

Rappahannock County Public Schools

Student Code of Conduct

2017-2018

“Empowering Every Student to Reach His or Her Full Potential”



RCPS STUDENT CODE OF CONDUCT

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS



School Board Office
6 Schoolhouse Rd.
Washington, VA 22747

Telephone (540) 227-0023
Fax (540) 987-8896

www.rappahannockschools.us

Dear School Family,

Welcome to the 2017-2018 school year. We are proud to provide you with this updated *Student Code of Conduct* for the 2017-2018 school year. The content has been updated to not only reflect current Board policies and regulations, but to also include a stronger emphasis on intervention practices that will address student conduct proactively. In addition, a leveled system of consequences has been adapted to ensure consistency while allowing for a full range of corrective actions that will most appropriately address disciplinary actions.

Please review the updated *Student Code of Conduct* with your child/children during the first days of school to reinforce your support of safe and orderly conduct at school. School Board Policy requires that a parent or guardian complete, sign, and return the *Acknowledgement of the Student Code of Conduct Form* attached to the cover of this handbook for each student enrolled in Rappahannock County Public Schools within the first week of school to document your awareness of student conduct expectations.

We appreciate the opportunity to serve you and your student(s) and look forward to a safe, productive and enjoyable year. Through the combined efforts of our dedicated School Board, talented teachers and support staff, outstanding leadership team, and supportive parents and community, we will continue to shine as a small but mighty school division!

Sincerely,

Shannon Grimsley

RCPS Superintendent

RCPS STUDENT CODE OF CONDUCT

Preface

School Board Policy JFC requires that “the School Board shall biennially review the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching” (p. 3). A Discipline Code Team comprised of representatives from a variety of stakeholder groups, including teachers, students, administrators, parents, special education, law enforcement, School Board, athletics, and mental health providers, was assembled during the summer of 2017 to update the Student Code of Conduct in accordance with this policy and the following vision and mission statements:

VISION STATEMENT

To empower every student to reach his or her full potential

MISSION STATEMENT

Through educational opportunities, the mission for RCPS will be to promote a culture of learning, a roadmap for excellence, and the passion and character that leads to each student's success.

Discipline Code Team Members, June 2017

Brandon Burley
Chris Ubben
Crystal Smith
Karen Ellis
Kevin Almond
Michelle Papa
David Naser
Kathy Zehr Rhodes
Juliet DelGrosso
Cathy Jones
Michael Tupper
Virginia Wyatt
Carol Johnson



RCPS STUDENT CODE OF CONDUCT

Statement of Purpose (School Board Policy JFC)

All students of Rappahannock County Public Schools have the right to an appropriate education in an environment that is free from disruption and danger and that is conducive to learning. We expect our students to display outstanding conduct so that all may learn. The purpose of this *Code of Student Conduct* is to state the behavioral expectations for a safe, productive learning environment and the consequences for violating those expectations.

Communication of Student Code of Conduct (School Board Policy JFC)

1. Students, parents and staff will be given a written copy of this Student Code of Conduct.
2. Students and parents will be asked to sign a statement indicating that they have received and read the Student Code of Conduct
3. Students will be given an oral presentation of the Student Code of Conduct by school staff.

Note: Student misconduct will be handled by staff as quickly and efficiently as circumstances allow. Staff members will monitor student conduct throughout the school building, on school grounds and during all school activities. Misconduct that requires an office referral will be followed up with a telephone call or face-to-face contact with a parent. A copy of the referral will also be sent home to the parent.

Roles and Responsibilities

It is only through the cooperative effort of all parts of the school community- students, parents, teachers and staff, administrators, and members of the School Board - that a learning environment that is safe, orderly, and conducive to study can be maintained. The responsibilities of each of these segments of the school community are listed below.

Parents' Responsibilities:

1. Ensure your student attends school regularly as required by Virginia State law.
2. Guide your student from the earliest years to develop socially acceptable standards of behavior, to exercise self-control and accountability for his/her actions and for his / her learning.
3. Teach your student respect for school / classroom rules and the law, for the authority of the school and for the rights and property of others.
4. Discuss with your student the school's rules and the consequences for violating rules and sign a statement acknowledging receipt of this document annually.
5. Teach and help your student to practice strategies to solve problems in a positive and productive manner.
6. Participate in constructive two-way communication with the school. Contact teachers or the principal when questions arise.
7. Bring to the attention of school authorities any problems affecting, or potentially affecting, your student or other students in our school.
8. Participate in problem-solving meetings with school staff members when your student is displaying disruptive and/or harmful behaviors.
9. Help establish and maintain an atmosphere that generates mutual respect and dignity for all.



RCPS STUDENT CODE OF CONDUCT

Students' Responsibilities:

1. Be aware of and comply with all school rules and regulations.
2. Demonstrate good citizenship by demonstrating cooperative behavior that recognizes and respects the rights, beliefs, views, and property of others, including the right to secure an education in a safe environment that is orderly and disciplined.
3. Follow and accept the leadership / direction of all staff members, even if a staff member is not your teacher.
4. Immediately tell an adult in the school if you become aware of something which may pose a threat to the emotional or physical well-being of those in the school or to school property.
5. Accept responsibilities for your own learning and actions.
6. Attend school regularly, arrive on time, and devote energies to learning.
7. Respect school property.
8. Request mediation if needed* (See below)

MEDIATION

Mediation empowers people to become decision-makers in resolving their own conflicts. Mediation allows for interpersonal and school-based conflicts to be resolved in a cooperative setting. Mediators will be available to help students resolve conflicts while information remains confidential. If a student is in need of help to resolve a conflict with another person(s) he/she should request mediation by asking in the High School Office or Guidance Office, where "Request for Mediation" forms are available.



Student's Due Process Rights

When an alleged incident of misconduct has occurred, the following steps will be taken:

1. Whenever possible, the principal / designee will obtain a written statement of the facts in writing and a verbal description of the incident from the staff member / other party making the referral.
2. The principal / designee will confront and inform the student of the alleged violation of rules.
3. The principal / designee will give the student an opportunity to respond to the allegation and explain his or her side of the problem, including the names of witnesses the accused may wish to present.
4. The principal / designee may interview other students or staff members for additional information or confirmation of the facts on the referral.
5. If there is sufficient evidence, the principal / designee will take appropriate disciplinary action.

***STUDENTS WITH DISABILITIES** (School Board Policy JGDA, JGDB)

Students with disabilities are entitled to the same due process rights that all students are entitled to under the Code of Virginia and the Rappahannock County Public Schools' disciplinary policies and procedures. A student with a disability who violates school rules may be removed from the student's current educational setting for up to 10 cumulative days in a school year to the extent removal would be applied to a student without a disability. If a student with disabilities is to be removed from his / her educational setting for a period of time that cumulatively exceeds 10 school days, special procedures and considerations will be applied.



APPEALS

The appeals process for the Rappahannock County Public Schools is as follows:

- Appeals of school level decisions made by personnel other than the Principal may be made to the Principal.
- Appeals of decisions made by a Principal or central office staff member or transportation supervisor may be made to the Superintendent.
- Appeals of decisions made by the Superintendent may be made to the School Board.
- Appeals of decisions made by the School Board may be made to the Circuit Court.



Teachers' and Staff Members' Responsibilities:

1. Guide teaching and learning activities so students learn to think and reason, assume responsibility for their actions and respect the rights of others.
2. Help students develop disciplined and ethical habits. Participate in the development of educational programs and provide appropriate supervision to help prevent student misconduct.
3. Model expected behaviors at all times.
4. Teach and help students practice strategies to solve / prevent problems in a positive and productive manner.
5. Address violations of the conduct policy in a timely manner.
6. Keep parents well informed regarding student behavior and achievement.
7. Refer to counselor, administrator, or other school personnel, students whose behavior requires special attention.
8. Work cooperatively with students, parents and other school staff in solving student disciplinary problems.
9. Be consistent, firm and respectful in dealing with all students both in and out of the classroom.
10. Handle all information related to students in a confidential manner.
11. Reinforce positive student behavior.
12. Help establish and maintain an atmosphere that generates mutual respect and dignity for all. Treat everyone with courtesy and respect.



RCPS STUDENT CODE OF CONDUCT

Principals' Responsibilities:

1. Help the staff evaluate their procedures, attitudes and interactions in relation to exchanges with students.
2. Provide the opportunity for students and staff to approach the principal directly.
3. Be fair, firm, consistent and respectful in all decisions that affect students, parents and staff.
4. Maintain open communications between school and home. Contact the parent / guardian immediately when a student has violated school rules or if there are concerns regarding the student's welfare about which the parent should be aware.
5. Assume responsibility for the dissemination and enforcement of the school's discipline policy and ensure that all cases are resolved promptly using reasonable judgement that includes consideration of relevant circumstance when determining disciplinary action.
6. Comply with pertinent state and federal laws regarding student conduct, suspensions, students with disabilities, and students' rights.
7. Help establish and maintain an atmosphere that generates mutual respect and dignity for all.
8. Handle all information related to students in a confidential manner.



Superintendent's Responsibilities:

1. Issue Standards of Student Conduct, and a list of possible corrective actions for violations.
2. Provide professional development for staff on evidence-based practices related to behavior and positive interventions.
3. Work with principals, law enforcement, social services and other agencies to make certain that the responsibilities of each are understood, to foster a collaborative working relationship, and make plans for cooperative working arrangements. Work with Principals to develop, publicize and carry out the rules and regulations for students.
4. Help establish and maintain an atmosphere that generates mutual respect and dignity for all.
5. Comply with pertinent state and federal laws regarding student conduct, suspensions, students with disabilities, and students' rights.
6. Appoint a Chairman of the Central Discipline Committee.
7. Handle all information related to students in a confidential manner.



School Board's Responsibilities:

1. Adopt a clearly defined Student Code of Conduct for the schools and review at least biennially.
2. Help establish and maintain an atmosphere that generates mutual respect and dignity for all.
3. Hear discipline cases referred by the administration.
4. Comply with pertinent state and federal laws regarding student conduct, suspensions, students with disabilities, and students' rights.
5. Handle all information related to students in a confidential manner.

RCPS STUDENT CODE OF CONDUCT

Administrative Discretion

Students who violate this Code of Student Conduct will be treated consistently and fairly according to the recommended range of consequences listed here. *No document, however, can adequately anticipate or address all possible situations.* In light of this, principals reserve the right to alter the recommended consequence depending upon the severity of the offense, the age and maturity level of the individual student, and the student's conduct history. Consequences for very young students may be different from those stated below. Consequences of multiple infractions will be determined at the discretion of administrators. The Principal reserves the right to rule on any behavioral problem not specifically addressed herein. Administrators will endeavor to maintain the information provided to them in the complaint and investigation process in a confidential manner. The School system will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

LAW ENFORCEMENT INVOLVEMENT

SCHOOL RESOURCE OFFICER

The assistance of the School Resource Officer may be requested for discipline issues that involve the safety and welfare of persons or protection of property.

REFERRAL TO LAW ENFORCEMENT

Violations of the Student Code of Conduct that are also violations of law will be reported to law enforcement personnel. Law enforcement personnel will work with the Commonwealth's Attorney to determine whether charges will be filed.

STUDENTS WHO HAVE BEEN CHARGED WITH FELONIES (School Board Policy JFC)

Students who are charged with offenses, wherever committed, that would be felonies if they were adults are subject to school disciplinary action.

STUDENTS WHO HAVE BEEN CONVICTED OR ADJUDICATED DELINQUENT

Students who have been convicted or adjudicated delinquent of an offense, regardless of where the offense occurs, listed in section 16.1-305.1 of the Code of Virginia (includes possession of weapons, violent acts, substance abuse, arson, robbery, and gang activity) may be suspended or expelled, if the courts notify the Superintendent of the adjudication.

RCPS STUDENT CODE OF CONDUCT

Disciplinary Actions: Criteria, Procedures, and Processes

Corrective Actions Imposed by Teachers (With or Without an Office Referral) - Staff members may impose appropriate minor consequences (withholding rewards, loss of privileges, assignment of tasks, calling the parent, etc.) for the violation of classroom and school rules. The following consequences may also be imposed by staff members with or without a referral to a principal:

Level 1:

- Counseling (in class, guidance)
- Admonition, reprimand (warning)
 - Parental conferences
- Referral to student assistance services (guidance, TDT, attendance officer)
 - Removal from class for up to one hour*
 - Student Behavior Contract
 - Initiation of Child Study Process
 - Confiscation

Corrective Actions Imposed by Principal Following an Office Referral- In addition to all Level 1 corrective actions, principals may also impose the following consequences upon receiving or writing a discipline referral:

Level 2:

- Restorative Practices utilizing intervention activities such as peer meetings, directed community services, research projects, mediation, and restitution
 - Detention, including before/after school*
- Loss of privileges, including access to the RCPS computer system and after school activities Loss of After School Privileges (LAP)*
- Suspension from school-sponsored activities/events before, during, or after the regular school day
 - Modification of student class schedule
 - In school suspension (ISS)*
 - Referral to in-school intervention, mediation, or community services programs
 - Tasks or restrictions assigned by the principal/designee
 - Out of school suspension (OSS)*

Level 3:

- Placement in Alternative Education program/school based instruction program*
 - Referral to student assistance services (guidance, TDT)
 - Long Term Suspension*
 - Referral to Discipline Committee*
 - Recommendation for Expulsion*
 - Referral to Rappahannock County School Board*
 - Referral to Law Enforcement*
 - Required intervention by mental health professionals
 - Evaluation for drug/alcohol abuse
- Participation in a drug, alcohol, or violence intervention, prevention or treatment program

**Denotes action with a more detailed definition on pp. 10-11*

RCPS STUDENT CODE OF CONDUCT

**Definitions for Selected Corrective Actions from P. 9*

Removal from Class-

The student is removed from regular class and is expected to complete work assigned by teachers. The student may be sent for time out to another classroom or to the behavior management room. Time out can be given for a period of time up to one hour and will be supervised by a staff member (School Board Policy JFCA).

Detention-

The student is excluded from a short-term, regular class activity (lunch, recess, etc.) where he or she will eat lunch or complete assigned work in the behavior management room or a classroom under staff supervision. Detention may be assigned to a student for a specific period of time for one day or several days, such as lunch detention for 3 days.

Before/after school detention-

The student is required to come to school early or stay after school under staff supervision for a designated period of time and is expected to complete work assigned by his or her teacher(s). Parents will be notified in advance of the detention date. Transportation home for before or after school detention will be the responsibility of the parent.

In-school suspension (ISS)-

The student is required to remain in the school's ISS/behavior management room and is expected to complete all assigned work. ISS may be assigned to a student for a specific period of time ranging from a portion of a day to several days. While in the behavior management room, the student will receive help, as needed, on his or her assignments. If the student misbehaves while there, he or she will receive additional time in ISS or out-of-school suspension. This will be determined based on the seriousness of the disruption and the age and maturity of the student.

Out-of-school suspension (OSS)-

The student is not allowed to return to school and is prohibited from being on school grounds for a specific period of time to include a short-term suspension for not more than ten school days or a long-term suspension of more than 10 days. The student is expected to complete all work missed while out of school. Principals will follow applicable state and federal regulations when considering OSS for students with disabilities (School Board Policy JGD/JGE)

Loss of afterschool privileges (LAP)-

Whenever students seriously violate school rules they face a loss of the right to attend or participate in school-sponsored events, including any and all sports activities that occur after school regardless of location. In certain cases the administration may also restrict participation in school-sponsored field trips and other extensions of classroom work, such as concerts, plays, etc.

*Placement in alternative education-*The student is removed from the regular class and receives educational services in the behavior management room for a specific period of time exceeding one week, including night school, adult education, or another education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate. This consequence may be imposed after frequent and repeated disruptions to the learning environment and/or following a severe infraction. A plan will be developed for the student before placement in alternative education.

RCPS STUDENT CODE OF CONDUCT

Placement in alternative education (continued)

Timing may dictate that the plan be agreed upon orally before it is put on paper. The plan should include input from administration, teachers and parents. It will include evidence of attempts to correct negative student behaviors and a timeline for the student's removal from the alternative setting (School Board Policy JGD/JGE)

Referral to Rappahannock County Public Schools' Discipline Committee-

The student is suspended from school and, with his or her parents/guardian, must appear before a committee of administrators (may include the School Resource Officer). This consequence may be imposed for frequent and repeated disruptions to the learning environment and/or following a severe infraction, such as those involving weapons, drugs or violence. Possible outcomes from this hearing include immediate return to school, additional out-of-school suspension and referral to the Rappahannock County School Board. The administration will follow applicable state and federal regulations when considering OSS for students with disabilities.

Referral to Rappahannock County School Board-

The student is suspended from school and, with his or her parents/ guardians, must appear before members of the School Board. This consequence may be imposed for frequent and repeated disruptions to the learning environment and/or following a severe infraction, such as those involving weapons, drugs or violence. Possible outcomes from this hearing include immediate return to school, long-term suspension and expulsion. The School Board will follow applicable state and federal regulations when considering OSS for students with disabilities.

Expulsion-

Any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion (School Board Policy JGD/JGE)

Referral to Rappahannock County Law Enforcement-

The student is suspended from school and referred to law enforcement officials. The student may face criminal charges in addition to school consequences imposed by building principals, the school division discipline committee and/or the School Board.

~~~~~

### **Standards of Student Conduct (School Board Policy JFC-R)**

Following are standards of student conduct established by the School Board for all students. The corrective actions for any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

# RCPS STUDENT CODE OF CONDUCT

| <u>Specific Infractions:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <u>Corrective Actions: (See p. 9)</u>                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <p><b>ALCOHOL, TOBACCO, AND OTHER DRUGS (USE AND/OR POSSESSION OR DISTRIBUTION)</b> <i>From Rappahannock Co. School Board Policy JFCH:</i><br/>           A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, in school vehicles or during school activities, (located) on or off school property, or non-school activities on school property. This includes, but is not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug.<br/>           A student shall not possess, procure or purchase or attempt to possess, procure, or purchase or be under the influence of, or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation. Restricted substances: alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, any abuse-able glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs (OTC) not taken according to the prescription or directions on the package, as well as anything represented to be a restricted substance or which a student portrays as a restricted substance (look-alikes).<br/>           Note: Alcoholic beverages include any beverages with any alcohol content whatsoever (for example, "non-alcoholic" beer.)</p> | <p><b>RCES/RCHS: Level 3</b></p>                              |
| <p><b>Non-Prescription / Over-the-Counter (OTC) Medications</b> <i>(From Policy JFCF)</i> - All medications must be brought in by parents and stored in the nurse's office. Exception: High school students may have one dose of OTC medication with written permission of the parent / guardian. Note: Use of OTC medications to achieve a drug sensation will be addressed by the Alcohol, Tobacco, and other Drugs (Use and/or Possession or Distribution) policy above. This is considered substance abuse.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>RCES/RCHS: Level 1,2</b></p>                            |
| <p><b>Tobacco/Electronic Cigarettes</b> - Students shall not use and/or distribute cigarettes, e-cigarettes, inhalant products, cigars, pipes, or smokeless tobacco (snuff or chew), on school premises or at off-premises function or in school vehicles going to or from a school function or at a school sponsored function.<br/>           A person will be considered guilty of use of tobacco products if he/she is observed: holding a lit cigarette, disposing of a lit cigarette, inhaling or exhaling smoke, having tobacco products in his/her mouth, possessing or distributing tobacco products. If more than one student is together in a bathroom stall, for example, and smoke is coming from the stall, all students will be considered smoking.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>RCES/RCHS: Level 2, 3</b></p>                           |
| <p><b>ASSAULT AND BATTERY:</b> A student shall not assault or commit battery upon another person on school property, buses, or during school activities on or off school property. An assault is threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude, or vengeful manner.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>RCES: Level 1, 2, 3</b><br/> <b>RCHS: Level 2,3</b></p> |
| <p><b>ASSAULT AND BATTERY OR THREAT TOWARDS SCHOOL EMPLOYEE:</b> A student shall not assault, commit battery, or threaten a school employee. This includes hitting, kicking, spitting on, biting, throwing an object or any other manner of physically assaulting an adult at school. This also includes cursing, the use of vulgar language (spoken or written) and vulgar gestures directed toward school employees. In all cases law enforcement will be notified to determine whether charges will be filed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>RCES/RCHS: Level 2, 3</b></p>                           |

# RCPS STUDENT CODE OF CONDUCT

| <u>Specific Infractions:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <u>Corrective Actions (See p. 9):</u>                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <p><b>ATTENDANCE: TRUANCY/SKIPPING</b> – (From Policy JED)<br/>Students may not miss school or scheduled classes without the parent’s knowledge or permission the school will contact parent/guardian when no note or phone contact has been made by the parent.) If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the Juvenile and Domestic Relations court, which may take action to suspend the student’s driver’s license.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>RCES/RCHS: Level 1, 2, with exception of OSS</b></p>   |
| <p><b>ATTENDANCE: CHRONIC ABSENTEEISM-</b> Students shall not be absent for excessive numbers of days (5 or more days in a semester) or miss the same individual class(es) 5 OR MORE TIMES) with the knowledge of the parent.<br/>Note: Must be present BY 9:00 AM to participate in / be spectator at school events.<br/>Note: Make-up work must be completed within one week.<br/>Note: Parents may apply for “pre-arranged” absences on a form available in the school offices. Principals may approve up to three “pre-arranged” days of absence per school year that will not be included in the total days listed in this section.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>RCES/RCHS: Level 1, 2, 3 with exception of OSS</b></p> |
| <p><b>BOMB THREATS:</b> Students shall not engage in any illegal conduct involving firebombs, explosive, or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Additionally, students shall not make any threats or false threats to bomb schools, students, personnel, or school property.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>RCES/RCHS: Level 2, 3</b></p>                          |
| <p><b>BULLYING:</b> Students shall not bully others either in person or through any communication technology. “Bullying” means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” does not include ordinary teasing, horseplay, argument or peer conflict. “Bullying” can take the form of physical threats, demeaning others, persistent name-calling, threatening aggressive behavior and other tactics intended to intimidate another individual. In a school environment, these actions may lead to distraction in class, fear to move about the school or even fear of attending school. The principal will notify the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.</p>                                                                                                                                                                                                                      | <p><b>RCES: Level 1, 2, 3<br/>RCHS: Level 2, 3</b></p>       |
| <p><b>BUS-RELATED OFFENSES:</b> Per Policy JFCC, students are expected to comply with the Rules for Bus Riders as listed in Appendix A)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>See Bus Discipline Procedures, Appendix A</b></p>      |
| <p><b>CELL PHONE/PERSONAL ELECTRONIC DEVICES POSSESSION:</b> All electronic devices must remain out of sight and turned off during the academic school day. This includes travel to and from school on a school bus. If a student possesses such a device other than as permitted in this school rule, the device will be confiscated from the student and returned only to the student’s parent. Students who have a communication device confiscated more than one time will lose the privilege for the remainder of the school year. Students are not to use cell phones during the academic school day, including calling their parents, unless it is being used for instructional purposes at the direction of the student’s teacher. School phones in the main office will continue to be available for students to call parents for legitimate reasons. Students who use their cell phones during the academic day may lose the privilege of having a cell phone with them at school for the remainder of the year.<br/><b>Note: Use of personal electronic devices to record (video and/or audio) self or others is strictly prohibited. Violations will result in severe penalties up to suspension and court action.</b></p> | <p><b>RCES/RCHS: Level 1, 2, 3</b></p>                       |

# RCPS STUDENT CODE OF CONDUCT

| <u>Specific Infractions:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <u>Corrective Actions (See p. 9):</u>                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <p><b>CHEATING/PLAGIARISM:</b> Conspiring to obtain class assignments or test answers fraudulently from another source and representing the work as one's own is prohibited. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>-Copying from another student's work.</li> <li>-Copying information from another source without providing documentation of source.</li> <li>- Giving of answers to other students.</li> <li>-Using unauthorized help sheets and the like</li> <li>-Illegally obtaining tests in advance</li> <li>-Other forms of unauthorized collusion.</li> </ul>                                                                                                         | <p><b>RCES: Level 1, 2</b><br/><b>RCHS: Level 2, 3</b></p> |
| <p><b>CYBER BULLYING:</b> Cyber bullying is a form of bullying that involves the transmission, receipt, or display of electronic messages and/or images. Cyber bullying using the RCPS Internet, RCPS computers, or other wireless communication devices in schools, on school property, or at school related activities will not be tolerated.</p>                                                                                                                                                                                                                                                                                                                                                                       | <p><b>RCES/RCHS: Level 2, 3</b></p>                        |
| <p><b>DISOBEDIENCE/INSUBORDINATION DIRECTED TOWARD SCHOOL EMPLOYEE:</b> Students shall not defy the instructions of school staff. This includes disobeying a request or direction aimed toward a student or the class in general by a staff member, lying, "talking back", flagrant acts of rudeness and disobedience, disrespectful language, refusal to report to the office upon direction, and other acts of defiance on the part of a student.</p>                                                                                                                                                                                                                                                                   | <p><b>RCES/RCHS: Level 1, 2</b></p>                        |
| <p><b>DISRUPTIVE BEHAVIOR:</b> Students shall not interfere with the learning environment through disruption, which is behavior that interrupts classroom or school activities in hallways, cafeteria, library, gym, assembly, or other areas during the student's time on school grounds, thus interfering with the educational or social environment. This includes, but is not limited to, loud, boisterous behavior; use of profane language; dress that disrupts the educational process; and possession of objects that disrupt school activities. Any objects used to disrupt school activities may be confiscated and turned over the parent/guardian in addition to the consequences listed in this section.</p> | <p><b>RCES/RCHS: Level 1, 2</b></p>                        |
| <p><u>Note:</u> Students whose dress disrupts the educational environment may be asked to wear something over clothing worn to school or a parent may be called to bring a change of clothing. Such incidents will be handled as discreetly as possible and a warning will be given to the student. Subsequent incidents will be handled according to the offenses listed on the right (See Policy JFC-R2).</p>                                                                                                                                                                                                                                                                                                           |                                                            |
| <p><b>EXTORTION:</b> No student may engage in extortion which is the act or practice of obtaining money or other property from a person by force, threat or ingenuity.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>RCES: Level 1, 2</b><br/><b>RCHS: Level 2, 3</b></p> |
| <p><b>FIGHTING</b>—Fighting (a mutual encounter between two or more students who engage in physical contact, with or without injury) is prohibited. Because physical violence in the school is a serious threat to the learning environment, fighting will not be tolerated. School officials will investigate the incident and discipline will be based on each student's role before and during the fight.</p>                                                                                                                                                                                                                                                                                                          | <p><b>RCES: Level 2</b><br/><b>RCHS: Level 2, 3</b></p>    |

## RCPS STUDENT CODE OF CONDUCT

| <b><u>Specific Infractions:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b><u>Corrective Actions (See p. 9):</u></b>            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <p><b>FORGERY OR ALTERATION OF A DOCUMENT:</b> The unauthorized signing of another person's name (student, teacher, parent, etc.) on a school note or other document is prohibited. This includes but is not limited to the imitation or fabrication of another's signature on written work.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>RCES/RCHS: Level 2</b></p>                        |
| <p><b>GAMBLING:</b> A student may not bet money or other things of value. This also includes knowingly playing or participating in any game involving such a bet. School-approved fund raising is excluded.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>RCES/RCHS: Level 1, 2</b></p>                     |
| <p><b>GANG ACTIVITY OR ASSOCIATION</b> (<i>From Rappahannock County School Board Policy JFCE</i>): Students shall not engage in gang activity on school grounds, on school buses or at any school sponsored activity. A gang is defined as any group of two or more persons whose purpose includes: commission of illegal acts, participation in activities that threaten the safety of persons or property, disruption of school activities, or creation of an atmosphere of fear and intimidation. Gang activity is defined in the policy and includes such things as the wearing of clothing or other items that indicate affiliation with a gang and certain actions that are evidence of gang membership. Included also are bullying, harassment, intimidation, degradation and other activities which are likely to cause bodily or mental harm to others.</p> | <p><b>RCES/RCHS: Level 2, 3</b></p>                     |
| <p><b>HARASSMENT:</b> (<i>From School Board Policy JFHA</i>) When a person's words, actions, gestures, or symbols interfere with another's ability to learn by offending, intimidating, threatening, or persecuting others, that behavior is considered harassment and is prohibited conduct. This includes, but is not limited to, name calling, obscenities and emotional / verbal abuse</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b>RCES: Level 2, 3</b><br/><b>RCHS: Level 3</b></p> |
| <p><b>HAZING:</b> Hazing is forbidden. Hazing is the mental or physical abuse of another as part of an initiation to a club, team, or organization. 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. The principal of any school at which hazing causes bodily injury shall report the hazing to the local Commonwealth Attorney.</p>                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>RCES/RCHS: Level 3</b></p>                        |
| <p><b>LATE TO CLASS OR HOMEROOM - <u>Grades 6-12:</u></b><br/>Student is not inside class when the bell rings and has no pass. Upon the 2nd tardy the teacher will warn the student that his/her next tardy will result in a discipline referral.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>RCES/RCHS: Level 1, 2</b></p>                     |
| <p><b>LASER POINTERS:</b> Students shall not have laser pointers in their possession.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>RCES/RCHS: Level 1, 2</b></p>                     |
| <p><b>MISUSE OF COMPUTERS / OTHER ELECTRONIC DEVICES</b> (<i>From School Board Policy IIBEA</i>)<br/>Students who use school computers or other electronic devices, <u>school owned or personal</u> to try to access inappropriate websites, or to harm others and / or to violate other provisions of the Code of Student Conduct violate the Acceptable Computer Use Policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>RCES/RCHS: Level 1, 2, 3</b></p>                  |
| <p><b>NOT FOLLOWING ESTABLISHED RULES AND PROCEDURES:</b> Students shall follow all rules in the student handbook. This includes, but is not limited to, pass procedures, restricted areas, changing lockers or giving combinations to others, open containers, electronic devices, water guns/balloons, loitering or staying in a bathroom, going in an area without permission or supervision, unprepared for class (book paper, pen/pencil, assignment), throwing food, running in the hall, skateboarding, littering, inappropriate dress, not following general procedures, classroom rules, etc.</p>                                                                                                                                                                                                                                                           | <p><b>RCES/RCHS: Level 1, 2</b></p>                     |

# RCPS STUDENT CODE OF CONDUCT

| <b><u>Specific Infractions:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b><u>Corrective Actions (See p. 9):</u></b>                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <p><b>NOT REPORTING FOR DETENTION</b> - <u>Grades 8-12</u><br/>Students are required to show up when requested. A student's detention can be postponed with a note, phone call, or visit from the parent/guardian.</p>                                                                                                                                                                                                                                                                                                                                                                      | <p><b>RCHS: Level 2</b></p>                                   |
| <p><b>PUBLIC DISPLAY OF AFFECTION</b> - <u>Grades 8-12</u><br/>Excessive public displays of affection are not permitted on school property. Kissing, hugging, and intimate body contact such as lap sitting, groping, etc. are unacceptable in school.</p>                                                                                                                                                                                                                                                                                                                                  | <p><b>RCHS: Level 1, 2</b></p>                                |
| <p><b>PRANKS:</b> Pranks are tricks or practical jokes that can cause harm to an individual or property or disrupt the learning environment and are not allowed. Such actions will be addressed according to the severity and the frequency of the behavior.</p>                                                                                                                                                                                                                                                                                                                            | <p><b>RCES/RCHS: Level 1,2</b></p>                            |
| <p><b>PROFANITY (SPOKEN, WRITTEN, OR ON CLOTHING) /UNACCEPTABLE GESTURES:</b> Cursing, the use of vulgar language (spoken or written) and vulgar gestures towards others is prohibited. Also included are profane or vulgar photographs, drawings, explicitly written materials and clothing, and any personal possession displaying any of these.</p>                                                                                                                                                                                                                                      | <p><b>RCES: Level 1, 2</b><br/><b>RCHS: Level 1, 2, 3</b></p> |
| <p><b>RECKLESS ENDANGERMENT/SAFETY VIOLATION:</b> Acts or threats that could cause bodily harm to the student or others are prohibited. This includes, but is not limited to arson, pulling of fire alarms, throwing snowballs, laser pointers and / or other objects and other unsafe acts on school grounds such as bomb threats, tampering with equipment, possessing matches, lighters, incendiary devices, etc.</p>                                                                                                                                                                    | <p><b>RCES/RCHS: Level 1, 2</b></p>                           |
| <p><b>SELLING</b> - <u>Grades K-7</u><br/>Students are allowed to sell only school-approved fund raising items at school. "School" includes bus stops and school vehicles.</p>                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>RCES: Level 1, 2</b></p>                                |
| <p><b>SEXUAL HARRASSMENT:</b> (<i>School Board Policy JFHA</i>) Students shall not engage in sexual harassment, which is any illegal form of treatment based on gender or sexual orientation. This includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and any other form of verbal, written, or physical conduct of a sexual nature that results in harassment of and/or interference with a person's performance in school. Such conduct may result in disciplinary action up to and including dismissal or suspension in accordance with the law.</p> | <p><b>RCES: Level 1, 2</b><br/><b>RCHS: Level 2, 3</b></p>    |
| <p><b>STALKING:</b> Repeatedly harassing or otherwise intruding upon a person's privacy in a manner that causes fear of serious harm, commonly exemplified by acts such as following a person, is prohibited.</p>                                                                                                                                                                                                                                                                                                                                                                           | <p><b>RCES: Level 1, 2</b><br/><b>RCHS: Level 2, 3</b></p>    |
| <p><b>THEFT/DESTRUCTION OF OTHERS' PROPERTY:</b> Students shall not knowingly remove or possess the property of another person without that person's permission or willfully destroy the property of others. The value of the property will be taken into consideration when determining the consequence in cases requiring restitution.<br/>Note: Violations may be reported to law enforcement.</p>                                                                                                                                                                                       | <p><b>RCES: Level 1, 2, 3</b><br/><b>RCHS: Level 2, 3</b></p> |



# RCPS STUDENT CODE OF CONDUCT

| <u>Specific Infractions:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <u>Corrective Actions (See p. 9):</u>  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <p><b>THREATS:</b> Students shall not verbally or in writing make a statement that suggests intent to do bodily harm to another person. The specifics/severity of the threat will be taken into account when determining the consequences and staff will enact threat assessment procedures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>RCES/RCHS: Level 1, 2, 3</b></p> |
| <p><b>TRESPASSING/UNAUTHORIZED ENTRY:</b> Trespassing is the wrongful entry to or presence on school property after being given a verbal or written warning to leave or not to be on school property and is prohibited. <i>If a student is suspended out of school, he or she may not be on RCES or RCHS property, or at any school-sponsored event - regardless of location - at any time during the suspension.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>RCES/RCHS: Level 1, 2, 3</b></p> |
| <p><b>UNACCEPTABLE SOCIAL BEHAVIOR:</b> Students shall not display unacceptable behavior. This includes inappropriate physical contact or exposure</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>RCES/RCHS: Level 1, 2, 3</b></p> |
| <p><b>VANDALISM:</b> Students may not intentionally damage the property of the school district or any personal property, which results in the cleaning, repair, or replacement of the property vandalized. This includes, but is not limited to, defacing of walls, lockers, furniture, books, or other school equipment (including school vehicles) and materials, damage to floors, walls, ceilings, doors, windows, and bulletin boards, mistreatment of any equipment or furnishings, such as visual aids or books and the personal property of others.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>RCES/RCHS: Level 2, 3</b></p>    |
| <p><b>WEAPONS</b> <i>(From School Board Policy JFCD):</i> Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal. Such weapons include, but are not limited to: any pistol, shotgun, stun gun taser, revolver, or other firearm designed or intended to propel a projectile of any kind, toy guns and look-alike guns, any dirk, knife or razor, slingshots, spring sticks, brass or metal knuckles, blackjacks, any flailing instrument (which may be known as a nun chuck, nunchakus, - fighting chain, etc.), any disc of whatever configuration, having at least two points or pointed blade (throwing star, oriental dart, etc.) explosives and destructive devices.</p> | <p><b>RCES/RCHS: Level 3</b></p>       |
| <p>Note: The Rappahannock County School Board will not tolerate on school property or in any vehicle on school property, or at any school-sponsored event on or off school property, any weapons including any of the above, hunting firearms, and knives used for work. This prohibition also extends to those holding concealed weapons' permits.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                        |
| <p>Regulation added: August 9, 2005<br/>           Revised: July 11, 2006/June 12, 2007/July 8, 2008/June 9, 2009/August, 2017</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |

## RCPS STUDENT CODE OF CONDUCT

### **\*Appendix A: RULES FOR BUS RIDERS**

**\*Per 8VAC 20-70-110 of the Virginia Code, parents or their designee are requested to accompany their young children to and from the bus stop (July, 2017).**

In order to provide all passengers with a safe environment, the bus driver is in charge. The driver's directions are to be followed at all times. The driver may assign seats to insure an orderly, safe environment. All school rules are to be followed while on school buses. **In addition, to assist the driver in providing this safe environment, all students are to conform to the behaviors listed below.**

- We will not have in our possession or use objects, which are forbidden, in school. This includes but not limited to weapons, drugs, alcohol, tobacco, animals, lighters, balloons, etc.
- Radios, iPods, mp3 players, etc. will be allowed with earphones. Students are discouraged from bringing cell phones on the bus and to school. Cell phones should be turned off and in a student's pocket or book bag.
- Drivers may confiscate these devices if they become a distraction.
- We will not fight, hit, throw things, or engage in horseplay on the bus.
- We will keep our arms, heads, legs, and possessions inside the bus.
- We will take our seats and remain seated, facing forward, until exiting the bus.
- We will not sell or purchase items on the bus.
- We will take care of the bus by being careful not to damage it.
- We will help to keep the bus clean and safe. Eating or drinking on the bus is not permitted. Gum chewing is not permitted on the bus.
- We will be courteous and respectful in our words and actions towards others. Behaviors to be avoided include but are not limited to: throwing items, obscene language or gestures, name calling, racial remarks, ridiculing others, disrobing, or damaging property.
- We will keep our belongings under control and out of the aisle. Large school related items may be brought on the bus if they can be safely stored within the seating compartment.
- We will keep our conversation at a low volume as not to distract the driver.
- We will get our parent's permission and the school's written permission before making any change in bus routing, such as getting off at another stop or riding a different bus.

**Students who fail to comply with the above rules or in any manner exhibit improper behavior may be denied bus-riding privileges. This penalty may range from a day to the remainder of the school year.**

## RCPS STUDENT CODE OF CONDUCT

### **BUS DISCIPLINE PROCEDURES**

1. It is the responsibility of parents, instructional leaders, bus drivers and the individual student to ensure that riders follow bus regulations to provide an atmosphere of safety, respect and a regard for the protection of public property.
2. All students riding a school bus will be required to comply with the Rules for Bus Riders (previous page) as outlined by the Rappahannock County Public Schools.
3. When a bus rider violates bus rules, the following will be the course of action:
  - A. On the **first** violation, the driver will instruct and warn the student of the violation and report the problem directly to the appropriate administrator. After investigating the violation and meeting with the student, the administrator may assign the consequences and advise the parent of this warning by written notice. The parents will also be advised of the consequences of a second offense.
  - B. On the **second** violation, the driver will instruct and warn the student of the violation, contact the parent, and report the problem directly to the appropriate administrator. After investigating the violation and meeting with the student, the administrator may impose a one-to-four day suspension of bus riding privileges. The parents will also be advised of the consequences of a third offense.
  - C. On the **third** violation, the bus driver will inform the student of the violation, contact the parent and report the problem directly to the appropriate administrator. After investigating the violation and meeting with the student, the administrator may impose up to a ten-day suspension of bus riding privileges. A parent conference must be held in order for the student to be reinstated on the bus.
  - D. **Continued violations** may result in suspension of bus riding privileges for the remainder of the school year. The bus driver will inform the student of the violation and report the problem directly to the appropriate administrator.
4. Parents should be aware that absence from school due to suspension from the school bus will be in violation of Virginia's Compulsory Attendance Law and the Rappahannock County School Board's policy on school attendance. It is the parents' responsibility to provide transportation when the student is suspended from the bus.
5. It is important to note that violations of a very serious nature may necessitate that a student or students be removed immediately from the school bus and/or suspended from school. Moreover, it is the responsibility of the administrator to consider the circumstances of the bus rule violations, and to exercise discretion and sound judgment in order to map an appropriate course of action.

**COMPLAINT OF BULLYING FORM**

*Bullying* is considered as any aggressive and unwanted behavior that is intended to harm, intimidate or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and the victim; and is repeated over time or causes severe emotional trauma. *Bullying* includes cyber bullying. *Bullying* does not include ordinary teasing, horseplay, argument, or peer conflict. The principal and staff of Rappahannock County Public Schools are committed to enforcement of the *Student Code of Conduct* 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, why, where, 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.

RCPS STUDENT CODE OF CONDUCT

**COMPLAINT OF HARRASSMENT OR DISCRIMINATION FORM**

The Rappahannock County Public Schools will not be tolerate words, gestures, symbols, actions, or physical contact which offends, intimidates, threatens, or persecutes others. The principal and staff of RCPS are committed to enforcement of the "Student Code of Conduct" and will respond promptly and appropriately to complaints of harassment or discrimination, to include harassment based on sex, race, color, national origin, religion and disability. 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.

RCPS STUDENT CODE OF CONDUCT