

## **Lynchburg City Schools Student Code of Conduct 2022-2023**

Lynchburg City Schools is dedicated to providing universal, school wide systems of Positive Behavioral Interventions and Supports that are designed to teach, model, and reinforce positive conduct and behavior. The dedicated collaboration and partnership between schools and families help to promote the social-emotional development of students and ensure student safety and success.

The Virginia Department of Education (VDOE) has provided guidance for student codes of conduct to create a positive and preventive approach to student conduct. Local school boards are required to adopt and revise regulations on codes of student conduct that are consistent with, but may be more stringent than, these guidelines outlined. The VDOE focuses on prevention, instructional interventions and behavioral supports. When students do not meet behavioral expectations, equitable approaches to school discipline have been defined. Approaching school discipline from an instructional prevention-based standpoint contributes to a positive school environment and ensures equity, fairness, and continuous improvement. Applying an instructional, prevention-based perspective to student behavior is fundamental in a multi-tiered system of support.

In Virginia, the Virginia Tiered Systems of Supports (VTSS) provides a framework that allows divisions, schools, and communities to provide multiple levels of support to students in a more effective and efficient, clearly defined process. It is a data-driven decision making framework for establishing the academic, behavioral, and social-emotional supports needed for a school to be an effective learning environment for all students.

Administrators consider many factors when determining appropriate responses to student behavior, including, but not limited to, the student's age, developmental factors, and past response to interventions.

The administrative responses and interventions below are designed to understand and address student behavior, re-teach and reinforce school and classroom expectations for appropriate behavior, and prevent further behavioral issues.

## **Behavioral Categories:**

- A. **Behaviors that Impede Academic Progress (BAP):** These behaviors impede academic progress of the student or of students. They are typically indicative of the student's lack of self-management or self-awareness. Sometimes, the student may need help in understanding how the behavior impacts others so training in social awareness may also be indicated.
- B. **Behaviors Related to School Operations (BSO):** These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social awareness skills.
- C. **Relationship Behaviors (RB):** These behaviors create a negative relationship between two or more people that does not result in physical harm. Relationship behaviors affect the whole school community in that the school climate is often a reflection of how people treat one another. Students who exhibit difficulty with relationship behaviors may also have difficulty with the other social-emotional competencies.
- D. **Behaviors that Present a Safety Concern (BSC):** These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social-emotional competencies so the administrator should investigate the underlying motivation for the student's behavior. Training in social awareness and decision-making are usually indicated in any behavior that creates a safety concern.
- E. **Behaviors that Endanger Self or Others (BESO):** These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Behaviors that rise to this level of severity are often complex. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social-emotional competencies.

## **Leveled Responses:**

### **Leveled Administrative Responses to Student Discipline Incidents**

The following lists of leveled administrative responses to student behavior are provided as an example of a leveled system of discipline responses. The examples below are neither all-inclusive nor required to be exhausted.

**Level 1 Responses:** Level 1 responses are intended to prevent further behavioral issues while keeping the student in school:

- Administrator/Student/Teacher/Parent/Guardian conference
- Behavior progress chart
- Community Service (appropriate to correct the behavior)
- Confiscation by the administration
- Detention (before school, at lunch, after school)
- In-school suspension (up to one (1) or two (2) days) with behavioral and academic support
- Loss of school privileges
- Lunch detention
- Peer mediation or conflict resolution
- Recognize/Reward appropriate behavior
- Restitution
- Re-teach or model the desired behavior
- Seat Change
- Written reflection or letter of apology

**Level 2 Responses:** Level 2 responses are designed to prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate:

- Administrator/Teacher/Counselor/Student Conference (includes re-teaching of expected behavior)
- Administrator/Teacher/Parent/Guardian conference
- Check-In/Check-Out
- Confiscation
- Detention
- Develop Behavior Plan
- In-school suspension with behavioral interventions and/or restorative practices (one (1) to three (3) days)
- Mediation or conflict resolution

- Referral to community-based services
- Referral to Individualized Education Plan (IEP) team
- Referral to support services (e.g. School Counselor, Behavior Certified Board Analyst (BCBA), Mentor Program, PBIS/VTSS Team, Substance Use and Intervention Program)
- Restitution
- Schedule Change
- Student Conference
- Temporary loss of privileges

**Level 3 Responses:** Level 3 responses are dependent upon the severity, chronic nature of the behavior and/or safety concerns. Level 3 behaviors may result in the student's short-term removal from school:

- Administrator/Teacher/Parent/Guardian Conference
- Behavior Contract (developed with and signed by the student, parent/guardian, and school officials)
- Community Service
- Detention
- Functional Behavioral Assessment (FBA) and Behavior Support Plan (BSP) Development (General Education Students)
- Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) Development (Special Education Students)
- In-school suspension with restorative practices (three (3) plus days not to exceed five (5) days)
- Referral to alternative education program
- Referral to community-based services
- Referral to support services (e.g. School Counselor, Behavior Certified Board Analyst (BCBA), Mentor Program, School Social Worker, PBIS/VTSS Team, Therapeutic Day Treatment (TDT), Substance Abuse Program)
- Restitution
- Revocation of privileges
- \*\*Short-term out-of-school suspension (one (1) to three (3) days for elementary students/one (1) to five (5) days for secondary students with restorative conference upon return

\*\* The duration of any short-term suspension is to be limited as much as possible while adequately addressing the behavior but may not exceed five (5) school days (may not exceed 3 days for PreK-3).

**Level 4 Responses:** Some Level 4 responses require a report to the superintendent or the superintendent's designee as outlined in the Code of Virginia [§ 22.1- 279.3:1](#). A referral to the superintendent or superintendent's designee does not automatically result in a long-term suspension, change of placement, or expulsion. After a review of the

incident in context, the superintendent or designee may return students to the comprehensive setting with additional supports and/or responses to be implemented:

- Alternative Education Placement
- Long-term revocation of privileges
- Parent-Administrator-Teacher-Student Behavior Meeting
- Recommendation for a long-term suspension
- Referral to law enforcement as required
- Restitution via written contract
- Schedule Change
- Short-term out-of-school suspension: one (1) to three (3) days for Prek-3 and four (4) to ten (10) days for fourth-to-sixth grade students, or five (5) to (10) ten days for seventh-to-twelfth grade students
- Return to school with additional supports and interventions
- Threat Assessment as indicated by behavior

**Level 5 Responses:** Level 5 responses are reserved for those behaviors that require a referral to the superintendent or designee. For preschool to grade three students, any suspension beyond three days must be referred to the superintendent or designee. A referral to the superintendent or designee may not automatically result in an expulsion, alternative placement, school reassignment, or long-term suspension:

- Referral to law enforcement as required
- Referral to Superintendent or designee
- Threat Assessment as indicated by the behavior
- Alternative placement
- Expulsion-additional supports may be provided throughout the expulsion period
- Long term suspension ([11 to 45 days as defined in § 22.1-276.01](#))
- School reassignment-students may be assigned to another school within the division.
- Return the student to the school setting with appropriate supports and interventions.

\*Restorative practices will be implemented as deemed appropriate. Behavior Intervention plans should be developed, reviewed, and modified as needed.

Book	Policy Manual
Section	Section J: Students
Title	Student Conduct
Code	JFC
Status	Active
Adopted	July 12, 2016
Last Revised	June 21, 2021
Prior Revised Dates	6/2/2020

## STUDENT CONDUCT

### Generally

The Lynchburg City School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the Superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all Lynchburg City school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts and/or threatens the learning environment.

The School Board and Superintendent biennially review the model student conduct code developed by the Virginia Board of Education to incorporate into policy and the Standards of Student Conduct a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Each parent of a student enrolled in Lynchburg City Schools has a duty to assist in enforcing this policy, the Standards of Student Conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. This policy, the Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of this policy, the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3 and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review this policy, the Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress.

The school principal or principal's designee may notify the parents of any student who violates a School Board policy, the Standards of Student Conduct, or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) 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.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the Superintendent and Virginia Board of Education as described in Policy CLA Reporting Acts of Violence and Substance Abuse.

If a parent fails to comply with the requirements of this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

A parent, guardian or other person having control or charge of a student is notified in writing of any disciplinary action taken with regard to any incident upon which an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G was based and the reasons therefor. The parent or guardian is also notified of the parent or guardian's right to review, and to request an amendment of, the student's scholastic record, in accordance with regulations of the Board of Education governing the management of scholastic records.

## Prevention, Intervention, and Treatment Activities and Programs

Any student involved in a reportable drug or violent incident, as described in Policy CLA Reporting Acts of Violence and Substance Abuse, participates in prevention and intervention activities deemed appropriate by the Superintendent or Superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

## Prohibited Conduct

The following conduct is prohibited. Students engaging in such conduct are subject to disciplinary action.

### Bullying and Use of Electronic Means for Bullying

Bullying is prohibited. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

### Gang Activity

Gang activity, as defined in Policy JFCE Gang Activity or Association, is prohibited.

### Harassment

As provided in Policy JFHA/GBA Prohibition Against Harassment and Retaliation, students are prohibited from harassing other students, school staff, volunteers, student teachers or any other person present in school facilities or at school functions.

### Hazing

Hazing is prohibited.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

### Intentional Injury of Others

Students are prohibited from intentionally injuring others.

### Self-defense

Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

### Threats: Intimidation

Students are prohibited from making any verbal, written or physical threat of bodily injury to another person.

### Trespassing

Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property

### Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs

Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

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

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

### Use of Profane or Obscene Language and Conduct

Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct.

#### Vandalism

Students are prohibited from vandalizing school property and the property of any School Board staff member or any other person.

The School Board may recover damages sustained because of the willful or malicious destruction or, or damage to, public property pursuant to Policy ECAB Vandalism.

#### Legal

Legal Refs.: Code of Virginia, 1950, as amended, §§16.1-260, 18.2-56, 18.2-308.1, 18.2-308.7, 22.1-23.3, 22.1-78, 22.1-200.1, 22.1-253.13:7.C.3; 22.1-254, 22.1-276.3, 22.1-277, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.3, 22.1-279.3:1, 22.1-279.6, 22.1-288.2.

Model Guidance for Positive and Preventive Code of Student Conduct Policy and Alternatives to Suspension, Virginia Board of Education January 2019.

#### Cross References

[CLA - Reporting Acts of Violence and Substance Abuse](#)

[EBB - Threat Assessment Teams](#)

[ECAB - Vandalism](#)

[IIBEA/GAB - Acceptable Computer System Use](#)

[JFCE - Gang Activity or Association](#)

[JFCF - Drugs in School](#)

[JFG - Search and Seizure](#)

[JFHAZ/GBAZ - Prohibition Against Harassment and Retaliation](#)

[JGA - Corporal Punishment](#)

[JGDA - Disciplining Students with Disabilities](#)

[JGDB - Discipline of Students With Disabilities For Infliction of Serious Bodily Injury](#)

[JGD/JGE - Student Suspension/Expulsion](#)

[JN - Student Fees, Fines and Charges](#)



## Health Alert Form 2022-23 School Year

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 School Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Parent/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Health Insurance: **(please circle)** Private      Medicaid      Famis      None  
 Other: \_\_\_\_\_

Does your child have an **IEP**:      Yes      No

Does your child have a **504**:      Yes      No

**\*\*Does your child have any type of Health Concerns?** Yes      No

(\*\*If you circled "YES" above, please see the note below.) Please Circle and/or List

<b>Asthma</b>  Use Inhaler?	<b>YES</b>  Yes	<b>NO</b>  No	<b>Notes:</b>
<b>Diabetes</b>  Use Insulin?  Use Insulin Pump?  Use Continuous Glucose Monitor (CGM)?	<b>YES</b>  Yes  Yes  Yes	<b>NO</b>  No  No  No	<b>Notes:</b>
<b>Seizures</b>  Use Diastat?	<b>YES</b>  Yes	<b>NO</b>  No	<b>Notes:</b>
<b>Tracheostomy</b>  Use Oxygen?	<b>YES</b>  Yes	<b>NO</b>  No	<b>Notes:</b>
<b>Allergies</b>  Use Epi-Pen?	<b>YES</b>  Yes	<b>NO</b>  No	<b>Please List:</b>
<b>Other Health Concerns</b>	<b>YES</b>	<b>NO</b>	<b>Please List:</b>

**In case of emergency, I hereby authorize the person(s) listed below to pick up my child or for Lynchburg City Schools to transport my child and/or to call EMS for my child to be taken to the nearest hospital.**

**Name two (2) people who are authorized to pick up your child if necessary:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please PRINT Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**\*\*Note – Please see School Nurse to obtain any necessary forms; All Health Action Plans and Physician/Parent Authorization to Administer Medications at School forms MUST BE updated by your child's physician and returned to the school clinic at the beginning of each new school year. All medications and supplies needed by the student must be provided by the parent/guardian.**