures

The rules governing out-of-school suspension are summarized in this section. A principal or assistant principal may suspend a student from school for misconduct which includes, but is not limited to, violations of the “Code of Behavior.” Please refer to Regulation 744-1, Short- and Long-Term Student Suspensions, for the rules governing short and long-term suspensions. The suspension of students receiving special education services shall be in accordance with Regulation 745-2, Discipline of Special Education Students. Whenever a suspension is imposed, the principal/designee will make all reasonable efforts to contact the parent(s)/guardian(s) to advise them of the impending suspension and to make appropriate arrangements for the student to be returned to the student’s home.

Suspensions are considered as unexcused absences. It is the responsibility of the student to obtain and complete all assignments missed during the period of suspension. These assignments must be completed within a time frame established by the school. However, the principal has the latitude to provide other assignments or make-up options which would be more effective in changing the behavior of given students. Students who are suspended from school are prohibited from school property (including school buses) and school-related activities for the duration of their suspension and may be arrested for trespassing. Unless the student has written permission from school officials to be on school property, a school bus, or at a school-sponsored event, students whose disciplinary cases are pending a long-term suspension or expulsion decision (with the exception of disciplinary hearings) are prohibited from school property, school buses, and school-sponsored activities.

Students who are suspended from school shall also be suspended from participation in all school activities (teams, clubs, and all other school-sponsored activities) including practice. In cases where the parent or adult student notifies the principal at the time of the suspension that there will be an appeal, the student shall be allowed to attend school until the case is heard and a final decision has been rendered, unless the principal considers that the presence of the student creates a present and continuing threat to the health, safety and/or welfare of persons or property in the school or may pose a disruption to the educational process.

Long-Term Suspension - In the event of a serious breach of conduct which may merit a suspension greater than 10 school days but less than 365 calendar days, the principal shall suspend the student for five days and provide the student and the student’s parent(s)/guardian(s) with written notice of the proposed action and the reasons therefore. The principal shall hold an informal conference with the student and parent(s)/guardian(s) within five days of the offense. The student and parent(s)/guardian(s) shall be provided with an explanation of the facts known to school personnel and an opportunity to present the student’s version of what occurred. Following the informal conference, the principal shall review the facts of the case with the level associate superintendent for the purpose of determining appropriate disciplinary action. Such determination shall take into consideration all circumstances relevant to the student’s breach of conduct. In the event of a decision to recommend the suspension of a student for greater than 10 school days but less than 365 calendar days, the student and the student’s parent(s)/guardian(s) shall be given written notice of the proposed disciplinary action and the reasons therefore. The student shall be provided with educational services after the student has been out of school for 10 days. Pending final outcome of disciplinary action, general education students shall be provided educational services through SchoolFusion or other non-traditional educational services as determined by school staff. Special education students shall be provided educational services as determined by the IEP Team. A hearing will be conducted by OSMAP pursuant to those procedures explained in Regulation 744-1, “Short- and Long-Term Student Suspensions.” Any further appeal shall be in accordance with Regulation 731-1, “Appeal of Student Matters,” and Regulation 744-1, “Short- and Long-Term Student Suspensions,” and Regulation 745-2, “Discipline of Special Education Students.”

Short-Term Suspension - In the event that the principal or principal’s designee intends to suspend a student for 10 school days or less, the student shall be given oral or written notice of the charges against the student and if the student denies them, an explanation of the facts known to school personnel, and an opportunity to present the student’s version of the events. Any appeal of a short-term suspension must initially be submitted in writing to the principal within three school days of written notification to the student and parent(s)/guardian(s) of the decision to suspend. A final appeal of the principal’s decision must be submitted in writing to the level associate superintendent or other designee of the Superintendent of Schools within three school days of the parent(s)/guardian(s) having been notified of the principal’s decision.
Expulsion Procedures

The rules governing expulsion, readmission and exclusion are summarized in this section. Please refer to Regulation 745-1, Student Expulsions, Readmissions, and Exclusions, for all information pertaining to this subject and to Regulation 745-2, Discipline of Special Education Students, for information regarding the expulsion of students receiving special education services.

The Prince William County School Board may expel students for sufficient cause. A student may be denied the right to attend any school in Prince William County when:

- The individual is a potential or continuing danger to the health, welfare, or safety of others; or
- The student’s conduct is disruptive to the educational mission or the orderly operation of the school; or
- The student has engaged in conduct which violates the School Division’s policies and regulations or the “Code of Behavior,” or in other conduct which threatens the safety or security of the school or is otherwise connected to the school; or
- The student has obtained an accumulation of offenses for which expulsion is merited (general education students only); or
- Other circumstances demonstrate that the expulsion of the student is in the best interest of the local school or the School Division.

Any student conduct occurring on or off school property which creates a threat to the safety or security of students or staff, which results in material disruption to the operation of the school, which is planned in school or at school activities, which occurs when the student is under the school’s authority in loco parentis, or is otherwise connected to the school, may be grounds for expulsion.

Zero Tolerance Offenses

The principal shall recommend for expulsion any student who:

- Violates the School Board’s Zero Tolerance Policy on prohibited substances, as set forth in Regulation 735-1, Prohibited Substances.
- Violates the School Board’s Zero Tolerance Policy on weapons, as set forth in Regulation 775-1, Weapons and Other Prohibited Objects.
- Violates the School Board’s Zero Tolerance Policy prohibiting verbal or physical assaults on a school staff member, as set forth in Regulation 745-1, Student Expulsions, Readmissions, and Exclusions.
- Violates the School Board’s Zero Tolerance Policy prohibiting group assaults, as set forth in Regulation 745-1, Student Expulsions, Readmissions, and Exclusions.

Expulsion Procedures - In the event of a serious breach of conduct which may merit an expulsion, the principal shall suspend the student for five school days and provide the student and the student’s parent(s)/guardian(s) with written notice of the proposed action and the reasons therefore. The principal shall hold an informal conference with the student and parent(s)/guardian(s) within five school days of the offense for the purpose of determining whether an expulsion is warranted. The principal’s informal conference shall include only the student, the student’s parent(s)/guardian(s), and school staff. The student and parent(s)/guardian(s) shall be provided with an explanation of the facts known to school personnel and an opportunity to present the student’s version of what occurred. Following the informal conference, the principal will review the facts of the case with the level associate superintendent for the purpose of determining whether an expulsion recommendation is warranted. Such determination shall take into consideration all circumstances relevant to the student’s breach of conduct.

In the event of a decision to recommend the expulsion of a student, the principal, with the approval of the Level Associate Superintendent, shall extend the suspension for an additional five school days, after which time the student is eligible to receive educational services pending the outcome of the expulsion procedures. Pending final outcome of disciplinary action, general education students shall be provided educational services through SchooFusion or other non-traditional educational services as determined by school staff after the original out-of-school suspension has been served. On the 11th day of out-of-school suspension, special education students shall be provided educational services as determined by the IEP team.

Unless the student has written permission from school officials to be on school property, a school bus, or at a school-sponsored event, students whose disciplinary cases are pending a long-term suspension or expulsion decision (with the exception of disciplinary hearings) are prohibited from school property, school buses, and school-sponsored activities. The student and the student’s parent(s)/guardian(s) shall be given written notice of the recommendation for expulsion and the reasons within 10 school days of the first day of suspension. The written notice shall include the charges against the student, the length of suspension, and notification of a hearing before a hearing officer in the Office of Student Management and Alternative Programs (OSMAP). The student shall be provided with a due process hearing by an OSMAP hearing officer, acting as the designee of the Superintendent of Schools.

Prior to the hearing, the OSMAP office shall advise the student and parent(s)/guardian(s) by certified or regular mail of the time and place of the hearing, that the student shall be given the opportunity to present evidence to refute the charges, and that the student has the right to have a parent(s)/guardian(s) and advocate present at the hearing. A copy of the materials supporting the expulsion recommendation may be obtained by the parent(s)/guardian(s) from the student’s school three school days prior to the hearing.

The OSMAP hearing officer shall make a recommendation to uphold, deny, or amend the expulsion recommendation and shall issue a letter setting forth its recommendation and the reasons therefore within seven business days of the date of the hearing. Notwithstanding OSMAP’s recommendation to the School Board for expulsion, and prior to any action on that recommendation by the School Board, the OSMAP hearing officer shall have the authority to enter into a Letter of Agreement with the student and parent(s)/guardian(s) whereby the student and parent(s)/guardian(s) accepts and agrees to all conditions, alternative placement, different term of expulsion (for firearms offenses), suggested interventions, or other recommendations of the hearing officer, in lieu of further disciplinary action. If the student and parent(s)/guardian(s) enter into such a Letter of Agreement with OSMAP, that Letter of Agreement shall be binding and final, and there shall be no appeal.

If the parent(s)/guardian(s) and student have not entered into a Letter of Agreement with the OSMAP hearing officer regarding the hearing officer’s recommendation, they may appeal the recommendation of the OSMAP hearing officer to a committee of the School Board. A written request for a hearing before a committee of the School Board shall be received by OSMAP within 10 calendar days of issuance of the recommendation letter or within five school days of receipt of the recommendation letter, whichever comes first. Refer to Regulation 731-1, Appeal of Student Matters, and Regulation 745-1, Student Expulsions, Readmissions and Exclusions, for specific details pertaining to expulsion appeals.

Unless as noted above, students whose disciplinary cases are pending an expulsion decision or students who have been expelled are not allowed on any school property (including school buses) or at any school-related activities without the permission of the school principal. Students who are trespassing on any school property are subject to arrest and corrective action at school.
 Appeal Procedures

One of the goals of site-based management is to resolve issues at the school level. The information in this section summarizes the appeal procedures. Regulation 731-1, Appeal of Student Matters, provides details about this subject.

 Summary of Procedures and Timelines for Appeals

 Academic Appeals – grade placement; class assignment; grades, exams and exam grades; promotion/retention; honor rolls; and placement in site-specific programs.
  - First Appeal – written appeal to the principal (or a committee designated by the principal to make recommendations) within three business days of notification of action, stating reason for appeal and the relief being sought. Principal or committee shall respond in writing within five business days or as soon as otherwise practicable.
  - Final Appeal – written appeal to appropriate level associate superintendent or designee within three business days of notification of the principal's decision. Level associate superintendent shall respond in writing within five business days or as soon as otherwise practicable.

 Activities Appeals - athletic and academic eligibility; membership in clubs and organizations.
  - First Appeal – written appeal to the principal within three business days of notification of action, stating reason for the appeal and the relief being sought. Principal shall respond in writing within five business days or as soon as otherwise practicable.
  - Final Appeal – written appeal to the Supervisor of Health, Physical Education, Driver Education, Athletics, and JROTC, or designee within three business days of notification of the principal's decision. Supervisor shall respond in writing within five business days or as soon as otherwise practicable.

 Graduation Appeals – The procedure and timeline must be expedient due to the time sensitive nature of these appeals.
  - First Appeal – informal conference with principal
  - Final Appeal – written appeal to appropriate level associate superintendent or designee.

 Transfer Appeals – The procedure and timeline must be in accordance with the provisions set forth in Regulation 721-1, “Student Transfers - Kindergarten/Elementary/Middle School” and Regulation 721-2, “Student Transfers - High School.”

 Kindergarten/Elementary/Middle School Appeals:
  - First Appeal – Supervisor of Elementary Counseling and Related Services;
  - Final Appeal – written appeal to the Director of the Office of Student Services.

 High School Appeals:
  - First Appeal – Supervisor of Student Support Services;
  - Final Appeal – written appeal to the Director of the Office of Student Services.

 Appeal of Placement/Criminal Reassignment for Certain Criminal Offenses to an Alternative Education Program (excluding Special Education)

 Tier III placement by a school to an alternative education program:
  - First Appeal - hearing with OSMAP
  - Final Appeal - written appeal to the School Board

 Criminal reassignment by OSMAP for certain criminal offenses:
  - Final Appeal - written appeal to the School Board Placement by OSMAP upon return to school from long-term suspension or expulsion:
  - Final Appeal - written appeal to the School Board

 Disciplinary Appeals – The Office of Student Management and Alternative Programs (OSMAP) shall coordinate the School Division’s disciplinary appeal procedures for all Level 3 and 4 disciplinary appeals.

  - Level 1 Disciplinary Appeals – Disciplinary actions involving in school suspensions and disciplinary actions other than out-of-school suspensions and expulsions.
  - First and Final Appeal – Opportunity to confer (in person or by telephone) with the principal or principal’s designee as soon as practicable.

  - Level 2 Disciplinary Appeals – short-term out-of-school suspensions (one to 10 days). The procedures and timeline for short-term out-of-school suspensions are set forth in Regulation 744-1, “Short and Long-Term Student Suspensions.”
  - First Appeal – Written appeal of the decision of the assistant principal or principal’s designee to the principal by parent within three business days of notification of suspension.
  - Final Appeal – written appeal to appropriate level associate superintendent, or other designee of the Superintendent of Schools, within three business days of notification of the principal’s decision. Level associate superintendent shall respond in writing within five business days.
  - In the event that a recommendation for long-term suspension or expulsion is made during the imposed suspension, the Level 3 and Level 4 Disciplinary Appeals procedures shall then apply and there shall be no further appeals of an out-of-school suspension of 10 days or less under this level.

  - Level 3 Disciplinary Appeals – long-term out-of-school suspensions (more than 10 school days). The procedure and timeline for long-term suspensions are set forth in Regulation 744-1, Short and Long-Term Student Suspensions. Recommendations for long-term suspensions shall be forwarded to OSMAP and a due process hearing shall be conducted with an OSMAP hearing officer, acting as designee of the Superintendent of Schools.
  - Final Appeal – written appeal of the decision of the OSMAP hearing officer to the School Board.
  - In the event that the OSMAP hearing officer recommends expulsion, rather than long-term suspension, the Level 4 Disciplinary Appeals procedure shall apply.

  - Level 4 Disciplinary Appeals – expulsions, readmissions, and exclusions from school. The procedure and timeline for each are set forth in Regulation 745-1, “Student Expulsions, Readmissions, and Exclusions.”

 Expulsions

  - Recommendations for expulsions shall be forwarded to OSMAP and a due process hearing shall be conducted with an OSMAP hearing officer, acting as designee of the Superintendent of Schools.
  - First Appeal – Expulsion hearing before committee of the School Board (final level of appeal, if unanimous vote of committee)
  - Final Appeal – written appeal to the School Board (only available if vote of School Board committee is not unanimous)
Sexual Harassment

SEXUAL HARASSMENT OF STUDENTS IS NOT PERMITTED

Sexual Harassment is illegal and will not be permitted at school or at school-related activities. (Harassment based upon race, color, national origin, pregnancy, religion, or disability is also unlawful prohibited conduct.) The following questions and answers will help students understand what sexual harassment is and what may be done to protect them from it.

1. Q: What is sexual harassment?
   
   A: Sexual harassment is an illegal form of discrimination based on a person’s sex even if the victim and harasser are the same sex. It occurs when a student is treated unfairly because of his or her sex, or when a student feels hurt or uncomfortable because of what is said or done by another person (student or adult). Words (spoken or written), actions, or bodily contact may be considered sexual harassment if they are connected in some way with a person’s sex, and if they are considered to be unwanted or harmful by the student.

2. Q: How do I know if I have been sexually harassed?

   A: Sometimes it is not easy to know if you have been sexually harassed. If you are singled out, left out, teased, embarrassed, or harmed in some other way because of your gender, it may be sexual harassment. Sexual harassment includes conduct as simple as a dirty joke which makes you feel uncomfortable, or as serious as somebody touching you when or where you do not want to be touched. It may only happen once or it may be repeated. If it is connected to gender, if you do not like it, and if it is serious or repeated, it may be considered sexual harassment.

3. Q: What should I do if I have been sexually harassed?

   A: If you believe that you have been sexually harassed, tell your teacher, counselor, assistant principal, principal, or parents immediately. These people will listen to you, give you the help that you need, and see that the harassment stops. You have the right to complain any time you believe that you have been harassed, discriminated against, or treated unfairly in any way. The complaint procedures are found in Regulation 738-1, Complaint Procedures for Student Claims of Discrimination or Harassment.

4. Q: How will sexual harassment complaints be handled by the school administration?

   A: All complaints of sexual harassment will be handled according to policies and regulations of PWCS. The person accused of sexual harassment will be told about the complaint and given a chance to explain. Parents of the students involved will be informed. Witnesses to the alleged harassment will be interviewed. All such information will be considered when investigating and resolving a complaint.
5. **Q:** What will happen to those who engage in sexual harassment?

**A:** If the person is found to have engaged in sexual harassment, the consequences will be determined by the nature of the harassment and circumstances of the case. For students, the consequences will be based on the “Corrective Actions” described in the “Code of Behavior,” and may range from a warning or counseling to suspension or expulsion. Student disciplinary measures are confidential by law and cannot be shared. If an adult staff member engages in sexual harassment, that person will face serious consequences up to and including dismissal depending on the seriousness of the harassment. In addition, the police will be contacted when any laws may have been broken.

6. **Q:** What happens to me if I complain about sexual harassment?

**A:** Students should feel free to report harassment so that the problem can be corrected. Those who engage in sexual harassment will be warned that there may be more serious consequences if they attempt to retaliate against the person who reported them, or if they continue the harassment. Every effort will be made to protect the student from retaliation or continued harassment, and to see that the student receives whatever help is needed. All students should understand, however, that complaints will be taken seriously and that corrective action may be taken against a student for making a complaint of harassment which is not true.

7. **Q:** What if sexual harassment is not handled in a satisfactory way at the school?

**A:** The parent/guardian of either student (accuser or accused) may appeal to the level associate superintendent if dissatisfied with the way the school has handled a sexual harassment complaint. Appeals should be delivered in writing to the level associate superintendent within five school days as explained on Page 22 of the “Code of Behavior.”

8. **Q:** What can students do to stop sexual harassment?

**A:** Students can help to stop sexual harassment by:
- Letting others know when their behavior is unacceptable.
- Telling the harasser very firmly to stop, and doing so at the first sign of harassment.
- Keeping notes of dates, times, places, witness names, etc.
- Asking for the help of a teacher or counselor.
- Reporting harassment to the principal or assistant principal.

Any student or parent who would like help in dealing with sexual harassment should talk with the principal, counselor, or teacher at the school, or call the Office of Student Services at 703.791.7257. A copy of the policy and regulation on sexual harassment is available at pwcs.edu or upon request.
SEX DISCRIMINATION AND SEXUAL HARASSMENT OF STUDENTS

Prince William County Public Schools is committed to a school environment in which students are free from sex discrimination by other students, employees, or third parties. The school administration will take appropriate steps to prevent sex discrimination and will deal promptly and decisively with reported incidents of discrimination. Sexual harassment is one form of sex discrimination which, like others, is strictly prohibited. Regulation 738-3, Sexual Harassment of Students, provides detailed information about sexual harassment and is available at pwcs.edu or upon request by calling the Office of Student Services at 703.791.7257. Following is a summary of information from that regulation.

Definition of Sexual Harassment
Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature, when one or more of the following applies:

• Submission to such conduct is made a term or condition of employment, instruction, or participation in school activities.
• Submission to or rejection of such conduct is used as the basis for making decisions about the student.
• Such conduct has the purpose or effect of interfering with performance in school or creating an intimidating, abusive, offensive, or hostile environment.

A “hostile environment” is created when acts of a sexual nature are sufficiently severe, persistent, or pervasive as to deny the benefits of the school to the student. A single “severe” act, such as inappropriate touching or the touching of an intimate part of the body, may constitute sexual harassment. A pattern of less-severe acts may be sexual harassment if pervasive or repeated, depending on the nature, frequency, context, and target of the acts. An isolated act, such as a verbal comment would not generally be considered sexual harassment. Sexual harassment is determined by its effect on the victim (based on the “reasonable person” standard), not on the intent of the harasser. It is harassment if the victim, as any “reasonable person” might be, is harmed—if the victim feels offended, intimidated, threatened, abused, or persecuted to the extent that the victim is denied certain benefits of the school or participation in school programs.

Complaint Procedure
All students should be informed of their right to protection against sexual harassment and the right to file a complaint if they believe they have been harassed. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking corrective action where warranted. Any student can file a complaint by talking to an administrator and completing a complaint form, available in the school’s office, and returning this form to an assistant principal or principal. All teachers, counselors, and educational support staff should be informed of the students’ rights to file a complaint and should be able to help as appropriate, and will provide assurance of corrective action and protection against retaliation. School administrators will respond to complaints of sexual harassment according to guidelines in Regulation 738-1, Complaint Procedures for Student Claims of Discrimination or Harassment. Complaints will be investigated in a prompt and impartial manner by the principal or designee who will interview the accused, as well as witnesses, and consider all relevant information/evidence. The accused and the parents of both parties will be informed of the complaint; otherwise, confidentiality will be maintained to the extent possible. The principal or designee will advise the complainant of counseling services or other sources of help as appropriate, and will provide assurance of corrective action and protection against retaliation.

Corrective Action
Anyone accused of harassment will be informed of the specific complaint and given the opportunity to provide an explanation in defense. If a student has engaged in sexual harassment, corrective action will be taken in accordance with established disciplinary procedures. Corrective action may range from admonition and counseling to suspension or expulsion depending on the seriousness of the incident and the need to protect other students from future harassment. If an employee has engaged in sexual harassment, appropriate disciplinary action will be taken up to and including dismissal, depending on the seriousness of the offense. In addition, students, employees, and third parties may be reported to authorities for appropriate legal action. NOTE: Any student who knowingly files a false complaint of harassment may also be subject to corrective action.

Protection Against Retaliation
Students should feel free to report harassment without fear of retaliation from the accused. Any attempt of retaliation will be addressed by appropriate corrective action up to and including expulsion for students. School Division employees who make any attempt to retaliate as a result of a harassment charge will also face disciplinary measures, up to and including dismissal from their job.

Appeal Procedure
A student may appeal the decision of the school administration in any sexual harassment case. Appeals must be stated in writing by the parent/guardian or emancipated student and forwarded to the appropriate level associate superintendent according to the procedures found in Regulation 738-1, Complaint Procedures for Student Claims of Discrimination or Harassment.

Preventive Measures
The school will act to prevent sexual harassment as described in Regulation 738-3. Students can help to prevent or stop harassment if they will:

• Let the harasser know very clearly that such actions are not wanted.
• Tell the harasser very firmly to stop.
• Keep written notes of dates, times, places, witness names, and other information about actual occurrences of harassment.
• Keep notes, letters, and other evidence of harassment.
• Talk with a counselor or administrator and, if appropriate, file a complaint.

Sources of Help
Any student or parent who needs help in understanding the sexual harassment regulation or in knowing how to deal with concerns about sexual harassment should talk with the principal, assistant principal, or counselor at school or call the Office of Student Services at 703.791.7257.
Complaint of Harassment or Discrimination

The Prince William County Public Schools “Code of Behavior” states, “Words, gestures, symbols, actions, or physical contact which offend, intimidate, threaten, or persecute others will not be tolerated.” The principal and staff of this school are committed to enforcement of the “Code of Behavior” and will respond promptly and appropriately to complaints of harassment or discrimination. Any student can file a complaint by talking to an administrator and/or completing this form and returning it to an assistant principal or principal. This form may be photocopied or obtained from the school counseling office.

PLEASE PRINT

Name of Student completing this form: ________________________________

School: ____________________________________________________________

Name(s) of Person(s) accused of harassment or discrimination: ____________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Description of Complaint: (use specific dates, times, witness names, etc. if possible)

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Signature of Student completing this form: ________________________________

Date: _____________________________

NOTE: All complaints will be followed by an investigation. Those accused as well as the parents of students involved will be informed of complaints, witnesses will be interviewed, and all information will remain confidential except for that which must be shared as part of the investigation.
BULLYING OF STUDENTS IS NOT PERMITTED

Each school is committed to creating an environment in which students are free from bullying. Students are strongly encouraged to report incidents to the school administration. The school administrator will take appropriate steps to respond quickly and decisively to student reports of bullying. Students may use the form on page 28 to report incidents of bullying. The Bullying Complaint Form is also located in the guidance department or main office.

Q: What is bullying?

A: Bullying consists of any words or actions that harm or threaten another person’s body, property, self-esteem or group acceptance. Bullying happens when someone says or does something that hurts or threatens another person or makes them feel bad. This includes all oral, written, electronic, or non-verbal forms of ridicule, harassment, and intimidation. Cyberbullying, a form of bullying which involves the transmission, receipt, or display of electronic messages and/or images, is strictly forbidden and is an unacceptable use of technology*. If allowed to continue, bullying can result in serious acts of violence, health problems, declining grades, and loneliness. Bullying can make people hurt themselves or other people, get sick, get bad grades, and feel lonely. In addition, bullies in school are more likely than their peers to commit crimes after they grow up.

*Unacceptable use of technology includes use of technology off school property which has a material effect on the operation or general welfare of the School Division, impacts the integrity of the educational process, threatens the safety and welfare of students, staff, or school property, occurs when the student is under the school’s authority in loco parentis, or otherwise invades the rights of students or staff.

Q: What behaviors are considered to be bullying behaviors?

A: Some examples of bullying behaviors include purposely not including people, taunts, threats, gestures, insults, gossip, humiliation, teasing, cyberbullying, horseplay, pushing, tripping, hitting, stealing or destroying property, cursing, and laughing at others based on their appearance, academic or athletic ability, or any other reason. There are many different ways that bullying happens. Sometimes it’s just people making other people feel left out. Other times it’s hitting, teasing, or threatening to hurt someone. Stealing or bothering someone’s lunch or books is bullying, too, and so is laughing at someone because they wear glasses or different kinds of clothes, or because they aren’t good at sports. Using the Internet or computers to harm people is another form of bullying. Other harmful behaviors can be bullying, too.

Q: How can I report bullying?

A: Any student can report bullying by talking to an administrator or staff member, or completing the Bullying Complaint Form on page 28. Staff members must report your complaint to the school administration. This information should also be shared with your parent(s)/guardian(s).

Q: What should I do if the bullying continues?

A: Report this to a school administrator or staff member immediately. It is also important to tell your parent(s)/guardian(s) that the bullying is continuing. Administrators will take disciplinary action up to and including expulsion if the student accused of bullying attempts to get back at the victim for reporting his/her bullying behavior.

Q: Are there immediate actions that I can take if I am bullied?

A: Yes. These actions include:

- Telling the bully very firmly to stop.
- Keep written notes of dates, times, places, witness names and other information about any incident of bullying.
- Talking with a staff member, counselor, administrator or parent about the incident immediately.

BULLYING BEHAVIORS WILL NOT BE TOLERATED IN PRINCE WILLIAM COUNTY PUBLIC SCHOOLS, ON SCHOOL GROUNDS, OR AT SCHOOL-RELATED ACTIVITIES. PWCS TIPLINE: 703.791.2821
The Prince William County Public Schools “Code of Behavior” states, “Actions which cause the physical, verbal, or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, harassment, humiliation, teasing, cyberbullying, pushing, tripping, and hitting, are all considered to be bullying behaviors.” The principal and staff of this school are committed to enforcement of the “Code of Behavior” and will respond promptly and appropriately to complaints of bullying. Any student can complain about bullying by talking to an administrator and/or completing this form and returning it to an assistant principal or principal. This form may be photocopied or obtained from the school counseling office.

**PLEASE PRINT**

Name of Student completing this form: ____________________________________________

School: _______________________________________________________________________

Name(s) of Student(s) accused of bullying: _______________________________________

____________________________________________________________________________

____________________________________________________________________________

Description of the Incident (who, what, when, where, why and how). Use specific dates, times, locations, witness names, etc. if possible.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Signature of student completing this form: _________________________________________

Date: _______________________________________________________________________

**NOTE:** All complaints will be followed by an investigation. Those accused as well as the parents of students involved will be informed of complaints, witnesses will be interviewed, and all information will remain confidential except for that which must be shared as part of the investigation.
Legal Notices to Students and Parents

This section of the “Code of Behavior” contains legal notices pertaining to student rights under federal and/or state law. You are responsible for reading these notices and your signature on the student’s Emergency Information Card acknowledges that you have read and understand these notices.

Notification of Parental Responsibility and Involvement Requirements
Under § 22.1-279.3 of the Virginia Code

§22.1-279.3 of the Virginia Code contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct and ensure school attendance. This law states that “Each parent of a student enrolled in a public school has a duty to assist the school in enforcing 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.” Therefore, parents must work in partnership with school administrators to maintain a safe and orderly school environment. Most of our parents are involved and support our schools, helping to create the environment that is necessary to promote learning. Consequently, the School Division recognizes that it will not need to resort to the enforcement provisions of this law unless a parent willfully and unreasonably fails to meet their legal responsibility as outlined below. Rather, this legislation provides the School Division with an additional tool for involving all parents in the maintenance of a safe school environment. Requirements of this law are summarized as follows:

• Parents must sign and return a statement acknowledging receipt of the School Board’s “Code of Behavior” and recognizing their responsibility to assist the school in enforcing the standards of student conduct set forth in the “Code of Behavior”; and ensuring school attendance. In signing that statement, which is set forth on the back of the student’s Emergency Information Card, parents and students acknowledge that they have read and understand the provisions of the “Code of Behavior” and that a parent’s failure to comply with the requirements of the law could result in court action against the student and the parents. By signing the statement, parents shall not be deemed to have waived, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth. A parent shall have the right to express disagreement with a school’s or school division’s policies or decisions. Students/parents also maintain the right to appeal a suspension or expulsion under §22.1-277.04-06 of the Virginia Code.

• The law authorizes the principal to request that the student’s parent, (or parents, if both parents have legal custody and physical custody of such student), meet with the principal or his or her designee to review the “Code of Behavior” 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 improving the student’s behavior, school attendance, and educational progress.

• The law authorizes the principal to notify the parent(s) when a student violates the “Code of Behavior” or other School Board policy or the compulsory school attendance law, when such violation could result in a suspension or the filing of a court petition, whether or not the school administration has imposed or initiated such action. The notice shall state (i) the date and particulars of the violation; (ii) the parent(s) obligation to take action(s) to assist the school in improving the student’s behavior and/or compulsory school attendance; (iii) that, if the student is suspended, the parent(s) 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.

• Suspended students may not be readmitted to the regular school program until the student and parent meet with school officials to discuss improving the student’s behavior. However, the principal or designee is authorized to readmit the student without the parent conference if it is appropriate for the student.

• If parents fail to comply with these requirements, or other requirements under the statute, the School Board may petition the juvenile and domestic relations court to proceed against the parents for willful and unreasonable refusal to participate in efforts to improve the student’s behavior and/or school attendance. The court may take the following actions:
  • Order the parent to meet with school officials;
  • Order the student and/or parent(s) to participate in treatments or programs to improve the student’s behavior and school attendance, including participation in parenting, counseling, or a mentoring program as appropriate, or be subject to other limitations and conditions as the court deems appropriate, and/or impose a fine upon the parent of up to $500.00.

Parents seeking additional information about Virginia’s compulsory attendance laws are referred to Regulation 724-1, Attendance and Excuses and Sections 22.1-254 et.seq., of the Virginia Code, available online at http://leg1.state.va.us
The Prince William County Public Schools maintain Student Educational Records for students which may contain the following data, if available or applicable:

1. Name, address (including electronic), phone number, student number
2. Birth date, birthplace, birth certificate number, sex of student
3. Name, address, phone number of parent/custodian
4. Date entered school, attendance record
5. Scholastic work completed, level of achievement (grades, test scores), grade point average (secondary school), type of diploma
6. Health-physical fitness data
7. Citizenship status (if other than United States)
8. Tentative high school program of studies plan
9. State and local test results
10. School and community activities (when appropriate)
11. Record of employment counseling and placement and evaluations
12. Vocational assessment data
13. Record of counseling interview (date, reason, etc. not content)
14. Legal custody records and medical records
15. Discipline records (related to out-of-school suspension or expulsion)
16. Permission for release of information (if appropriate)
17. Verified reports of serious atypical behavior patterns
18. Reports from agencies such as juvenile court, social services, etc.
19. Records of physical problems deemed sensitive by the parent
20. Interviews, recommendations, case studies
21. Standardized recommendation check list (personal characteristics)
22. Educational, psychological, sociological, and physiological assessment including medical, speech, hearing, and vision data
23. Permission for testing and placement
24. Record of parent conference to discuss special educational placement
25. Record of eligibility committee recommendations for placement
27. Reports of appeals (if appropriate)
28. Individual Education Program (I.E.P.)
29. Any parent/eligible student waivers on confidential letters and statements
30. Home language survey
31. Transfer of age majority rights

Student records are maintained at the school of attendance for active students and at the Prince William County Public Schools Records Center for graduates and withdrawals. Eligible persons may direct requests for explanations and interpretations of records material to the custodian of records. The principal and/or designee and records manager are responsible for the security and maintenance of student records.

Parents/eligible students may obtain copies of material contained in the student's records. In accordance with Regulation 790-2, Disclosure/Access to Student Educational Records, the minimum fee for copies of a student’s educational record shall be $5.00, up to and including the sixth page (one sided), and $.20 per side for any additional pages of student records requested for personal use. There is no charge for disclosure of records to parents, their designee, eligible student, or those to whom scholastic data shall be disclosed. This shall include inspection, review, search and/or retrieval of such information.

All student records are collected, stored, and disposed of (when applicable) in accordance with applicable county, state and federal regulations pertaining to such records. Questions should be referred to the Records Center at 703.791.7365. (Persons wishing copies of this material prior to the destruction of such material should send their request to the Records Center at Independent Hill).

Copies of Policy 790 and its implementing Regulations which pertain to the Management of Student’s Scholastic Records in Prince William County Public Schools are online, and kept in the administrative office of elementary schools and the administrative and guidance offices of middle and senior high schools, and are available for review upon request.
Notification of Rights Regarding Student Educational Records under FERPA

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents and students over 18 years of age (“eligible students”) certain rights with respect to a student’s educational records, which are:

1. The right to review and inspect the student’s educational record. Within 45 days of the day the School Division receives a request for access, parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The custodian of records will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. The school official who is responsible for the records, or his or her designee, shall be present for the records review and shall maintain custody of those records.

2. The right to request the amendment of a student’s educational record(s) that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights. Such requests shall be made in writing and shall clearly identify the part of the record the parent or eligible student wants changed, and specify what part of the record is inaccurate, misleading or a violation of privacy rights, and in what manner. If the Prince William County Public Schools decide not to amend the record as requested, the School Division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. If the decision is made not to change the record, the parent/eligible student also has the right to place a statement in the record commenting on the information in question. Additional information regarding the procedures for such a hearing shall be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure(s) of personally identifiable information contained in the student’s educational record, except to the extent that FERPA authorizes disclosure without consent.

Disclosure of Educational Records without Consent

The law allows schools to disclose educational records, without consent, to the following:

- To officials within the Prince William County Public Schools who have a legitimate educational interest in such information, including duly elected School Board members, administrators, teachers, supervisors, administrative or instructional substitutes (for the period of employment as a substitute), persons under contract to the School Board as secretary, clerk, auditor, school attorneys or to perform a special task (including health or medical staff or consultants, therapists). A school official has a “legitimate educational interest” if the official needs to review the educational record in order to fulfill his or her professional responsibility;
- To officials of another school, school division, or institution of postsecondary education where the student intends to enroll;
- To the eligible student (an eligible student is one who is 18 years old or older, or who is enrolled in a postsecondary institution);
- To the parent(s) of the student;
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education, or other federal and state or local educational authorities and their designees;
- To state and local officials or authorities to whom this information is allowed to be reported or disclosed by state law, if the disclosure concerns the juvenile justice system and the system’s ability to effectively serve the eligible student;
- To persons designated in writing by the parent or eligible student;
- To an employee of the local or state health department to review pre-school physical examination reports;
- To a party when the disclosure is in connection with financial aid for which the student has applied;
- To accrediting organizations to carry out their accrediting functions;
- To comply with a judicial order or lawfully issued subpoena;
- To a party that has requested personally identifiable information which the School Division has identified as “directory information” under Regulation 790-3, Release of Directory Information;
- To the parent of a student who is not an eligible student;
- To comply with any state or federal laws requiring the reporting and investigation of instances of child abuse, violence, drug or weapons offenses; and
- To law enforcement or other emergency responders when, in the judgment of school personnel, such disclosure is necessary to protect the health or safety of students or other persons.

Release of Directory Information

Certain personally identifiable information contained in a student’s educational record has been designated by the Prince William County Public Schools as directory information. See Regulation 790-3, Release of Directory Information. This is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Prince William County Public Schools may disclose designated directory information without written consent, unless you have advised the School Division to the contrary in accordance with the procedures set forth in Regulation 790-3. By executing Attachment I of Regulation 790-3, parents/eligible students may instruct the school not to release parts or all of a student’s directory information.

The items designated as directory information are as follows:

- Name of student (includes former students);
- Address, including electronic address;
- Date and place of birth;
- Telephone listing;
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Height and weight, if member of athletic team;
- Degrees and awards received;
(9) Other similar information; and
(10) Photograph(s) and videotape(s) of students, whether hard copy or electronic.

Right to Opt-Out of Disclosure of Directory Information

Unless the student/parent executes Part A of Attachment I to Regulation 790-3, advising the School Division that he/she does not consent to the disclosure of directory information, the Prince William County Public Schools may release certain directory information to educational institutions, scholarship providers, prospective employers, to create alumni directories, to PWCS approved parent volunteers and parent organizations, and to public officials and the media and School Division publications (electronic and print) for the purpose of publicizing student activities and/or student academic, extracurricular, or athletic participation. Photographs and video are routinely provided to the media for the purpose of recognizing students for academic, athletic, or extracurricular accomplishments. Unless the student/parent executes Part B of Attachment I to Regulation 790-3, advising the School Division that he/she does not consent to the disclosure of student names, degrees, and awards and photograph(s)/videotape(s), such information may be given to the media, but may not be used for commercial or private advertising purposes. Certain directory information will also be disclosed to military recruiters unless the student/parent executes Part C of Attachment I to Regulation 790-3.

Complaints concerning alleged failure of the School Division to comply with the requirements of FERPA may be filed with the United States Department of Education. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

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

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding a school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams.

These include the right to:

1. Consent to federally funded surveys concerning “protected information.” A student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
   - Political affiliations;
   - Mental or psychological problems of the student or student’s family;
   - Sexual behavior or attitudes;
   - Illegal, anti-social, self-incriminating, or demeaning behavior;
   - Critical appraisals of student’s family members;
   - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
   - Religious practices, affiliations, or beliefs of the student or student’s parents; or
   - Income other than that required by law to determine program eligibility.

   A survey that concerns any of these points is called a “protected information survey.”

2. Opt out of certain surveys and exams. Parents and eligible students shall receive notice of any of the following activities and shall have the right to opt out of them:
   - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
   - Any protected information survey, regardless of funding; and
   - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. Inspect certain material. Parents and eligible students have the right to inspect the following, upon request, before the district uses them:
   - Protected information surveys of students (including any instructional materials used in connection with the survey);
   - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   - Instructional material used as part of the educational curriculum.

4. Receive notification of district policy. Prince William County Public Schools has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Prince William County Public Schools shall directly notify parents and eligible students of this policy at least annually at the start of each school year and after any substantive changes are made.

Notification of Virginia State Police Sex Offender and Crimes Against Minors Registry Web site.

§22.1-79.3(C) of the Virginia Code requires the School Board to advise parents that the Virginia State Police Sex Offender and Crimes Against Minors Registry Web site can be found at http://sex-offender.vsp.virginia.gov/sor/ http://sex-offender.vsp.virginia.gov/sor/.

This Web site, which includes the public notification database, provides access to information about persons convicted of specified violent and sexual offenses. Any member of the public can access this free Web site at any time to educate themselves about the possible presence of such offenders in their local communities.
Annual Notification of Rights and Responsibilities Under the IDEA and Section 504

The Individuals with Disabilities Education Improvement Act (IDEA), a federal special education law, and Section 504 of the Rehabilitation Act (Section 504), a federal anti-discrimination law, provide students with disabilities and their parents with certain rights with respect to receiving a free appropriate public education designed to meet the individual student’s needs and abilities. Depending on whether a student with a disability is determined eligible under the IDEA or Section 504, the student would receive a free appropriate public education through regular or special education and/or related aids and services.

These laws include the following rights to students with disabilities and their parents:

- To have the student with disabilities receive a free appropriate public education.
- To have students with disabilities educated with non-disabled students, to the maximum extent appropriate.
- To examine the student’s educational records.
- To request an evaluation of their student for possible eligibility to receive services under IDEA or Section 504.
- To receive notice of the School Division’s procedural safeguards.
- To request and participate in an impartial hearing.
- To request review of the outcome of an impartial hearing.

These laws require the School Division to:

- Undertake efforts to locate and identify eligible students with disabilities living in Prince William County who are not receiving a free appropriate public education.
- To refer for possible evaluation any student of school age living in the School Division who a school staff member suspects may be disabled.
- Provide appropriate educational and school-related opportunities to students with disabilities in an inclusive setting to the maximum extend possible.
- To conduct a reevaluation of a student with a disability prior to any significant change in placement, which may include disciplinary action.
- Provide notice of the availability of services and types and location of services to nearby private schools, pediatricians, and the Health Department.
- Provide parents or guardians of students with disabilities with notice of their rights annually, and prior to their student’s evaluation and placement, or any significant change in their student’s placement.
- To develop and implement procedural safeguards with respect to actions regarding the identification, evaluation, and placement of students with disabilities.
- To provide parents or guardians with written notice of the School Division’s procedural safeguards.

If you suspect that your student may have a disability affecting your student’s development or academic performance, or may have a mental or physical impairment that substantially limits a major life activity, please contact an administrator at your student’s school for further information.
**Special Education Advisory Committee (SEAC)**

**PURPOSE:**
The Special Education Advisory Committee (SEAC) is established in compliance with state and federal requirements under the Individuals with Disabilities Education Act (IDEA). SEAC is chartered to develop priorities and strategies for identifying and meeting needs of those receiving special education services, by conducting annual site (school) visits; holding monthly meetings with the Director of the Office of Special Education; and submitting an annual report to the Prince William County School Board.

**MEMBERSHIP:**
The SEAC is comprised of representatives selected by members of the School Board and the Superintendent of Schools, representing each magisterial district, plus a teacher representative and an at-large representative. The Virginia Department of Education regulations require that the majority of the committee be composed of parents of children with disabilities or individuals with disabilities.

**MEETINGS:**
The SEAC meets in regular session, open to the public, on the third Tuesday of the month (September through June) at The Kelly Leadership Center. Each regular session generally consists of Public Comment, Director of Special Education Time, Member Time, New Business, and Old Business. Public Comment begins at 7 p.m. Call 703.792.7387 to confirm the meeting location. Further information about SEAC, including representative contact information, can be obtained by visiting: http://tinyurl.com/PWCSEAC.

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**Parent Resource Center**

**What is the Parent Resource Center?**
Prince William County Public Schools’ (PWCS) Parent Resource Center (PRC) was established to provide support, training, and information to parents and teachers of children with special needs. The PRC works to promote a positive relationship between parents and educators of children with disabilities. The PRC’s mission is to assist parents and families of children with special needs to become active participants in their child’s education through information, empowerment, and encouragement. The PRC is staffed by an Educator Coordinator, Mary Jo Howarth, howartmj@pwcs.edu, who has special education teaching experience, and a Parent Coordinator, Betty Ann Maher, maherba@pwcs.edu, a parent of children with special needs.

**What services does the Parent Resource Center offer?**
The PRC staff is available to listen, provide information and resources, and problem solve with parents. Parent and student confidentiality is protected at all times. Workshops are offered on the special education process, highlighting how parents and school personnel can be partners in the process and other disability related topics. Parents and staff may use the PRC lending library to check out books, videos, DVD’s, CD’s, and audiotapes about disabilities and issues surrounding the parenting and education of children with disabilities. An online newsletter, “Special Focus,” is published by the PRC three times per year. These services are provided at no cost to parents.

**Where is the Parent Resource Center located?**
The PRC is located on the first floor of the Edward L. Kelly Leadership Center, 14715 Bristow Road, Manassas VA 20112 and is open Monday – Friday, 8 a.m. – 4:30 p.m. Appointments to meet with PRC staff are encouraged, but not necessary. To view our calendar of upcoming events, please visit the PRC Web site, www.pwcs.edu, select, How Do I Find, then select Parent Resource Center. You can call the PRC at 703.791.8846 (Voice) or 703.791.8847 (TDD). We engage the services of a PWCS interpreter to help us meet the needs of parents who speak other languages.
Dear Parent/Guardian:

In response to the requirements of Section 22.1-207.1 of the Code of Virginia, instruction in Prince William County Public Schools includes a comprehensive, sequential, abstinence-based, age-appropriate, Family Life Education curriculum.

Although the Family Life Education curriculum is highly compatible with existing curricula and serves to enrich the educational experiences of students in Prince William County Public Schools, objectives in the Family Life Education curriculum may be considered sensitive by some parents/guardians. Therefore, parents are afforded the opportunity to opt their children out of instruction involving this curriculum. Unless you indicate otherwise, your child will be included in instruction that involves Family Life Education.

Family Life Education objectives for each grade level and course are available at your child’s school and online at http://pwcs.science.schoolfusion.us/. If you have questions pertaining to specific objectives before making opt-out decisions, please contact your child’s school. If you determine that your child should not be included in formal instruction, complete the opt-out section of this letter and return it to your child’s school. Arrangements will then be made for your child to participate in an appropriate instructional activity during instruction involving Family Life Education objectives. This instructional activity will not include components of the Family Life Education program. Parents or guardians transferring children to schools in Prince William County are responsible for informing the new school of their opt-out decisions.

For students receiving Family Life Education instruction in special education classrooms, appropriate grade/subject level objectives will be determined by the Individualized Education Program (IEP) committee and recorded on the IEP form. If the parent/guardian does not wish their child to receive instruction in Family Life Education objectives selected by the IEP committee, the parent/guardian should sign the opt-out form.

Any parent/guardian may opt their child out of direct Family Life Education instruction; however, teachers cannot be held responsible for spontaneous questions from students that may pertain to subjects previously discussed. Neither can a teacher be held accountable for discussions of sensitive topics that occur among students outside class.

JASON CALHOUN
Supervisor of Science and Family Life Education
Parent/Guardian
Family Life Education
Page 2

It is recognized that some families would prefer to have instruction related to Family Life Education provided in the home, in the church, or by the family physician. Every effort will be made to ensure that students understand and respect family choices in this matter so as to avoid undue peer pressure for or against the program.

Sincerely,

Jason Calhoun
Supervisor of Science and Family Life Education

Complete and return this letter only if you choose to opt your child out of Family Life Education instruction.

STUDENT’S NAME: ______________________________________________________

SCHOOL: ___________________________ GRADE/COURSE: ______________

Please exempt the above named student from participation in Family Life Education instruction being presented in his/her classroom. I understand that he/she will be given alternative instruction or skill development activities.

_________________________________ ________________________________
_________________________________ ________________________________
_________________________________ ________________________________
_________________________________ ________________________________

PARENT/GUARDIAN SIGNATURE: __________________________________________

DATE: _______________ TELEPHONE NUMBER: _________________________
AUTHORIZATION FOR MEDICATION ADMINISTRATION

Part I - Parent or Legal Guardian to Complete - One Medication per Form

<table>
<thead>
<tr>
<th>Student Name (Last, First, Middle)</th>
<th>Allergies</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>School Name</th>
<th>School/SACC Year</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
</table>

Has student taken this medication before? ☐ Yes ☐ No (If no, the first full dose must be given at home.)

First dose was given: Date _______ Time _______

I/We hereby request Prince William County Public School personnel/CCC to administer medication as directed by this authorization. I/We authorize school personnel/CCC to communicate with the health care provider regarding the administration of this medication as allowed by HIPPA. I/We are aware that non-medical personnel may be administering medication to our child. I/We hereby release the Prince William County Public School Division and all of its employees/CCC of and from any and all liability in law for damages either we or our child may incur as a result of this request.

Parent or Guardian Signature ___________________ Daytime Telephone _______ Date _______

Part II - Physician must complete this section for all prescription medication or for any nonprescription medication that is to be given for more than the recommended duration or dosage, or when age guidelines are not followed as written on the label. Nonprescription medication to be given for relief of symptoms as directed on the package label may be given with the parent or guardian’s signature, and does not require a physician’s authorization and signature.

Any necessary medication that possibly can be taken before or after school/SACC should be so prescribed.

Information should be written in lay language with no abbreviations.

<table>
<thead>
<tr>
<th>Student’s Diagnosis:</th>
<th>ICD-9 Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(when applicable)</td>
</tr>
</tbody>
</table>

Name of Medication: ___________________

Dosage of Medication: ___________________

Route: ___________________

Time(s) or interval between times to be given: ___________________

If medication is to be given on an as-needed basis, specify the symptoms or conditions when medication is to be taken and the time at which it may be given again.

Effective date: ☐ Current School/SACC Year ___________ Or ☐ From _______ To _________

Medication expires on: ___________

Physician Name (Print) ___________________ Physician Signature ___________________

Telephone _______ Date _______

Parent or Guardian Name (Print) ___________________ Parent or Guardian Signature ___________________

Telephone _______ Date _______

Parent Information Regarding Medication Procedures

The parent or guardian must transport medications to and from school/SACC. All prescription medications, including physician prescription drug samples, must be in their original containers and labeled by a physician or pharmacist. Over-the-counter medication must be in the original, sealed container. No medication will be accepted by school personnel/CCC without receipt of completed and appropriate medication forms.

Within one week after expiration of the effective date on the physician order, or on the last day of school/SACC, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

A physician may use office stationery or a prescription pad in lieu of completing Part II. Faxed authorization may be acceptable as long as there is a signed parental consent. Any changes in the original medication authorization will require a new written authorization and a corresponding change in the prescription label.
K-12 School Counseling Services

Parental Notification per Regulation 651-1

PURPOSE
The purpose of a Comprehensive School Counseling Program is to positively impact all aspects of student learning. The Comprehensive School Counseling Program is a collaborative effort and functions as an integral part of the school structure and academic mission.

DESCRIPTION
School Counseling
Comprehensive School Counseling Programs are developmental and responsive. They are preventative in design, data-driven, and based on Standards for School Counseling Programs in Virginia Public Schools. These standards are designed to complement and support the Virginia Standards of Learning and ensure that all students in grades K-12 receive support in academic, career, and personal/social development.

Through leadership, advocacy, collaboration/teaming and a focus on systemic change, school counselors work to ensure equity and access to a rigorous curriculum for all students. Comprehensive school counseling involves classroom guidance, individual and group contacts over a period of time. The school counselor helps students to become aware of educational and occupational opportunities and to integrate their understanding of self and opportunities for making informed decisions.

The Comprehensive School Counseling Program also includes responsive services that address students’ immediate needs and concerns. These services are delivered through prevention and intervention activities. These needs can be met through individual/small group counseling; consultation with parents, teachers and other educators; referrals; peer facilitation; and crisis counseling.

STUDENT PARTICIPATION AND PARENTAL CONSENT
A Comprehensive School Counseling Program is designed to meet the needs of all students. Each school’s program is designed to be inclusive, preventive, and developmental in nature. A student will meet with the school counselor when he/she requests counseling; parents, teachers, administrators, and other school staff members refer the student; and/or the school counselor initiates contact.

Parents have the option to withdraw their child(ren) from all or any portion of the school counseling program by completing an opt-out form obtained from the school counseling office or online as an attachment to Regulation 651-1, School Guidance and Counseling Services, Elementary, Middle, and High School. This request will be filed in the Student Educational Record and staff advised of student non-participation. Opt-out requests will not transfer from school to school. Parents will need to complete an opt-out request form each time a student changes schools.

The opt-out provision excludes any short duration personal/social counseling which is needed to maintain order, discipline, or a productive learning environment; respond to a crisis situation where there exists an immediate threat to the health and safety of the student or others; or follow-up to determine progress with a student who has previously participated in individual or group counseling.

Parental consent will be obtained before students participate in a planned program of counseling. This applies to individual counseling that is conducted on a short-term basis as well as to group counseling.

**Individual Counseling** – Parental permission will be obtained when it has been determined that a student would benefit from meeting with the school counselor on a short-term basis to address issues that are impeding a student’s progress in school. Individual counseling sessions conducted by a school counselor will not supplant on-going counseling which the family has arranged outside the school setting.

**Group Counseling** – Those personal/social counseling sessions that involve regular meetings with a group of students for a designated time period require written parental permission.

**Exception To Informed Parental Consent** – A child may be included in personal/social counseling without parental consent when the school counselor and the principal of each school have certified in writing that a good faith effort, involving at least one telephone call and one letter mailed to the parents, has been made to contact the student’s parents and that no response has been received.

Materials Review
Materials used with students in the School Counseling Program are available for parent review and comment by making arrangements with the school counselor or director of school counseling. (Regulation 653-4, Evaluation and Selection of Instructional Materials)

COUNSELING TECHNIQUES
The use of counseling techniques which are beyond the scope of the professional certification or training of school counselors and that are normally employed in medical or clinical settings and focus on mental illness or psychopathology is strictly prohibited.

CONFIDENTIALITY
School counselors and other school staff may be of help to students who need an adult with whom to discuss certain personal concerns. Students and parents should be aware, however, that some information discussed by students may not be treated as confidential. As explained in Regulation 651-2, Confidentiality of Student-Disclosed Information, no teacher, school counselor, administrator, or other school staff member has an unlimited right to confidentiality. In order to understand the limits of confidentiality, students and parents should speak with a school counselor and/or review Regulation 651-2.

MAINTENANCE OF PERSONAL/SOCIAL COUNSELING INFORMATION AND RECORDS
If maintained, information and records of personal/social counseling shall be kept confidential and separate from the Student Educational Record and not disclosed to third parties without prior parental consent or as otherwise provided by law.

Parents

How to Access Your School Web Site and Online Student Information
For information about how to obtain a Web site login for your child’s school, how to access your student’s grades and attendance, and how to edit your emergency contact information online, please go to the PWCS Web site at www.pwcs.edu and click on the side links:

- Parents
  - How to Login and Use Your School Web Site
  - How to Access Student Information Online
  - How to Update Emergency Contact Information Online
# PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
## 2012-13 Annual School Calendar

<table>
<thead>
<tr>
<th>DATE</th>
<th>CALENDAR EVENT</th>
<th>DAYS TAUGHT</th>
<th>WORKDAY/INSERVICE*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22-24</td>
<td>New Teacher Induction Program</td>
<td></td>
<td></td>
<td>**8</td>
</tr>
<tr>
<td>August 27</td>
<td>All Teachers Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 27-31</td>
<td>Teacher Professional Development/Workday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 2012</td>
<td>Labor Day Holiday</td>
<td>**9</td>
<td></td>
<td>**9</td>
</tr>
<tr>
<td>September 4</td>
<td>School Begins</td>
<td>**19</td>
<td></td>
<td>**19</td>
</tr>
<tr>
<td>September 2012</td>
<td></td>
<td>**23</td>
<td></td>
<td>**23</td>
</tr>
<tr>
<td>November 2</td>
<td>End of 1st Grading Period (44 Days)</td>
<td>**19</td>
<td></td>
<td>**19</td>
</tr>
<tr>
<td>November 5</td>
<td>Teacher Professional Development/Workday - No school for students</td>
<td>**23</td>
<td></td>
<td>**23</td>
</tr>
<tr>
<td>November 6</td>
<td>Presidential Election - All Schools Closed (No students or teachers)**</td>
<td>**19</td>
<td></td>
<td>**19</td>
</tr>
<tr>
<td>November 7</td>
<td>ES - Parent Teacher Conference Day (No School, MS/HS Open)</td>
<td>**19</td>
<td></td>
<td>**19</td>
</tr>
<tr>
<td>November 12</td>
<td>Veteran's Day Holiday (Observation)</td>
<td>**19</td>
<td></td>
<td>**19</td>
</tr>
<tr>
<td>November 21</td>
<td>Thanksgiving Break Begins (Half Day)</td>
<td>**19</td>
<td></td>
<td>**19</td>
</tr>
<tr>
<td>November 22-23</td>
<td>Thanksgiving Break</td>
<td>**19</td>
<td></td>
<td>**19</td>
</tr>
<tr>
<td>November 2012</td>
<td>Elementary Schools</td>
<td>**16</td>
<td></td>
<td>**16</td>
</tr>
<tr>
<td>November 2012</td>
<td>Middle &amp; High Schools</td>
<td>**17</td>
<td></td>
<td>**17</td>
</tr>
<tr>
<td>December 4 &amp; 25</td>
<td>Winter Break for All Employees</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>December 24-28</td>
<td>Winter Break for Students/Teachers</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>December 31</td>
<td>Winter Break for Students/Teachers</td>
<td>**15</td>
<td></td>
<td>**15</td>
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<tr>
<td>December 2012</td>
<td></td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>January 1</td>
<td>Winter Break for All Employees</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>January 2</td>
<td>School Reopens</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King Holiday</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>January 25</td>
<td>End of Second Grading Period (46 Days-ES, 47 Days-MS/HS)**</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>January 25</td>
<td>End of First Semester - ES (90 Days)</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>January 25</td>
<td>End of First Semester - MS/HS (91 Days)</td>
<td>**16</td>
<td></td>
<td>**16</td>
</tr>
<tr>
<td>January 28</td>
<td>Teacher Professional Development/Workday (ES/MS/HS Closed)</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>January 29</td>
<td>Elementary School 1/2 Day - Parent/Teacher Conferences</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>January 2013</td>
<td></td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>February 18</td>
<td>President's Day Holiday</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>February 2013</td>
<td></td>
<td>**15</td>
<td></td>
<td>**15</td>
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<tr>
<td>March 25-29</td>
<td>Spring Break for Students/Teachers</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>March 28-29</td>
<td>Spring Break for all Employees</td>
<td>**15</td>
<td></td>
<td>**15</td>
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<tr>
<td>March 2013</td>
<td></td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>April 1</td>
<td>Spring Break for Students/Teachers</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>April 12</td>
<td>End of Third Grading Period (47 Days)</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>April 15</td>
<td>Teacher Professional Development/Workday (ES/MS/HS Closed)</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>April 2013</td>
<td></td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>May 27</td>
<td>Memorial Day Holiday</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>May 2013</td>
<td></td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>June 18</td>
<td>End of Fourth Grading Period (45 Days)</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>June 18</td>
<td>End of Second Semester (92 Days)</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>June 18</td>
<td>Last Day of School (182/183 Days)</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>June 19</td>
<td>Teacher Professional Development/Workday</td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
<tr>
<td>June 2013</td>
<td></td>
<td>**15</td>
<td></td>
<td>**15</td>
</tr>
</tbody>
</table>

* 3 floating workdays to be used during contract year for accounting purposes only are added to August
** 250-day employees report to work
*** Elementary and secondary schools have different # of days in the grading period due to the Conference Day
^ November Workday/Professional Development Day count includes the ES Conference Day
**INTERIM AND REPORT CARD SCHEDULE**

**2012-13 SCHOOL YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>First 9 Weeks (44 DAYS)</th>
<th>Second 9 Weeks (46/47 DAYS)</th>
<th>Third 9 Weeks (47 DAYS)</th>
<th>Fourth 9 Weeks (45 DAYS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>September 4 - November 2</td>
<td>November 7/November 8 - January 25</td>
<td>January 29 - April 12</td>
<td>April 16 - June 18</td>
</tr>
<tr>
<td><strong>Interims</strong></td>
<td>October 11</td>
<td>December 21</td>
<td>March 11</td>
<td>May 23</td>
</tr>
<tr>
<td><strong>Report Cards</strong></td>
<td></td>
<td></td>
<td>April 22</td>
<td>ES June 18</td>
</tr>
<tr>
<td><strong>ES</strong></td>
<td></td>
<td></td>
<td></td>
<td>MS/HS mailed by June 25</td>
</tr>
<tr>
<td><strong>MS/HS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. Parents or students who have reason to believe they have been discriminated against are encouraged to discuss the matter with the school principal, or they may seek mediation through the regular student appeals process.

The following persons have been designated to handle inquiries regarding nondiscrimination policies:

- Freedom of Information Act (FOIA), Civil Rights, Section 504 Compliance (Employees), Equal Employment Opportunity, Americans with Disabilities Act, Grievance Procedures
  Associate Superintendent for Human Resources
  703.791.8577
- Section 504 Compliance (Students) Director of Special Education
  703.791.7287
- Title IX Compliance
  Supervisor of Health, P.E., Driver Education, JROTC, and Athletics
  703.791.7353
- Family Educational Rights and Privacy Act (FERPA)
  Records Management Specialist
  703.791.7445

Mailing Address:
P.O. Box 389, Manassas VA 20108