Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Director of Human Resources and Assistant Superintendent for Operations 750 Imperial Street SE, Christiansburg, VA 24073 (540) 382-5100
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Legend of the Bruin

Years ago, in the rolling hills of the Blue Ridge Mountains, there lived an Indian highly skilled at hunting. He hunted every animal to prove his skill. One day he spotted a fierce Bruin. He quickly realized that this would be the ultimate test of his hunting skills. He tracked the Bruin through the woods for eight days and eight nights. Finally, he came upon the immense beast, resting in a great sinkhole. As he crept closer, the great bear rose up, imposing his colossal body upon the Indian. The Indian unsheathed his knife and went to attack as the great Bruin exposed its meat-tearing claws. The combatants clashed brutally for hours, with neither being able to harm the other. The Indian grew weary and reluctantly let down his guard. The Bruin swung its mighty paw and swatted the embattled Indian to the ground. As the Bruin moved in to finish off the Indian, the beaten warrior asked the Bruin for forgiveness.

“Great Bruin,” he said, “you are a warrior and my life is yours.” Upon hearing this, the Bruin replied, “I do not wish to end your life, brave warrior. I simply ask that you flee from my land and spread the story of me, the great Blacksburg Bruin, to your people.

The Indian agreed to that request and returned to his home to the Mighty Bruin of honor of the bear’s strength and courage. Blacksburg High School gave the Bruin the honor of being its mascot in hopes that its athletes would bring them victory.

Dustin Rettig
Class of 2008
Teachers and administrators at BHS understand that pressure to get good grades can sometimes create the incentive to cheat. However, we firmly believe that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. The Academic Integrity Policy affirms that we value learning for its own sake, and that we therefore demand personal integrity and intellectual honesty in all academic work.

**DEFINITION**

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor, or administrator.

**What is cheating?**

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means. Some examples of what cheating looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher.

**TEACHER, STUDENT, PARENT, AND ADMINISTRATOR RESPONSIBILITIES**

**Students’ Responsibilities**

- Read and know the school’s Academic Integrity Policy.
- In addition to observing the BHS Academic Integrity Policy, observe all course-specific rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
• Do not copy homework or let someone else copy your homework.
• Do not use study aids (such as SparkNotes) as an alternative to completing an assignment.
• Only work with others when the teacher has specifically given permission.
• Seek only appropriate help from parents, tutors, or other students; check with the teacher prior to receiving the help to know what help and assistance is appropriate.
• If collaboration has not been specified as permissible, the assignment must be your individual honest effort.
• Take responsibility for doing your fair share when working on a collaborative assignment.
• On writing projects or papers, do not summarize, paraphrase or quote without proper documentation per the style guide (MLA, APA, Chicago, etc.) assigned by your teacher.
• During tests and quizzes, keep your paper covered and your eyes on your own paper.
• When in doubt, clarify with the teacher what aids may be used on the test (calculator, notes, etc.).
• Do not talk during test except to teacher.
• Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

Teacher Responsibilities
• Be precise about expectations for students by clearly stating the Academic Integrity Policy, orally and in writing.
• Communicate the range of consequences for Academic Integrity violations to the students.
• Address the use of study aids (e.g., SparkNotes, tutors, etc.) in course work.
• Clearly specify when collaboration with other students is permitted on an assignment.
• Review student work regularly for violations of the Academic Integrity Policy.
• Report violations of the Academic Integrity Policy regarding your own class assignments to an administrator.
• Report violations of the Academic Integrity Policy regarding another teacher’s class assignments to that teacher (i.e., when an English teacher observes students copying Math homework in English class, the English teacher should report that to the Math teacher).
• Tell students when they are allowed to discuss a test after it has been given.

Parent Responsibilities
• Read and know the school’s Academic Integrity Policy.
• Help the student understand you value academic integrity and expect the student to comply with the school’s Academic Integrity Policy.
• Support the imposition of consequences if the Academic Integrity Policy is violated.
• Require students to do their own work.
• When helping students with assignments, ensure that their work remains their own.

PROCEDURES AND CONSEQUENCES

Procedures
All parties concerned—students, parents, and administrators—are to understand that the teacher’s professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.

Whenever a student is found to have violated the Academic Integrity Policy and/or course-specific rules, these procedures will be followed:
1. The teacher will document the violation and report it to administration via a discipline referral form.
2. The administrator will confer with the student and will contact the student’s parents. The purpose of the administrator-student conference is to review the Academic Integrity Policy, clarify why the work or behavior in question constitutes a violation of it, and help prevent future violations.
3. Based on investigative findings appropriate consequences will be assigned. Consequences for first-time and subsequent offenses are outlined below.

Consequences
Consequences for a first-time violation may include (but are not limited to):
• Resubmission of the assignment in a manner that demonstrates academic integrity.
• Participation in instructional activities to review the academic integrity policy.
• Point deduction on a quiz, test, paper, project, or homework assignment, a zero or negative points assigned as the grade.
• Detention(s) or ISS
• Grade lowered one (1) letter grade for the quarter or semester report card.
• A teacher may decline to write a letter of recommendation or report it in a letter. A teacher may also rescind a recommendation after it has been sent.

Consequences for subsequent violations may include (but are not limited to) any of those above as well as the following:
• Repeat offense in same class: Conference called by Administrator with student, teacher, parent, and counselor.
• Repeat offense, but not in the same class: Appropriate action taken by Administrator (e.g., detention and Saturday school).
• Grade lowered several letter grades for the quarter or semester report card.
• Loss of good standing, suspension, and/or exclusion from extracurricular activities, including removal from class offices and disqualification from BHS Honor Society.

This policy has been adapted for BHS from the Piedmont High School Academic Integrity Policy with express permission from Piedmont High School, Piedmont, CA.

**ACCIDENTS AND SAFETY**

Students are expected to conduct themselves in a safe and orderly manner at all times while at school. Adequate adult supervision is provided during all school-sponsored activities to ensure the safety and welfare of students to promote a safe school climate. While safety is a priority, accidents will occur. Anyone who is injured on school grounds should report the injury to a teacher or the administrative assistant in the main office immediately. The principal and school nurse must also be notified and an accident form completed.

The office is equipped to handle only routine treatment of minor injuries (i.e. band-aids, etc.). Contact with a parent/guardian will be attempted for injuries or emergencies of a more serious nature. It is important that a reliable daytime telephone number at which a parent/guardian may be contacted, and the name and telephone number of an emergency contact person, be on file and kept current for every student. It is the responsibility of the parent/guardian to keep all pertinent and necessary medical information updated.

If a parent cannot be contacted, a student who is seriously injured or ill will be transported to the nearest medical facility for emergency treatment.

**ADULT RIGHTS FOR STUDENTS**

Students who have not reached the age of eighteen who wish to claim adult rights must do so through the courts and provide evidence of such to the school. All students living with parents or guardians will be required by the school to have parents/guardians provide excuses for absences, sign field trip or other permission forms, and be responsible for their other school related obligations. Students who are eighteen and living on their own (not being supported by their parents) may write their own notes, etc. once documentation has been provided by the parents/guardians that the student is self-supporting.

**ALTERNATIVE CREDIT**

Students wanting course credit for external on-line and distance learning courses, demonstrated proficiency and home schooling need to see their school counselor for policies covering these credits.

**ANNOUNCEMENTS**

Members of Student Council will read the daily announcements on the intercom. Announcements must be written on the designated form located in the Main Office. The form must be dated and signed by the teacher/club sponsor/person in charge of the event before the announcement will be made. The announcements are to be placed on the clipboard provided in the Main Office at least 5 minutes before announcements are made. No announcements, leaflets, or posters that are not related to Blacksburg High School can be posted or distributed without the principal's approval. Announcements at the end of the day will be related to changes in afternoon schedules/emergencies ONLY.

**ASSEMBLIES**

Assemblies such as awards assemblies and public awareness assemblies are yearly school events. The administration and staff have put a great deal of time and effort in providing events that are educational, interesting and important to each students’ education. These assemblies are instructional opportunities. Students are expected to participate in the activities and remain in school on these days. At all times, student behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its
student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, inappropriate clapping, boisterousness, and talking during a program. Students should not prop their feet on seats.

Students will be allowed to check-out during an assembly if a parent comes to school and signs them out, or if a parent sends a note stating that the student has a doctor or dentist appointment. The parent would then either sign the student back in upon their return to school, or the student would present a note from the doctor/dentist stating that the student was in their care during the released time.

# ATTENDANCE POLICY

## Compulsory Attendance

### General Requirements

Every parent, guardian, or other person in Montgomery County having control or charge of any child between the ages of 5 and 18 must cause such child to attend the appropriate Montgomery County Public School in accordance with Virginia Code § 22.1-254. Principals and the division superintendent shall follow all legal requirements with regard to the compulsory school attendance reporting requirements of state law. Non-compliance with the state regulations will lead to disciplinary action, where appropriate, by the principal and the division superintendent or his/her designee.

As used in this policy, "attend" includes participation in educational programs and courses at a site remote from the school with the permission of the school and in conformity with applicable requirements.

### General Exemptions

All students age 5 to 18 shall attend school regularly as set forth in § 22.1-254 of the Code of Virginia, except those specifically exempted.

1. The School Board may release students from school in compliance with state law and Virginia Board of Education Regulations, including but not limited to those students who:
   a. satisfy all legal requirements for home schooling;
   b. are enrolled in qualified alternative programs;
   c. have received a high school diploma or its equivalent;
   d. the School Board determines, in accordance with regulations of the state Board of Education, cannot benefit from education at school;
   e. together with their parents and by reason of bona fide religious training or belief, are conscientiously opposed to attendance at school;
   f. based on a recommendation from the Montgomery County Juvenile and Domestic Relations Court, should be excused by reason of concern for the pupils' health, as verified by competent medical evidence, or by reason of the pupils' reasonable apprehension for personal safety when such concern or apprehension in those pupils' specific cases is determined by the Court to be justified; or
   g. are excused by the Montgomery County Juvenile and Domestic Relations District Court following the Court's determination that they cannot benefit from education.

2. Compulsory attendance regulations shall not apply to children under 10 years of age who live more than two miles from a Montgomery County Public School, unless public transportation is provided within one mile of the place where they live, nor to children between 10 and 17 years of age who live more than two and one-half miles from a public school, unless public transportation is provided within one and one-half miles of the place where the children live. Compulsory education distances shall be measured or determined by the nearest practical routes usable for either walking or riding from the entrance to the school grounds, or from the nearest school bus stop to the residence of the children.

3. The School Board may allow the compulsory attendance requirements to be met pursuant to an individual student alternative education plan developed in conformity with guidelines prescribed by the Board of Education under the following conditions:
   a. The student must be at least sixteen years of age.
   b. There shall be a meeting of the student, the student's parents, and the principal or his designee to develop the plan, which must include career guidance counseling; mandatory enrollment and attendance in a general educational development preparatory program or
other alternative education program approved by the School Board with attendance reported
to the principal or his designee; mandatory enrollment in a program to earn a Board of
Education-approved career and technical education credential, such as the successful
completion of an industry certification, a state licensure examination, a national occupational
competency assessment, the Armed Services Vocational Aptitude Battery, or the Virginia
workplace readiness skills assessment; successful completion of 2 the course in economics
and personal finance required to earn a Board of Education approved high school diploma;
counseling on the economic impact of failing to complete high school and procedures for re-
enrollment.

c. A student for whom such an individual student alternative education plan has been granted
but who fails to comply with the conditions of the plan shall be deemed in violation of the
compulsory attendance laws, and the division superintendent or attendance officer shall seek
immediate compliance with the compulsory attendance laws.

d. Any child who will not have reached his sixth birthday on or before September 30 may be
exempted from school attendance until the following year if the parent notifies the School
Board, or its designee, because the child, in the opinion of the parent or guardian, is not
mentally, physically or emotionally prepared to attend school.

Health-Related Exemptions: Contagious or Infectious Diseases; Immunizations

1. Children suffering from contagious or infectious diseases shall be exempt from compulsory attendance
when the physical incapacity is documented by a written statement from a physician or nurse
practitioner treating the child, giving the reason(s) for the student’s inability to attend school. However,
a child excluded from the regular instructional program under this exemption may be eligible to apply
for homebound instruction in cases where such instruction may be of benefit to the child.

2. The attendance at school of students who suffer from or are reasonably suspected of suffering from
(a) a communicable disease which poses a substantial risk or danger of infection to the school
community and is serious or long term, such as tuberculosis or Hepatitis A; or (b) bloodborne diseases
which are infectious or contagious, such as HIV-1, Hepatitis B, and cytomegalovirus, and which may
be transmitted by the exchange of body fluids or secretions, shall be determined by the division
superintendent on a case-by-case basis as established elsewhere in School Board policy. The
division superintendent shall seek a recommendation from a review committee to assist him in making
his determination. The student may be temporarily excluded from school pending the division
superintendent’s decision.

3. Children whose immunizations against communicable diseases have not been completed may be
excluded from school attendance unless such children have been exempted from immunization
requirements. (Any parent, guardian or other person having control or charge of a child being
exempted or excused from school attendance shall comply with the immunization requirement
provided in § 32.1-46 of the Code of Virginia in the same manner and to the same extent as if the child
has been enrolled in and is attending school.)

All other exemptions from compulsory attendance granted by the School Board shall be in accordance with
state law.

Requesting Exemptions

Any request for exemption from attendance shall be presented annually in writing to the division superintendent
or his/her designee. Applicants desiring to provide home instruction shall be referred to the division
superintendent’s office.

Home Instruction

Parents shall provide annual notification of intent to educate children at home to the division superintendent by
August 15 prior to the opening of school. Such notification shall include evidence that he/she meets one of the
four legal requirements for providing home instruction: 1) holds a high school diploma; 2) is a teacher with
qualifications prescribed by the Virginia Board of Education; 3) provides the child with a program of study which,
may be delivered through a correspondence course or distance learning program or in any other manner; or 4)
provides evidence that the parent is able to provide an adequate education for the child. The notification shall
also include a description of the curriculum, limited to a list of subjects to be studied during the coming year.
Parents who begin home instruction or who establish residence in the school division during the school year shall provide written notice of their intention to educate their children at home as soon as practicable. Within thirty (30) days of providing such notice, the parents shall provide a description of the curriculum to be followed for the remainder of the school year and evidence of meeting one of the four legal requirements for providing home instruction listed above.

Within thirty (30) days of notification of intention to instruct at home, the division superintendent or his or her designee shall ensure that the parents have submitted evidence of having met one of the four requirements listed above. At a minimum, the following information is required:

1. child's name and date of birth;
2. a list of subjects being taught and at what grade level; and
3. the names/agency providing instruction.

Instruction in certain courses is required for a regular high school diploma should a student who has previously received home instruction return to the Montgomery County Public Schools. All graduates shall have earned the units of credit as required by the Standards of Quality and prescribed by the State Board of Education. All graduates beginning with the class of 2003-04 shall have earned the standard and verified credits as required by the Standards of Quality and prescribed by the State Board of Education.

Parents who anticipate their home-instructed child will return to the school division and proceed to graduate should include these subject areas in their home schooling curriculum and should confer annually with the director of student services to ensure compliance with the most current course requirements.

The Montgomery County Public Schools will not be required to place home instructed students who subsequently seek public school enrollment in specific grade level classes unless the required subject areas have been satisfactorily mastered, nor will the Montgomery County Public Schools be responsible for enforcing such course requirements on home-instructed students who may, at some future point, seek a regular high school diploma.

The equivalent of 180 days of instruction shall be provided each year. By August 1 following the school year in which children have received home instruction, the parents shall submit either: 1) evidence that the children have attained a composite score in or above the fourth stanine on any nationally normed standardized achievement test, or an equivalent score on the ACT, SAT, or PSAT test; or 2) an evaluation or assessment which the division superintendent determines to indicate that the children are achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

If the parent does not provide evidence of satisfactory achievement or growth, the home instruction program for that child may be placed on probation for one year. Parents shall file with the division superintendent evidence of their ability to provide an adequate education for their child in compliance with this Policy and a remediation plan for the probationary year, which indicates their program, is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the division superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, the division superintendent shall advise the parents that home instruction shall cease and the parents shall otherwise comply with § 22.1-254 of the Code of Virginia for the education of the child. These requirements shall not apply to children who are under the age of six (6) as of September 30 of the school year.

Any parent, guardian or other person having control or charge of a child being home instructed shall comply with immunization requirements provided in §§ 32.1-46 and 22.1-271.4 of the Code of Virginia in the same manner and to the same extent as if the child has been enrolled and is attending school. Upon the request of the division superintendent, the parent shall submit to him or her documentary proof of immunization in compliance with Virginia Code §§ 32.1-46 and 22.1-271.4, and Montgomery County School Board policy.
The School Board shall make Advanced Placement (AP), Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT), and the PreACT examinations available to students receiving home instruction. The School Board shall notify such students and their parents of such registration deadline and the availability of financial assistance to low-income and needy students to take such examinations.

Any parent aggrieved by a decision of the division superintendent may appeal his or her decision to an independent hearing officer in accordance with § 22.1-254.1(E) of the Code of Virginia.

The division superintendent and the School Board will not disclose to the Department of Education or any other person or entity outside the local school division information that is provided by a parent or student to satisfy the requirements of this Policy regarding home instruction and religious exemption. However, the division superintendent or School Board may disclose, with the written consent of a student's parent, such information to the extent provided by the parent's consent.

BHS firmly believes that regular attendance is essential for success in high school. Students are expected to attend school for the entire day, and all classes every day in order to receive the full benefits of class instruction. Each time a child misses school he/she is missing valuable instructional time. Excessive absenteeism generally results in poor learning and unsatisfactory grades. Regular school attendance also is directly related to the development of good habits, which are important in the world of work and in higher education.

Student attendance will be monitored and reported as required by state law and regulations. **When we believe that a student’s school attendance is jeopardizing his/her progress in class, the parent/guardian will receive written notification from the school.** Any excessive check-ins, check-outs, or patterns of absences may result in administrative intervention including the development of an attendance improvement plan and/or disciplinary action. **Should your child’s attendance not improve, he/she may also lose school privileges, be referred to our SAP Team, and may be referred to Court Services (Division Policy 7-2.3)**

Student absences without parental awareness and support will be addressed in accordance with MCPS Truancy policies and procedures (7-2.3). Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory attendance law. It is expected that parents will cooperate with school officials to remedy the student’s attendance problem. When direct contact with the parent cannot be made despite reasonable efforts, or when parents otherwise fail to cooperate in remedying the student’s attendance problem, the division superintendent or his/her designee may seek immediate compliance with compulsory school attendance laws. The division superintendent’s designee, with the knowledge and approval of the division superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. When the complaint arises out of the parent’s failure to comply with the requirements of the law relating to compulsory attendance, the division superintendent’s designee shall document the school division’s compliance with procedures for enforcing compulsory attendance.

**Student Absences**
A student is counted present only when he/she is present in the classroom or other approved designated area at the time of the tardy bell or is attending or participating in an approved school-sponsored field trip or event. A student shall be considered absent when he/she does not report to class during the assigned class period. Student absences will be recorded on a daily basis for each class period. This “period attendance” will be reported electronically to the office each period and is automatically included in individual student records. When a student is absent from school, an automated system will notify parents/guardians of their child’s absence from school. The system will begin calling home telephone numbers each morning. The system is designed to leave a message on an answering machine. If there is another telephone number other than the home number that parents wish to be called with this message, they should contact the administrative assistant in the main office at 951-5706 to make these arrangements. The notification will be based on the student’s attendance as reported by his/her 1st period teacher. A reasonable effort will be made to contact a parent/guardian of each absent student every day and to obtain an explanation for the student’s absence, where there is no indication that the student’s parent is aware of and supports the absence. If for any reason a student will need to be out of school for an extended period of time, parents/guardians should notify the
administrative assistant in the main office of the dates and circumstances of the anticipated absence. Absences for each grading period will be reported to the parent(s)/guardian(s) on the report card.

**Per division policy 7-2.3, absences for any of the reasons listed below SHALL NOT contribute to a student’s total number of absences:**

- State-mandated testing or other school/division testing programs
- School-sponsored field trips or activities
- All VHSL activities
- Late bus or buses which fail to run
- Conference with guidance counselor, administrator, or other related staff members
- In-school suspension (ISS)
- Involuntary court appearance (copy of court order or subpoena required)
- Death in the family or household (verification may be required)
- Religious holidays (verification may be required)
- College visit (verification required) up to 3 school days

**Absences for reasons other than those listed above shall contribute to a student’s total absences.**

**Absences for Observance of a Religious Holiday**
A student may be excused from school for the observance of a religious holiday. The parent/guardian of such student shall provide a letter to the student’s school in advance of the planned absence notifying the school of the planned absence, the dates of the planned absence and the religious holiday being observed. A student who is absent in accordance with this policy shall not be deprived of any award or eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he or she missed by reason of such absence. Make-up work shall be completed as described in “Make-Up Work” below.

**Returning to School**
On the day of their return to school from an absence, students must report to the main office before going on to classes. **A note of explanation will be required to officially document any absence.** The note must include the date(s) and cause(s)/circumstance(s) of the absence(s), and the parent’s or guardian’s signature. Per division policy 7-2.3, absences are not considered as excused or unexcused. Instead, all absences will be identified as documented (note received) or undocumented (no note received). The administrative assistant in the main office will record each student’s visit to the office and document whether or not a note was received. **Students who return to school without a note or other verification that a parent/guardian is aware of and supports the absence will be considered as skipping school and will be referred to an administrator for disciplinary action.**

All notes from parents/guardians, or any other correspondence concerning student absences, will be kept on file for documentation.

**CONSEQUENCES FOR EXCESSIVE ABSENCES FROM SCHOOL**
It is important for parents/guardians to provide documentation for all student absences (See “Returning to School” section above). When a student has accumulated **15 or more absences** in a course, the assistant principal will review the student’s documentation on file for all absences and determine whether or not the student should lose his/her “Good Standing” status.

- Absences identified in division policy (7-2.3) as those that “shall not contribute to a student’s total number of absences” will not be counted.
- Reasons for absences which are generally considered reasonable for missing school (i.e. documented student illness/injury, personal/family emergencies, and other extenuating circumstances) will be considered by the assistant principal as to whether or not they will be counted for purposes of determining a student’s “Good Standing” status.

**Students who lose their “Good Standing” status due to excessive absences from school will have the following restrictions imposed until their “Good Standing” status is reinstated:**

- Loss of any “Late Arrival” or “Early Release” on their daily schedule
- Prohibited from participating in school athletics or other extra-curricular activities
- Prohibited from attending any school extra-curricular events
- Prohibited from attending/participating in school dances/prom
- Prohibited from driving/parking on BHS campus
- Prohibited from participating in BHS Graduation Ceremony
Students may have their “Good Standing” status reinstated by fulfilling all stipulations in an “Attendance Improvement Plan” developed by the assistant principal. Students and their parents/guardians may appeal a loss of “Good Standing” status to the principal. However, loss of privileges will not be delayed while an appeal is pending.

MAKE-UP WORK
Make-up work will be provided for all absences, including absences caused by OSS. Per Division Policy 7-2.3, it is the responsibility of the students and/or parent/guardian to request make-up work for all absences and for the student to complete all assigned make-up work within one school day for every day missed (Example: If a student misses 3 days of class/school, he/she has 3 school days to make up the work).

Parents/guardians can request that their child’s teachers compile work that has been missed by calling the guidance office. A day of advance notice is preferred; however, same day collection will be attempted if the request is received by 9:00 AM. This work can be picked up in the guidance office after 2:50 PM on the day of the request, or any time the next day. Otherwise, it is the student’s responsibility to request any missed assignments, schedule make-up tests, quizzes, labs, etc. the day of their return to school.

Typically, assignments due on the date of an absence are due the first day of the student’s return to school unless they did not receive advanced notice due to other legitimate absences. Likewise, students who are absent on the day of a test or quiz should be prepared to take the test or quiz on the first day of their return to school unless they did not receive advance notice due to other legitimate absences.

The time limit on make-up work may be extended by the teacher or administrator due to extenuating circumstances.

CHECKING IN/OUT OF SCHOOL & TARDIES TO CLASS
Student check-ins, check-outs, and tardies to each class will be recorded on a daily basis. Students must present to the main office a written note which includes the date(s), cause(s), and the parent/s guardian’s signature for all student check-ins (late arrivals) and check-outs (leave early). If a student is being transported by a county bus or vehicle that arrives late to school, the student will not be counted as tardy. Any excessive check-ins, check-outs, and tardies to class will result in administrative intervention including the development of an improvement plan and/or disciplinary action.

Check-ins, and check-outs will be considered as EXCUSED only for the following reasons (documentation required):
- Appointments with doctor, dentist, or other health professional
- Court appearances
- Death in the family or household

Tardies to class will be considered as EXCUSED for students who are late to class because of being detained by a staff member (student must obtain a note/pass from that staff member).

All UNEXCUSED check-ins, check-outs (documented or undocumented), and tardies to class will contribute to the total number accumulated for the purpose of disciplinary action.

Any exceptions for extenuating circumstances must have principal approval.

Arriving Late to School (Check-Ins) – Students who arrive to school late must report directly to the main office through the main office entrance upon their arrival to school before going to class. A student who reports to school late, with or without documentation, will be marked as a check-in. Any students who arrive to school late must sign the Check-In Sheet in the main office and obtain a pass to class. Students accompanied by a parent/guardian, or who bring a note of explanation for their late arrival, will have their tardiness documented by office staff.

Leaving Early (Check-Outs) – If it is necessary for a student to leave school early, he/she must report to the main office to obtain permission to check-out from office staff and sign the Check-Out Sheet in the main office before leaving school grounds. Students who wish to check-out must bring a note from a parent/guardian to the main office when it is time for them to leave school. Parents/guardians may be called to verify written notes. In extenuating circumstances, parents/guardians may also request permission for their child to leave school early by talking with office staff by phone. Such arrangements will require the approval of an administrator. Parents/guardians may also check-out their child from school in person. Parents/guardians must
do so through the main office and sign the Check-Out Sheet. Only those adults who have legal custody or the written authorization of a parent/guardian may check a student out of school. Any student who leaves school early following this procedure will be marked as a checkout. **Students leaving without following this procedure are considered to be skipping school.**

- **Students are not permitted to leave school for the purpose of eating lunch.** If it is necessary for a student to check-out during the lunch period, a parent/guardian must speak with an administrator before the student is given permission to check-out. Written documentation may be required to verify the reason for the check-out.
- Any student who has checked-out must leave campus promptly and may not return to the grounds without officially checking back in to school. Those students returning to school to provide transportation for their peers must remain in the parking lot and may not re-enter the building.
- Students who use their vehicles to leave campus without permission, or provide transportation to another student who leaves campus without permission, will lose their parking privilege for a minimum of 10 school days.

The Check-In/Check-Out Sheet and any notes from parents/guardians will be kept on file for documentation.

**Tardies to Class/Check In’s To School**

A student is counted present and on time to class only when he/she is present in the classroom, or other approved designated area, at the time of the tardy bell. A student reporting to class after the tardy bell, or after the designated starting time for the class period, will be recorded as present and tardy. Arriving late to class disrupts instruction and learning. Students are provided with sufficient time to make class changes and are expected to be in class on time. **Students who arrive more than 5 minutes late to class without a note from a staff member will considered skipping class and will be referred to an administrator for disciplinary action.**

**DISCIPLINARY PROCEDURES FOR CHECK-INS/OUTS & TARDIES TO CLASS**

Students who accumulate an excessive number of UNEXCUSED check-ins, check-outs, and tardies to class will be referred to an administrator for the following disciplinary action:

- For each 9-week Grading Period, students who accumulate any combination of UNEXCUSED check-ins to school (late arrival), check-outs from school (leave early), and tardies to class will be assigned the following disciplinary action:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Check-in/Tardy</td>
<td>1 Detention</td>
</tr>
<tr>
<td>5th Check-in/Tardy</td>
<td>1 Detention</td>
</tr>
<tr>
<td>6th Check-in/Tardy</td>
<td>1 Hour Saturday School</td>
</tr>
<tr>
<td>7th Check-in/Tardy</td>
<td>2 Hours Saturday School</td>
</tr>
<tr>
<td>8th Check-in/Tardy</td>
<td>3 Hours Saturday School</td>
</tr>
<tr>
<td>9th and Subsequent Check-in/Tardy</td>
<td>ISS or Saturday School</td>
</tr>
<tr>
<td>10th Check-in/Tardy</td>
<td>Lose Good Standing Status + Disciplinary Action</td>
</tr>
</tbody>
</table>

- In addition to the above, any student who accumulates 6 TARDIES TO SCHOOL (CHECK-INS) in a semester will lose his/her campus driving/parking privileges for 10 school days. “Tardies to School” includes being late to 1st block and checking-in to school any time after 1st block.

- After 10 days of restriction, driving/parking privileges will be reinstated. Upon reinstatement of his/her driving privilege, the student will lose his/her campus driving privilege for another 10 school days after accumulating 3 additional tardies within the same semester. **The third time that a student loses his/her campus driving/parking privileges in a school year, the restriction will be for the remainder of the school year.**

- Any student found driving or parked on school grounds (during school hours) while privileges are restricted, will lose all campus driving/parking privileges for the remainder of the school year.

- Failure to attend Saturday School will result in ISS.
PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

Students who are absent from school, arrive late (check-in more than 15 minutes after the school day begins), or check out early during the school day are not allowed to participate in any after-school activities that day. The Athletic Director will be notified of a non-participation athlete.

Students will not be able to practice or play on days they are assigned to Out-of-School Suspension (OSS). Students may resume practice or play following the completion of the last day of their OSS. Once a student returns from OSS, the level of participation in practice, games, or performances remains at the discretion of their coach/advisor.

Students will not be able to practice or play until completion of an In-School Supervision (ISS) assignment. Students may resume practice or play after missing all days of practice or play due to an ISS assignment. Once a student returns to practice/play, the level of participation in practice, games, or performances remains at the discretion of their coach/advisor.

Students who plan to attend athletic practices or any extra-curricular practices that do not begin immediately after school, must leave the building and grounds and return closer to the practice’s start time unless they have pre-arranged plans to be supervised by a coach or other staff member. Parents/guardians should pre-arrange transportation for their child to/from practices. Exceptions to this policy must be approved by an administrator.
# Hybrid/Remote Learning Schedule

## Blacksburg High School
### A/B Block Schedule

Both groups attend 2 classes in-person daily for half of the day and participate in remote learning the other half of the day.

<table>
<thead>
<tr>
<th></th>
<th>Morning: 8:00-10:05 AM</th>
<th>In-Person Instruction</th>
<th>Synchronous Remote Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td><strong>In-Person Instruction</strong></td>
<td><strong>Synchronous Remote Learning</strong></td>
</tr>
<tr>
<td>Morning</td>
<td>Blocks 1A &amp; 2A - GROUP 1</td>
<td>8:00 am - 10:05 am</td>
<td>Blocks 1A &amp; 2A - GROUP 2</td>
</tr>
<tr>
<td>Afternoon</td>
<td>Blocks 3A &amp; 4A - GROUP 2</td>
<td>12:30 pm - 2:35 pm</td>
<td>Blocks 3A &amp; 4A - GROUP 1</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td><strong>In-Person Instruction</strong></td>
<td><strong>Synchronous Remote Learning</strong></td>
</tr>
<tr>
<td>Morning</td>
<td>Blocks 1B &amp; 2B - GROUP 2</td>
<td>8:00 am - 10:05 am</td>
<td>Blocks 1B &amp; 2B - GROUP 1</td>
</tr>
<tr>
<td>Afternoon</td>
<td>Blocks 3B &amp; 4B - GROUP 1</td>
<td>12:30 pm - 2:35 pm</td>
<td>Blocks 3B &amp; 4B - GROUP 2</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td>Students check in and work on assignments (individual or group)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teachers check in with students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Individual or small group meetings with teachers for conferences, additional assistance, remediation, and intervention</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Connect with families through virtual and remote engagement activities and supports for students such as:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Meetings with school counselors (counseling, social-emotional learning)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>o Study skills seminars</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Technology assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Interest groups/clubs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Cross district and school-based discussion forums</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Student leadership training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td><strong>In-Person Instruction</strong></td>
<td><strong>Synchronous Remote Learning</strong></td>
</tr>
<tr>
<td>Morning</td>
<td>Blocks 1A &amp; 2A - GROUP 2</td>
<td>8:00 am - 10:05 am</td>
<td>Blocks 1A &amp; 2A - GROUP 1</td>
</tr>
<tr>
<td>Afternoon</td>
<td>Blocks 3A &amp; 4A - GROUP 1</td>
<td>12:30 pm - 2:35 pm</td>
<td>Blocks 3A &amp; 4A - GROUP 2</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td><strong>In-Person Instruction</strong></td>
<td><strong>Synchronous Remote Learning</strong></td>
</tr>
<tr>
<td>Morning</td>
<td>Blocks 1B &amp; 2B - GROUP 1</td>
<td>8:00 am - 10:05 am</td>
<td>Blocks 1B &amp; 2B - GROUP 2</td>
</tr>
<tr>
<td>Afternoon</td>
<td>Blocks 3B &amp; 4B - GROUP 2</td>
<td>12:30 pm - 2:35 pm</td>
<td>Blocks 3B &amp; 4B - GROUP 1</td>
</tr>
</tbody>
</table>
## BHS 2020-2021 Bell Schedule

<table>
<thead>
<tr>
<th>1st Lunch Schedule</th>
<th>2nd Lunch Schedule</th>
<th>3rd Lunch Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Block</td>
<td>8:05 am – 9:35 am</td>
<td>1st Block</td>
</tr>
<tr>
<td>2nd Block</td>
<td>9:40 am – 11:10 am</td>
<td>2nd Block</td>
</tr>
<tr>
<td>LUNCH 1</td>
<td>11:10 am – 11:40 am</td>
<td>3rd Block</td>
</tr>
<tr>
<td>3rd Block</td>
<td>11:45 am – 1:15 pm</td>
<td>LUNCH 2</td>
</tr>
<tr>
<td>4th Block</td>
<td>1:20 pm – 2:50 pm</td>
<td>4th Block</td>
</tr>
</tbody>
</table>

## BHS 2020-2021 Bell Schedule – One Hour Delay

<table>
<thead>
<tr>
<th>1st Lunch Schedule</th>
<th>2nd Lunch Schedule</th>
<th>3rd Lunch Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Block</td>
<td>9:05 am – 10:20 am</td>
<td>1st Block</td>
</tr>
<tr>
<td>2nd Block</td>
<td>10:25 am – 11:40 am</td>
<td>2nd Block</td>
</tr>
<tr>
<td>LUNCH 1</td>
<td>11:40 am – 12:10 pm</td>
<td>3rd Block</td>
</tr>
<tr>
<td>3rd Block</td>
<td>12:15 pm – 1:30 pm</td>
<td>LUNCH 2</td>
</tr>
<tr>
<td>4th Block</td>
<td>1:35 pm – 2:50 pm</td>
<td>4th Block</td>
</tr>
</tbody>
</table>

## BHS 2020-2021 Bell Schedule – Two Hour Delay

<table>
<thead>
<tr>
<th>1st Lunch Schedule</th>
<th>2nd Lunch Schedule</th>
<th>3rd Lunch Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Block</td>
<td>10:05 am – 11:05 am</td>
<td>1st Block</td>
</tr>
<tr>
<td>2nd Block</td>
<td>11:10 am – 12:10 pm</td>
<td>2nd Block</td>
</tr>
<tr>
<td>LUNCH 1</td>
<td>12:10 pm – 12:40 pm</td>
<td>3rd Block</td>
</tr>
<tr>
<td>3rd Block</td>
<td>12:45 pm – 1:45 pm</td>
<td>LUNCH 2</td>
</tr>
<tr>
<td>4th Block</td>
<td>1:50 pm – 2:50 pm</td>
<td>4th Block</td>
</tr>
</tbody>
</table>

## BHS 2020-2021 Bell Schedule – 2½ Hour Early Release

<table>
<thead>
<tr>
<th>1st Lunch Schedule</th>
<th>2nd Lunch Schedule</th>
<th>3rd Lunch Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Block</td>
<td>8:05 am – 9:00 am</td>
<td>1st Block</td>
</tr>
<tr>
<td>2nd Block</td>
<td>9:05 am – 9:55 am</td>
<td>2nd Block</td>
</tr>
<tr>
<td>LUNCH 1</td>
<td>9:55 am – 10:25 am</td>
<td>3rd Block</td>
</tr>
<tr>
<td>3rd Block</td>
<td>10:30 am – 11:25 am</td>
<td>LUNCH 2</td>
</tr>
<tr>
<td>4th Block</td>
<td>11:30 am – 12:20 pm</td>
<td>4th Block</td>
</tr>
</tbody>
</table>
BUSES

All school rules apply to students riding buses. When riding the bus, maturity and good sense should always be used. Misconduct on the bus could result in serious injury or in a tragic accident due to the distraction of the bus driver. Disciplinary action and/or suspension of riding privileges will apply for misconduct. If a student is suspended from the bus for a period of time, parental notification will be given and it will become their responsibility to provide transportation for the duration of the suspension. All students who do not ride a bus and are picked up must be picked up outside the front door. Students wishing to ride a bus other than their own or get off at a stop other than their own must have a parent note approved in the main office - no phone calls will be accepted - to present to the bus driver before any changes in the student’s regular riding practice will be allowed. This note must include the address where the student is going to be dropped off.

CHECK RETURN POLICY

Montgomery County Public Schools uses an outside vendor to process returned checks submitted to our schools. This includes all checks written to the school for any fees/payments.

In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

CODE OF STUDENT CONDUCT

Policy 7-3.1: Code of Student Conduct

Safe Schools

It is the belief of the Montgomery County School Board and staff that schools should be safe havens for students within the community. Montgomery County is fully committed to having a learning environment in all of our schools in which children and personnel are safe. To that end, the School Board supports preventative and positive approaches to discipline and systems of support that create safe, supportive, and positive schools where adults respond to student misbehavior with interventions and consequences aimed at understanding and addressing the causes of misbehavior, resolving conflicts, meeting students’ needs, and keeping students in school and learning.

Philosophy

The Montgomery County School Board intends for its schools to promote good citizenship and to provide an atmosphere which is safe and conducive to learning. Both good citizenship and a safe environment require that students demonstrate personal responsibility, self-discipline, self-control and respect for themselves, for others, and for property. To reach this goal, teachers and principals will work cooperatively with children and their families.

School Climate

Montgomery County Public Schools is committed to equity and to creating and maintaining a positive school climate free of disruption and threat to persons or property and supportive of individual rights, as required in the Standards of Quality of the Code of Virginia, which makes reference to incorporating discipline options and alternative to preserve a safe, non-disruptive environment for effective teaching and learning.

Responsibilities

These guidelines promote personal responsibility and self-discipline on the part of all who are a part of the school community: students and their families, administrators, teachers, and all others who work in or for schools to create a safe, supportive, and effective school environment. These guidelines will be in effect when going to and from school, waiting at school bus stops, riding school buses, attending school, and participating in school-sponsored activities, including field trips.

Student Responsibilities:
1. to understand and respect that everyone has a right and a responsibility to learn in a safe environment;
2. to treat everyone with respect, both physically and verbally;
3. to follow the instructions of teachers and other adult staff;
4. to come to school, unless ill, on time and prepared to work;
5. to adhere to bus rules and directions given by bus drivers;
6. to complete schoolwork on time;
7. to take care of personal property, property of others, and school property;
8. to help keep parents informed by taking information home;
9. to bring school supplies to class but leave non-academic items at home; and
10. to adhere to the law. Items such as alcohol, drugs, tobacco, electronic cigarettes, inhalant products and weapons are not allowed on school property. Violations of the laws concerning alcohol, drugs, tobacco, electronic cigarettes, inhalant products, and weapons will be reported to law enforcement officials.

Students will assume these responsibilities and will help make school a safe and positive space for everyone.

**Parent or Guardian Responsibilities:**
1. to partner with school authorities, participating in school level meetings, and be supportive of the educational process;
2. to be familiar with the Code of Student Conduct and discuss it with their child;
3. to notify the school of any unusual behavior pattern or medical problem;
4. to maintain regular communication with the school and provide a current daytime phone number;
5. to partner and participate with the school to address student behavior;
6. to monitor and require daily attendance;
7. to advocate for their children and be a part of the educational process; and
8. to verify they have discussed the Code of Student Conduct with their child.

**Teacher Responsibilities:**
1. to develop positive relationships and reinforce positive behavior
2. to teach and model for students expectations for classroom behavior;
3. to adopt and maintain discipline that is both fair and consistent in the classroom;
4. to avoid ridiculing or making negative comparisons of students;
5. to use student support systems (PBIS, SAP, and restorative practices) to find possible solutions to discipline problems;
6. to report to the parents or guardians, when appropriate, about the acceptability of a student's conduct;
7. to protect the rights of other students by removing disruptive students from their class, through referral to an appropriate administrator;
8. to enforce the rules and regulations of the school and student compliance with their responsibilities set forth above;
9. to maintain regular and open communication with parents;
10. to have focused and engaged lessons, and provide differentiated instruction;
11. to build a conducive learning environment where relationships are a focus every day;
12. to actively listen and seek to understand people with different experiences; and
13. to use practices that promote student self-awareness, self-management, relationship skills, and responsible decision-making.

**Administrator Responsibilities:**
1. to ensure that all students, parents and guardians, and school personnel are familiar with the Code of Student Conduct;
2. to assume responsibility for student discipline in the building and on school property;
3. to involve parents and students in the development of rules and regulations not covered by this policy;
4. to establish and implement rules and regulations for student conduct in their school that are consistent with the student responsibilities listing;
5. to support teachers in their commitment to equity, discipline, and a positive learning environment;
6. to enforce the Code of Student Conduct in a consistent, equitable, and fair manner;
7. to ensure the delivery of responsive guidance and counseling services;
8. to notify and involve parents or guardians, when appropriate, about the acceptability of a student's conduct and to notify parents of all formal disciplinary actions;
9. to work collaboratively with school personnel, parents, school board, law enforcement officers, and service agencies to provide necessary resources that will meet the needs of all students; and
10. to ensure that the administrative team and all teachers and counselors know and follow the principles of positive behavior intervention supports (PBIS), family engagement, trauma informed instruction, and restorative practices.

By working with families to promote good citizenship, self-discipline, and personal responsibility in children, Montgomery County Public Schools will establish a supportive environment for learning.

**Montgomery County School Board Responsibilities:**
1. to establish student conduct policies and procedures that are fair, equitable, and consistent in content and application;
2. to adopt a Code of Student Conduct that is fair, equitable, and consistent in content and in application;
3. to support the Code of Student Conduct and review the enforcement of the policy when necessary; and
4. to consider long-term suspensions, expulsions, and the readmission of students who have been expelled.

**Coach and Sponsor Responsibilities:**
1. to notify parents and students, in writing, that the Code of Student Conduct is in force during all school-sponsored activities, including field trips; and
2. to enforce the rules and regulations of the school and the Code of Student Conduct.

**School Counselor Responsibilities**
1. to provide individual counseling for students;
2. to conduct small group sessions for students with similar concerns;
3. to serve as a resource person for classroom session to present factual knowledge concerning students' physical and social-emotional growth;
4. to create safe spaces for students to have an open dialogue about issues and concerns they are dealing with in the school and at home; and
5. to develop programs designed to enhance skills in problem solving, assertiveness, relationship building, and communication.

**School Nurse Responsibilities**
1. to establish and maintain standards of emergency care to minimize the effects of accidents and illness in school;
2. to advocate for the health needs of students while they are in the school building;
3. to assist students, families, and school personnel in achieving optimal levels of wellness through health education; and
4. to provide health related in-services for students, families, and school personnel as necessary.

**School Psychologist Responsibilities**
1. to confer with parents and school personnel to interpret test findings in relation to evaluation for special education services;
2. to consult with teachers and parents to explain the needs of all students;
3. to recommend to teachers and guidance counselors special activities geared to help all students;
4. to participate with other school personnel in school based team meetings; and
5. to recommend and develop alternative learning strategies for teachers when assisting students who receive special education services.

**Non-Certified School Staff Responsibilities**
All members of the school community should be engaged in and responsible for establishing a positive school climate. Every school employee is responsible for ensuring a safe, supportive, effective learning environment.

**Statement of Procedures**
1. **Communication of policy to students, staff, and parents:** All students, parents, and staff members will receive copies of the Code of Student Conduct. Students and parents will be required to sign a statement indicating that they are aware of policy guidelines, procedures, and sanctions for misconduct. This signed statement will be kept on file in the school office. Students will receive information about the policy from
teachers and/or school administrators in student assemblies. Staff will be provided with an annual in-service regarding the Code of Student Conduct.

Within one calendar month of the opening of school, the Montgomery County School Board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student: (i) a notice of the requirements of Virginia Code § 22.1-279.3 regarding “Parental Responsibility and Involvement Requirements,” (ii) a copy of the School Board’s Code of Student Conduct; and (iii) a copy of the Virginia compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia and that a parent shall have the right to express disagreement with a school’s or the school division’s policies or decisions.

Each parent of a student shall provide an electronic signature or sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the School Board’s standards of student conduct, the notice of the requirements of Virginia Code § 22.1-279.3, and the Virginia compulsory school attendance law. Each Montgomery County Public school shall maintain records of such signed documents.

The school principal may request the student’s parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the School Board’s standards of student conduct and the parent’s or parents’ responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student’s compliance with Virginia’s compulsory school attendance law, and to discuss improvement of the child’s behavior, school attendance, and educational progress.

In accordance with all due process requirements in applicable Virginia law, the school principal must notify the parents of any student who violates a School Board policy when such violation could result in the student’s suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state: (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student’s behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

No suspended student shall be admitted to the regular school program until such student and his/her parent have met with school officials to discuss a plan for reentry, unless the school principal or his/her designee determines that readmission, without parent conference, is appropriate for the student. Suspended students will be able to access and complete graded work during and after the suspension.

Upon failure of a parent to comply with the provisions of Virginia Code § 22.1-279.3, the School Board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student’s behavior or school attendance.

2. Prevention of misconduct: The prevention of student misconduct will be an essential element of this policy. Decision-making skills, restorative practices and PBIS, and anger management should be modeled for students by staff members and opportunities provided for students to learn ways to solve problems in a non-violent, positive, and productive manner. Frequent contact between the school and home will be encouraged to promote home/school communication and help prevent student misconduct.

3. Effective handling, monitoring and documentation of student misconduct: Student misconduct will be handled as effectively and efficiently as circumstances allow and within agreed upon timelines, and in accordance with a leveled system of disciplinary responses and instructional interventions matrix. Teachers and staff will monitor student conduct throughout the school building, on school grounds, and during all school activities.
4. **Consistent enforcement**: Students who violate the policy will be addressed consistently, equitably, and fairly following a leveled system of disciplinary responses and instructional interventions matrix.

5. **Preparation for crises**: Crisis prevention, preparedness, and management will be handled with the assistance of school crisis teams according to policy, procedure, and legislation.

6. **Consideration for the needs of at-risk students**: Support services, counseling services, and varied education opportunities, if appropriate, will be available for students who are at-risk for using and/or possessing alcohol and other drugs, for committing violent behavior, or for dropping out.

7. **Annual policy evaluation**: An annual evaluation of the Code of Student Conduct and analysis of school discipline data will be conducted to ensure that the Code of Student Conduct addresses the current needs of the school community. A large part of the evaluation will be used to assess the discipline data, pertaining to suspensions and any disproportionality of suspensions. This annual evaluation of the Code of Conduct will be conducted by the administration with a determination being made of whether the Code of Conduct requires revision by the School Board.

**Student Code of Conduct**

This policy applies to any student, PK-12, who is in or on school property, in a private vehicle on school property, in attendance at school or at a school-sponsored activity including field trips. This policy also covers students going to and from school and waiting at bus stops.

It is the expectation of the School Board that all students have the right to an environment that is safe, drug free, and conducive to learning and that all disciplinary actions are administered in a respectful, equitable, and fair manner. To that end, a matrix of disciplinary responses and instructional intervention, which defines and categorizes each behavior and sets level response parameters, will be followed in response to student behaviors.

<table>
<thead>
<tr>
<th>Montgomery County Public Schools</th>
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<tbody>
<tr>
<td><strong>Schoolwide Progressive Discipline Plan</strong></td>
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<td><strong>Level 1 Student Behavior</strong> (Classroom Managed)</td>
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<tr>
<td><strong>Level 1 Teacher Response</strong></td>
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<tr>
<td>Problem-solving with student(s)</td>
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<tr>
<td>Withhold classroom privileges</td>
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<tr>
<td>Facilitate student restitution or apology</td>
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<td>Hold a class meeting</td>
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<td>Parent phone call (documented on parent contact log)</td>
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<td>Teacher detention</td>
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<td>Lower citizenship grade</td>
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</table>
1. **Absenteeism**: Tardiness, cutting/skipping class, truancy, or leaving school without the permission of the principal or his/her designee.

2. **Acting as an Accessory**: Acting as an accessory or accomplice to another person who violates any provision of the Student Code of Conduct.

3. **Bullying**: 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. Students, either individually or as part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including by electronic means such as cell phone, social media, text message and email. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form in any Montgomery County Public School. The principal shall notify the parent of any student involved in an alleged incident of bullying, as defined herein, of the status of any investigation within five school days of the allegation of bullying.

4. **Bus Misbehavior**: Any behavior that interferes with the orderly transportation of pupils on a school bus. A student is expected to cooperate with the bus driver or other MCPS employee and follow the posted rules on the bus. Bus drivers are authorized to assign seats. Failure to comply with bus rules and directions of drivers or other authorized adults may result in a loss of bus privileges.

5. **Cell Phones & Other Portable Communication Devices**: Students are not freely permitted to use or display such devices during instructional time. Such devices will be considered to be "in use" if they are on (regardless of if they are on silent or set to ring), sending or receiving a call or text message or being used to take, display, or send photos/videos, etc. However, students may have such items in their possession for use after school hours, during bus rides to and from school, and during athletic events. Students may utilize such devices during instructional time only for academic purposes and under the direction and supervision of the classroom teacher.

6. **Cheating**: Giving or receiving unauthorized assistance with schoolwork.

7. Creating Aggravating Circumstances in Class/School: Any behavior that impedes academic progress of the student or of other students. The following are examples, not an all-inclusive list: continual talking after being asked to cease, throwing objects not part of supervised school activities, use of CD/tape players or radios, cameras, recording devices, electronic games or other non-instructional articles during regular school hours, gambling, display of pornographic material, etc.

8. **Dressing Inappropriately**: Wearing of clothes, jewelry, other apparel and/or decals that advocate violence, alcohol and other drug use and/or distribution; that represent gang activity and/or membership; that advertise obscenities; or that reflect adversely on a person's race/ethnicity, color, gender, creed, national origin, physical, emotional, or intellectual abilities; or that would cause disruption to the learning environment at any school. Students shall not at school, on school property, or at school activities wear or have in their possession any written material that is racially divisive. Examples include clothing, articles, material or publications or any item that denotes Ku Klux Klan, Aryan Nation-White Supremacy, Neo-Nazi, or any hate group, or Confederate flags or articles. This list is not intended to be all inclusive. “Dressing inappropriately” as that term is defined in this policy is prohibited. Any student shall be permitted to wear any religiously and ethnically specific or significant head covering or hairstyle, including hijabs, yarmulkes, headwraps, braids, locs, and cornrows. No school board employee shall: (i) enforce the dress or grooming code by direct physical contact with a student or a student's attire, or (ii) require a student to undress in front of any other individual, including the enforcing school board employee, to comply with the dress or grooming code. Students shall be subjected to the same set of rules and standards regardless of gender.

9. **False Alarms**: Setting off false fire alarms and making false bomb threats.
10. **Gang Activity**: Any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may include wearing gang-related apparel, inappropriate congregating, bullying, and harassment.

11. **Hazing**: Students shall not recklessly or intentionally endanger the health or safety of a student or students or 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. The principal of any Montgomery County Public School at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth’s Attorney. Hazing, as defined herein, is a Class I misdemeanor, which may be punished by confinement in jail for up to 12 months and a fine of up to $2,500.00, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Virginia Code § 18.2-56.

12. **Noncompliance**: Failure to comply with the fair and reasonable directions of a teacher or other school employee. Interference with or intimidation of school authorities is unacceptable also.

13. **Physical Assault**: Any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, spitting, elbowing, aggressively touching, shoving, pushing, hitting, and fighting. Self-defense or action undertaken on the reasonable belief that it was necessary to protect oneself or some other person will be taken into consideration.

14. **Sex Offenses**: Inappropriate activities including, but not limited to, indecent exposure, sexual assault, fondling, and obscene phone calls.

15. **Sexual Harassment**: Any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

16. **Substance Abuse-Use and/or Possession of Alcohol, Tobacco, and Other Drugs**: The possession, use, and/or distribution of alcohol, tobacco and/or tobacco products, electronic cigarettes, inhalant products and other drugs on school grounds, on school buses, or during school activities, on or off school property. (See the complete Alcohol, Tobacco and Other Drug Policy below).

17. **Theft**: Taking school property or the property of another without right or permission. The possession of stolen property is considered theft.

18. **Threats**: Communicating a threat verbally or in writing, including by electronic means.

19. **Trespassing**: Being present on school property or using school facilities without proper authority and/or permission (includes students who have been suspended or expelled.)

20. **Vandalism**: Willful or malicious defacing of school property, including graffiti, and defacing of private property.

21. **Improper or Unsafe Operation of a Vehicle**: Driving on school property without a valid driver's license or reckless driving on school property. Student parking on school property is a privilege that comes under the approval of the school administration.

22. **Verbal Abuse**: Any use of profanity, obscene gesture, bullying, intimidating gestures, or language that interferes with teaching and learning or that intentionally offends or threatens another. Abusive language includes, but is not limited to, language that demeans another’s race, color, religion, gender, national origin, disability, intellectual ability, sexual orientation, or other personal characteristics.
23. **Weapons-Possession and/or Use**: Possession and use of weapons is a violation of the law as well as the Student Code of Conduct. (See the Weapons Policy below).

**Corrective Actions**
Except as provided under the following drug and alcohol policy and certain firearms/weapons violations, the principal or his/her designee will have the responsibility to determine that a matrix of disciplinary responses, instructional interventions, and disciplinary sanctions is followed in response to student behaviors. Examples of behavior responses listed below and are not in any particular order:
1. counseling;
2. involvement of other human service agencies, as appropriate;
3. reprimand;
4. loss of school privileges;
5. loss of bus or student parking privileges;
6. parental conferences;
7. community service;
8. tasks or restrictions assigned by the principal or their designee;
9. detention before school, at lunch, or after school;
10. suspension from school-sponsored activities or events prior to, during, or after the regular school day;
11. in-school supervision/suspension with behavioral instruction, interventions, and/or restorative practices with academic support;
12. short-term out-of-school suspension with a plan before returning to school;
13. reassignment to another school within the division in accordance with Board policy;
14. refer to law enforcement as required;
15. recommendation of long-term suspension (11-45 days);
16. recommendation of expulsion (indefinite period of time, in some instances a minimum of 365 days);
17. Saturday School.

**Multiple Incidents of Aggravated Circumstances, Fighting, and/or Other Repeated Violations of the Student Code of Conduct**
Students involved in multiple incidents of aggravated circumstances, fighting, and/or repeated violations of the Student Code of Conduct other than truancy will be considered for recommendation to the School Board for long-term suspension or expulsion. This does not preclude a recommendation by the school administration for long-term suspension or expulsion in the case of a single serious incident.

**Search and Seizure**
To maintain order and protect students and school personnel, school authorities (minimum of two persons) may, with reasonable suspicion, search a student or student automobile on school premises. Student lockers are school property and remain at all times under the control of the school. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

**Notification of Law Enforcement**
Local law enforcement will be contacted in the event of, but not limited to, the following violations:
- Weapons violations: Possession, use, and/or distribution of illegal substances
- Assault and Battery: Property crimes
- Sex offenses: Robbery
- Bomb threats: Threats against school personnel

Additionally, the Code of Virginia request that courts notify school divisions of the disposition of particular offenses involving students. The division may pursue disciplinary action consistent with applicable law as a result of this notice.

**Prosecution of Juveniles as Adults**
Under certain circumstances, the Code of Virginia allows the transfer of juveniles for trial as adults. The Commonwealth’s Attorney makes such requests. More information is available at www.mcps.org.
Appeal Process
Before appealing a disciplinary action, parents and students are encouraged to discuss the matter with the principal. Appeals must be filed in accordance with School Board policies. Different processes may apply to different types of discipline. Corrective action will not be delayed while an appeal is pending.

The disciplinary appeals process is addressed in MCPS Policy 7-3.2.

Weapons Policy
Students shall not possess, handle, transport or use weapons. The School Board shall expel students for violations of this policy unless the School Board determines, based upon the facts of the particular situation that special circumstances exist and another disciplinary action is appropriate. Any weapon possessed in violation of this policy will be confiscated and may be forfeited to the Commonwealth.

The following items, in accordance with Virginia Law, are considered weapons:

1. any pistol, revolver, shotgun or other weapon designed or intended to propel a missile of any kind;
2. any weapon of like kind as those enumerated in item 1;
3. any weapon, including a starter gun, which will or is designed or may readily be converted to expel a projectile by the action of an explosive;
4. the frame or receiver of any weapon referenced in item 3;
5. any firearm muffler or firearm silencer; or
6. any destructive device. “Destructive device” is defined as (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device, and (2) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. “Destructive device” does not include any device which is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and which is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.
7. any knife (bowie, switchblade, or ballistic) or razor, metal knuckles, or blackjacks.

Students who possess firearms or knives on school property, including school buses, may be expelled and not allowed to attend school.

In addition, using a knife to threaten or to cause bodily harm will result in an automatic recommendation for expulsion.

The division superintendent or his/her designee is authorized to conduct a preliminary review of any violations of this policy to determine whether long-term suspension or other discipline, rather than expulsion, is appropriate to recommend to the School Board. Nothing in this section shall be construed to require a student’s expulsion regardless of the facts of the particular situation.

Alcohol, Tobacco and Other Drugs
Tobacco
Students shall not possess, use, and/or distribute tobacco and/or tobacco products on school property, on school buses, or during activities on or off school property. This includes but may not be limited to any product intentionally inhaled in order to elicit an intoxicating effect such as smokeless tobacco, electronic cigarettes, inhalant products such as vapor cigarettes, liquid tobacco, or hookah pipes

Alcohol and Drugs
Students shall not possess a controlled substance, imitation controlled substance, marijuana, or synthetic cannabinoids, any substance used as an intoxicant (including alcohol), drug paraphernalia, or any substance which is represented by or to the student, or which the student believes to be a controlled substance, marijuana, illegal drug, substance used as an intoxicant. In addition, students shall not attend school while under the influence of any of these listed substances. Possession or being under the influence of any of these substances may result in a recommendation for long-term suspension or expulsion. However, the division superintendent is authorized to determine that special circumstances exist and to implement an intervention plan that includes the following for the first offense of possession or being under the influence of any of these substances:
A ten (10) day suspension (may be served at Montgomery Central if deemed appropriate pending availability; Meetings with the parent/guardian; Signing of a Substance Abuse Violation Behavior Contract*; Counseling sessions; Drug prevention counseling.

The division superintendent or his/her designee is authorized to conduct a preliminary review of any violations of this policy to determine whether long-term suspension or other discipline, rather than expulsion, is appropriate to recommend to the School Board. Further, the division superintendent or their designee is not required to suspend or expel any student who holds a valid written certification for the use of cannabidiol oil or THC-A oil issued by a practitioner in accordance with subsection B of 54.1-3408.3 for the possession or use of such oil in accordance with the student’s individualized health plan and in compliance with Policy 7-5.2.

Distribution, attempted distribution, or the purchase of any of the substances listed above requires the school administration to make a recommendation for long-term suspension or expulsion to the division superintendent. When it is determined to be necessary and appropriate, the division superintendent is authorized to conduct a Disciplinary Hearing to hear and review all evidence presented relevant to the distribution, attempted distribution, or the purchase of any of the substances listed above. Serving as the Hearing Officer, the superintendent will take all evidence under advisement before rendering a decision for the disciplinary action to be implemented. The proposed disciplinary action may include long-term suspension or a recommendation to the School Board for expulsion. The student and his/her parents/guardians will receive written notification of the Hearing Officer’s proposed action, the reasons for the action, and the right to a hearing before the School Board. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

The principal will refer all students who violate this policy to a substance abuse intervention program prior to readmission.

Any student in possession of prescription drugs that are not prescribed to that student or the intentional misuse of prescription drugs to elicit an intoxicating effect will be subject to disciplinary action in accordance with the guidelines for the possession or being under the influence of alcohol and other drugs above. Sharing, borrowing, distributing, manufacturing or selling any medication (both prescription and non-prescription “over-the-counter” medications) is prohibited and may result in a recommendation of expulsion.

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

*The Substance Abuse Violation Behavior Contract, available on the MCPS Web Administrative Guide, will be provided by the principal.

Alternative Education Programs
The School Board may, in accordance with the procedures set forth in applicable law, require a student to attend an alternative or regional alternative education program as provided in Virginia Code Sections 22.1-209.1:2 or 22.1-277.2:1. The principal or his designee may impose a short-term suspension upon a student who has been charged with an offense involving intentional injury, as described in subsection G of §16.1-260, to another student in the same school pending a decision as to whether to require the student to attend an alternative education program.

LEGAL REFERENCES: Code of Virginia, Sec. 22.1-78, 22.1-276.01 through 22.1-280.4, 18.2-128, 18.2-308.1, 18.2-310

Adopted: April 2004
The Montgomery County School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, chromebooks, cellular phones, smart telephones, the Internet and other internal or external networks.

All use of the school division’s computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user’s account, may be monitored, read, and/or archived by school officials.

The responsible use of computers and computer networks is a powerful tool in support of the instructional program. The school division’s computer network is a wide-area network linking the schools and the administrative offices to the Internet.

**Liability**
The Montgomery County School Board makes no warranties for the computer system it provides. The Montgomery County School Board shall not be responsible for any damages to the user from use of the computer system including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division shall not be responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the Montgomery County School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of this policy. MCPS technology staff will not repair, configure, or be responsible for personal equipment of staff members.

**Internet Privacy Statement – Montgomery County Public Schools**
The Montgomery County School Board maintains and operates a website for the dissemination of information about the school division. The Montgomery County School Board does not collect any information from persons who access its website, including personally identifiable information. The Montgomery County School Board website does not automatically place a computer file - commonly known as a “cookie” - on any person’s computer who accesses the website.

**Acceptable Technology Use and Internet Safety Policy**

**Generally**
The Montgomery County School Board adopts this Acceptable Technology Use and Internet Safety Policy, which outlines appropriate uses, ethics and protocol for the school division’s electronic communications network. The division superintendent or designee shall post the Acceptable Technology Use and Internet Safety Policy on the school division website. The school division shall certify compliance with the requirements of Virginia Code Section 22.1-70.2 annually to the Virginia Department of Education.

1. The division superintendent or his/her designee shall select and operate technology protection measures that filter or block access through computers to visual depictions that are –
   a. child pornography, as set out in Virginia Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
   b. obscenity, as defined in Virginia Code § 18.2-372 or 18 U.S.C. § 1460; and
   c. material that Montgomery County Public Schools deems to be harmful to juveniles, as defined in Virginia Code § 18.2-390, material that is harmful to minors, as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors.

2. To the extent practical, technology protection measures shall be utilized and enforced during any use of the division’s electronic devices by minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. The school administration shall monitor online activities of minors.

4. The division superintendent or his/her designee shall select and operate technology and take administrative measures to protect the safety and security of minors when using Montgomery County Public Schools’ network.

5. The division superintendent or his/her designee shall ensure that the Montgomery County Public Schools include a component on Internet safety for students that is integrated in the division’s
instructional program and that is consistent with the guidelines for instructional programs related to Internet Safety issued by the Superintendent of Public Instruction.

The failure of any student, teacher or administrator to follow the terms of this Policy may result in the loss of Montgomery County Public Schools’ computer system privileges, disciplinary action and/or appropriate legal action.

Students

With the permission of your parent or guardian, Montgomery County Public Schools offers you the opportunity to use the school division’s computer system which allows access to the Internet, as well as a variety of electronic devices. We expect you to use the Internet and computer system while at school for educational purposes. This use is a privilege, not a right, and we may discipline you or take away your right to use the Internet and computer system at school if you misuse this privilege. You are responsible for your own actions while you are on the Internet and are also accountable for any online activities that occur by others if you allow them to use your account.

Any communication through the use of the school division’s computer system, including electronic mail or other electronic file, is subject to the Student Code of Conduct and the Acceptable Technology Use and Internet Safety Policy, and may be monitored or read by school officials. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

While using technology as a student in Montgomery County Public Schools:

1. I will only use the technology and equipment in the manner for educational purposes. I understand that I may be held responsible for any or all damage incurred as a result of my negligent or inappropriate behavior.

2. While online, I will not use language, which may be offensive to other users. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.

3. I will not cyberbully. “Cyberbully” means using the computer to threaten, harass, or intimidate another person. I will tell an adult if I see any cyberbullying, cyberthreats, or inappropriate activity.

4. I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.

5. I will not use the Internet for non-school related activities.

6. I will not engage in Internet activities that cause congestion on the MCPS network.

7. I will not use the Internet to buy or sell, or to attempt to buy or sell, any service or product.

8. I will not change any computer file that does not belong to me.

9. I will not use copyrighted materials or software from the Internet without permission of the author. I will cite the source where appropriate.

10. I will never knowingly give my password to others, nor will I use another person's password.

11. I will never use the Internet to send or obtain pornographic or inappropriate material or files.

12. Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.

13. I will never knowingly circumvent, or try to circumvent, security measures on either Montgomery County Public Schools’ computer system or on computers at any remote site.
14. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.

15. I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.

16. I understand that the school division is not responsible or liable for any harm, damages or charges that result from my use of the school division’s technology, including loss of data, interruption of services, corruption of files or programs, purchases, hacking or other violations of this Acceptable Technology Use and Internet Safety Policy.

17. I will report any violations of this Acceptable Technology Use and Internet Safety Policy to my teacher or principal.
ACCEPTABLE TECHNOLOGY USE AND INTERNET SAFETY POLICY AGREEMENT

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

Student’s Agreement
Prior to signing this Agreement, I read Policy 6-3.13, Acceptable Technology Use and Internet Safety Policy for students. If I have any questions about this policy or regulation, I will contact my principal.

I understand and agree to abide by the School Division’s Acceptable Technology Use and Internet Safety Policy. I understand that the Montgomery County Public School Board may access, monitor, and archive my use of the computer system, including my use of the Internet, Email and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Technology Use and Internet Safety Policy, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature: __________________________ Date: _________________

Student Name (Please Print): ________________________________

Parent’s Agreement
Prior to signing this Agreement, I read Policy 6-3.13, Acceptable Technology Use and Internet Safety Policy for students. If I have any questions about this policy or regulation, I will contact my student’s principal.

As the parent or guardian of this student, I have read the Acceptable Technology Use and Internet Safety Policy as written above. I understand that Internet and computer based technology access for students of Montgomery County Public Schools is provided for educational purposes only. I understand that employees of the school system will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet from school facilities. By signing this document and/or the student handbook in which this policy is contained, I grant permission for my student to use the computer system in accordance with Montgomery County Public School policies and regulations and for the school division to issue accounts for my student. Additionally, I grant permission for the School Division to agree to terms and services of online, division approved, instructional applications on behalf of my student.

Parent Signature: __________________________ Date: _________________

Parent Name (Please Print): ________________________________
Blacksburg High School's counseling department consists of four full-time counselors, an administrative assistant, registrar, and Testing Coordinator Assistant. The counseling staff and their respective grade levels are as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>Testing Coordinator Assistant</td>
</tr>
<tr>
<td>Combs, Debbie</td>
<td>Counselor, 9th –12th Grade, Last Names A - E</td>
</tr>
<tr>
<td>Cox, Chad*</td>
<td>Counselor, 9th –12th Grade, Last Names F - L</td>
</tr>
<tr>
<td>Dwoyer, Emily</td>
<td>Counselor, 9th –12th Grade, Last Names M - R</td>
</tr>
<tr>
<td>Lucy, Erin</td>
<td>Counselor, 9th –12th Grade, Last Names S - Z</td>
</tr>
<tr>
<td>Noble, Carolyn</td>
<td>Counseling Administrative Assistant</td>
</tr>
<tr>
<td>Wright, Tammy</td>
<td>Registrar</td>
</tr>
</tbody>
</table>

* Department Chair

**College Courses**
High school credit for college courses is awarded on the basis of one high school credit for each six-semester hours of a college course if authorized in advance by the principal.

**Credits Allowed Per Year**
Student are allowed to have a maximum 9 credits per year. In addition to the regular school day, students may have 5th period class, a Virtual class in 5th period, or have received permission to take an external class (1 allowed per year).

**Schedule Changes**
Requests for schedule changes must be approved by the parent. Routine schedule changes will be done prior to the start of school. Only the most extreme circumstances will allow a schedule change after the school year begins.

**Dropping Courses**
Students may drop a course within the first fifteen (15) days of membership in a traditional-schedule course, and within the first eight (8) days of membership in a block-schedule course with no grade penalty. If a student drops a course after these established limits, the course grade will be recorded on the high school transcript as a “WF” for the term/year in which the course is dropped (computed as an “F” for high school GPA). Once the course is dropped, the student will remain in the class until an appropriate placement can be arranged. Levels in a subject (i.e. dropping to a lower level Math course) may be changed up to three (3) days after the issuance of the 9-weeks grade report. All such requests should be made in writing (with a parent/guardian signature) to the guidance counselor, and must be approved by the principal. (Division Policy 6-6.2.)

After the official drop/add window, any requests to drop a class that requires an EOC/SOL Test must be made on the MCPS SOL EOC STUDENT SCHEDULE CHANGE REQUEST form. Such requests will only be considered for approval in extenuating circumstances. Such requests will require the approval of the guidance counselor, principal, and director of secondary education.

**Requests to Omit the Grade/Credit** (Division Policy 6-6.2)
Parents/Guardians may request that grades for any high school credit courses taken in middle school be omitted from the student's transcript and the student not earn high school credit for the course. Such a request must be made (on the appropriate form) to the middle school principal by October 1 following the completion of eighth grade. Any high school credit course for which an F was reported will automatically be removed from the student's transcript. Additionally, when a student re-takes and completes a class in high school that was taken for high school credit in middle school, the middle school grade will automatically be removed from the student's transcript. Parents/Guardians of students who transfer to Montgomery County Public Schools at the beginning of the ninth grade year must request that grades for high school credit courses taken in middle school be omitted from the student’s transcript within ten (10) calendar days of enrollment. Once omitted from the transcript, the credit cannot be reinstated. Exceptions to these provisions may be granted by the principal in cases of extenuating circumstances.
**Suspected Child Abuse**

All allegations of possible or suspected child abuse or neglect are reported to the principal. The principal will report such cases to the child abuse coordinator of the local Department of Social Services as required by law. This agency determines reasonable cause and seriousness of the reported incidents. Any student needing further information or help should see our guidance counselor.

**Teacher/Parent Conferences**

Group Parent/Teacher conferences should be arranged through the counselor. Individual teacher conferences can be arranged at any time by contacting the teacher directly.

**Military Recruiters**

Montgomery County Public Schools typically release “directory information” of students in certain school publications and to certain outside organizations per Division Policy 7-1.3. Military recruiters often request “directory information” of all juniors and seniors to be used by them specifically for armed services recruiting purposes and for informing students of scholarship opportunities. Division Policy 7-1.3 allows us to disclose only the names and addresses of present and former students to military recruiters without prior written consent. However, federal law requires us to include telephone listings in the information provided to military recruiters, upon their request, unless a parent/guardian advises us that they do not want this information disclosed. If you do not want Blacksburg High School or Montgomery County Schools to disclose this information to military recruiters, you must notify the Blacksburg High School Guidance Office in writing.

**DANCE EXPECTATIONS**

If a student wishes to bring a person who is not a current BHS student, he or she must sign up the guest IN ADVANCE of the dance, and provide an address, phone number and school affiliation of the guest on the appropriate form signed by the parent of the BHS student. These forms are due by the end of school on the Thursday prior to the dance. These forms are available in the Main Office or from the Dance Sponsor. All guests must show a valid ID in order to enter the dance. No elementary school or middle school student or any student 21 years of age or older will be allowed to attend a BHS dance.

Students are expected to dance appropriately. While the administration recognizes that dancing does involve physical contact, the school is concerned about contact that represents inappropriate public display of affection or sexual acts.

If students are observed dancing inappropriately, those students will be asked to briefly leave the dance floor with a chaperone. The adult will remind the students of proper behavior and will lead the students to an administrator. In addition to the immediate removal from the dance, disciplinary penalties will ensue for students who are disrespectful or noncompliant when an adult asks them to leave the dance floor. Refunds will only be issued at the discretion of the administration.

If students who have been given a warning are observed dancing inappropriately again, they will be required to leave the dance immediately. The students’ parents will be contacted and NO REFUNDS will be issued.

**ELECTRONIC COMMUNICATION**

Each BHS staff member has an email address. Email addresses, along with other useful information related to school activities, may be found on the BHS webpage: [http://bhs.mcps.org/](http://bhs.mcps.org/)

MCPS, along with BHS will utilize Schoo/Messenger, a notification system designed specifically for schools, to deliver personalized voice messages and emails to parents. To receive these messages, please make certain that your phone and email contact information is up-to-date in the office records.

For news, announcements and updates about school events, you can also follow us on TWITTER: @BburgHSBruins and Facebook: [https://www.facebook.com/bburghsbruins](https://www.facebook.com/bburghsbruins)

Parents/guardians will also have access to their child's school information and progress electronically through the online MCPS Student Information System, Parent Portal. Through a secure connection over the Internet, authorized parents/ guardians will be able to view and monitor their child's attendance, assignments, class schedules, grades, and disciplinary records as well standardized test results (SOLs). Email hyperlinks within Parent Portal provides parents with the means to easily contact teachers and gather additional information or address specific issues that might arise. Student information is available in "real time" for parents to view as soon as it is posted by teachers. This powerful database and communication tool increases and further
enhances communication between the school and home. More immediate access to student records provides the means for teachers and parents/guardians to work together to better address the instructional needs of our students and to keep them on track for success in school. Should you have questions about what you are viewing or your child's progress, please contact your child's teacher.

Teachers will grade assignments and post grades / update their gradebooks at least weekly. Tests/quizzes will be posted as soon as they are graded, but within a minimum of one week after being administered. Grades for assignments that cover extended time periods such as projects and research papers will be posted after they have been evaluated (grades for this type of assignment may not be posted until the end of the current grading period).

**ELECTRONIC EQUIPMENT**

No personal electronic devices are allowed in the classroom, unless requested by a teacher/sponsor or approved by the administration. If items of this nature are confiscated, they will be turned in to the Main Office for pickup by parents. The school will make every effort possible to hold confiscated items in a secure area, but will not be responsible for lost or misplaced items. One of the major reasons for keeping these items out of school is because they have been a major target of theft. Students need to be aware that if these items are stolen, they are easily hidden and we have had a low recovery rate.

**Cell Phones & Other Portable Communication Devices:** Students are not freely permitted to use or display such devices during regular school hours. Such devices will be considered to be “in use” if they are on (regardless of if they are on silent or set to ring), sending or receiving a call or text message or being used to take, display, or send photos/videos, etc. However, students may have such items in their possession for use after school hours, during bus rides to and from school, and during athletic events. Students may utilize such devices during the school day only for academic purposes and under the direction and supervision of the classroom teacher. Students may freely use cell phones during their lunch period.

**EQUAL EDUCATIONAL OPPORTUNITIES**

**POLICY 7-1.1 EQUAL EDUCATIONAL OPPORTUNITIES**

The Montgomery County Public Schools’ educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons of race, religion, color, gender, national origin, disability, gender identity, sexual orientation, or on any other basis prohibited by law. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Home and classroom work shall be judged by ordinary academic standards of substance and relevance and other legitimate pedagogical concerns identified by the school. Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, be limited in the exercise of any right, privilege or advantage, or be subjected to discrimination under any educational program or activity conducted by the school division. The School Board encourages school division employees, patrons and students to report promptly all incidents of alleged discriminatory conduct.

In furtherance of this policy, the School Board shall (i) provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons; (ii) provide a free, appropriate education, including non-academic and extracurricular services, to qualified disabled persons; (iii) not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or vocational programs; and (iv) not discriminate against qualified disabled persons in the provision of health, welfare or social services.

**Sexual Harassment**

It is the policy of the School Board to maintain a working and learning environment for all of its employees and students, which provides for fair and equitable treatment, including freedom from sexual harassment or abuse. No employee or student, male or female, shall harass or abuse another employee or student, male or female, by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student, (2) such conduct creates an intimidating, hostile, offensive or abusive working or learning environment, or (3) submission to such conduct is
made either explicitly or implicitly a term or condition of the individual’s employment or participation in school programs. As used elsewhere in this policy, the term “harassment” specifically includes sexual harassment unless the context implies otherwise.

**Grievance Procedure for Students with Complaints of Discrimination**

**Reporting**

Any student who believes he or she has been the victim of prohibited discrimination, or any student that has knowledge of conduct which may constitute prohibited discrimination against another person should report the alleged discrimination as soon as possible to a building principal. The building principal will attempt to resolve the complaint through informal resolution prior to initiating a formal complaint. If it is not possible to resolve the matter within 5 business days, then a formal complaint will be reported by the building principal to one of the compliance officers designated in this policy.

Any student, employee, parent, or other person who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to the building principal. If it is not possible to resolve the matter within 5 business days, then the building principal will forward the report to one of the compliance officers designated in this policy.

The reporting party should use the form, *Report of Discrimination*, to make complaints of discrimination. However, oral reports shall also be accepted. The complaint must be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to a compliance officer. Any complaint that involves a compliance officer shall be reported to the division superintendent.

The complaint and identity of the complainant and alleged perpetrator shall not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

**Investigation**

Upon receipt of a report of alleged prohibited discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, but not later than fourteen (14) business days after receipt of the report by the principal or compliance officer. The investigation may consist of personal interviews with the complainant, the alleged perpetrator, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation. Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the division superintendent upon completion of the investigation. If the complaint involves the division superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated, and recommendations for corrective action, if any.

Within five (5) business days of receiving the compliance officer’s report, the division superintendent shall issue a decision regarding (1) whether the policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the division superintendent determines that prohibited discrimination occurred, the Montgomery County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.
Appeal
If the school division determines that no prohibited discrimination occurred, the student, or parent/guardian of the student, who was allegedly subjected to discrimination may appeal this finding to the School Board within five (5) business days of receiving the decision. Notice of appeal must be filed with the division superintendent who shall forward the record to the School Board. The School Board shall make a decision within thirty (30) calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the division superintendent and any other individual the School Board deems relevant.

Retaliation
Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. Montgomery County Public Schools shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

Right to Alternative Complaint Procedure
Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

Compliance Officers
The Montgomery County School Board has designated the Directors of Elementary and Secondary Education, 200 Junkin Street, Christiansburg, Virginia, 24073, (540) 382-5100, as the Compliance Officers responsible for identifying, preventing, and remedying prohibited discrimination. The Compliance Officers shall: (1) receive reports or complaints of discrimination; (2) oversee the investigation of any alleged discrimination; (3) assess the training needs of the school division in connection with this policy; (4) arrange necessary training to achieve compliance with this policy; (5) insure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity, including the authority to protect the alleged victim and others during the investigation.

Prevention and Notice of Policy
Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training. This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks, and (3) sent to parents of all students within thirty (30) calendar days of the start of school. All students and their parent/guardian shall be notified annually of the names and contact information of the Compliance Officers.

False Charges
Students or school personnel who make false charges of discrimination shall be subject to disciplinary action.


Adopted: April 2004
Revised: June 2008, May 2011

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Montgomery County Public Schools (MCPS) – Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:
1. The right to inspect and review the student’s education records within 45 days of the day MCPS receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/guardians or eligible students who wish to ask the MCPS to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, MCPS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MCPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

INVolVEMENT OF NON-CUSTODIAL PARENTS

As specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, “unless otherwise ordered by the court for good cause shown.” It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent. Duplicate copies of report cards and other written communications mailed to a student’s home will be made available to non-custodial parents upon their request. If a person not known to school officials attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.

FREEDOM OF EXPRESSION BY STUDENTS (Restrictions)

Purpose

The purpose of Policy 7-4.4 is to provide students, educators, parents, and other school constituents with procedures governing instances in which the right of students to express themselves in the school setting may be restricted, and to assist school administrators in their decision-making process with regards to student expression.

Montgomery County Public School students have the right, consistent with applicable law, to exercise freedom of expression. The Montgomery County School Board supports the rights guaranteed to its students by the First Amendment to the United States Constitution and believes that such rights are consistent with the School
Board’s mission to provide educational opportunity. Along with their right to express themselves, students have a corresponding responsibility to see that their rights do not substantially interfere with the educational program of the Montgomery County Public Schools.

The School Board supports the rights of students to express themselves in a fashion consistent with the law and the school division’s educational mission. Student expression may be abridged in order to prevent the proposed student expression or student material (proposed for distribution) from substantially interfering with or disrupting school operations.

**Procedures**

**Submission of Material and/or Proposed Method of Expression by Students**

Montgomery County Public Schools students may exercise the right to freedom of expression through speech, assembly, petition, and other lawful means, but this right may not interfere with the operations of the school.

Student(s) submittals will be accepted as defined immediately below:

1. Students should submit materials to the school principal no fewer than **SIX school days** before the date of desired distribution. The stated time frame will permit students to avail themselves of any appeal rights under Policy 7-4.4.
2. All material must bear the name of the sponsoring individual(s) or school organization(s).

**Review of Submitted Materials**

All materials submitted in accordance with this policy shall be reviewed for approved distribution by the school principal. The principal shall not approve the distribution of any material that the principal determines falls within one of the following categories:

1. **Material that reasonably leads the principal of the relevant school to forecast substantial disruption of or material interference with school activities or that endangers the health or safety of students.**
   a. For purposes of Policy 7-4.4, substantial disruption of or material interference with school activities shall include, but not be limited to:
      i. Creating an environment in which there is a significant likelihood of harm to persons and/or property; and/or
      ii. Preventing the normal and routine conduct of classes and other school activities or normal and routine movement on school premises.
   b. The principal shall determine whether a substantial disruption of or material interference with school activities is likely after taking into account the following factors:
      i. Past history of disruption(s) in the particular school and the causes of the prior disruption(s);
      ii. Whether the material in question would be likely to lead students to act in a disruptive manner or whether the material is merely offensive or objectionable, but not provocative;
      iii. Whether the material in question is similar to any material that has been proven disruptive in a similar environment; and
      iv. The number of copies of the material intended to be distributed and the manner of the intended distribution.
   c. In all instances in which there is a determination of the likelihood of substantial disruption of or material interference with school activities, the principal shall notify all parties concerned, in writing, of factual findings and objective evidence upon which such determination is based within **TWO business days** or, if school is not in session on that date, the next regular school day.
2. **Material that is libelous or slanderous** – For purposes of this policy, libelous statements are inaccurate or false statements that injure the person by damaging his or her reputation. The Virginia Supreme Court consistently has ruled that defamatory words include those spoken or written about a person which:
   a. suggest the commission of a crime involving moral turpitude, and for which the person may be punished;
   b. suggest that a person is infected with a contagious disease;
   c. suggest unfitness to perform, or a lack of integrity in the performance of, the duties of a job or office; or,
   d. prejudice a person in his/her profession or trade.
3. Material that advocates the commission of a criminal act or is a criminal act as defined in the criminal code of the United States, the Commonwealth of Virginia, or Montgomery County.

4. Material that is obscene as defined in Section 18.2-372 of the Code of Virginia, as amended, or material described in Section 18.2-390 and Section 18.2-391 of the Code of Virginia, as amended. Current copies of these sections of the Code of Virginia are on file in the office of the principal of each Montgomery County Public School.

Procedures for Approval of and Distribution of Literature

1. Approval by the Principal
   a. All material must be approved by the principal and not be in violation of the provisions of this policy. The principal shall determine compliance with Policy 7-4.4 within TWO school days after copies are presented and shall designate a reasonable time, place, and manner for distribution or display of such material if the provisions of Policy 7-4.4 have been met. When the material is presented to the principal, the student(s) may appear and present his or her views concerning adherence to Policy 7-4.4. If the material satisfies the requirements of Policy 7-4.4, the principal SHALL NOT deny distribution based on the viewpoint expressed in the literature.
   b. If the principal determines that the submitted material does not comply with the requirements of Policy 7-4.4, or in the event the principal fails to determine compliance of the submitted material to the provisions of Policy 7-4.4 within TWO school days of its submission, the student(s) submitting the material may appeal the decision in writing to the division superintendent (or, in his/her absence, the superintendent’s designee), who shall make a decision within TWO school days after receiving the written appeal and appropriate supporting documentation. The decision of the division superintendent may be appealed to the School Board.
   c. Montgomery County Public Schools elementary students shall not make mass distributions of non-school materials in school buildings or on school grounds during school hours, including during bus arrival and departure times.

2. Student Publications
   The School Board encourages students to develop, prepare and publish school newspapers, yearbooks, literary magazines and similar publications. The student editorial staff and faculty advisor for each such publication shall establish editorial policy that promotes responsible journalism and does not violate the prohibitions defined in Policy 7-4.4. The principal shall ensure the contents of school-sponsored publications do not violate the provisions of Policy 7-4.4. In accordance with the procedures established in this Policy, the principal’s decisions shall be subject to appeal.

3. Distribution of Non-School Literature by Students
   Montgomery County Public School students who wish to distribute literature, announcements, posters, bulletins, and communications for non-school individuals or organizations must follow the policy for all external organizations as outlined in this Policy Manual in Section 2 – Community Relations, Policy 2-2.3 – Sales and Solicitation.


GRADING SYSTEMS

Each nine-weeks grade will be based on as many measures as possible such as written evaluations, homework, class participation, teacher observation, and other appropriate criteria. Teachers shall advise students, in writing, at the beginning of each course, of the relative contribution of each measure towards calculation of the nine-weeks grade, semester examination grade, semester grade, and final grade. Teachers are responsible for maintaining proper documentation regarding the assignment of grades. Student progress reported on the report card and permanent record shall be based on the following:

<table>
<thead>
<tr>
<th>LETTER</th>
<th>NUMERICAL</th>
<th>PERFORMANCE ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80 – Below – 90</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70 – Below – 80</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60 – Below – 70</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Failure</td>
</tr>
</tbody>
</table>
Report Cards
Report cards will be issued 5 days after the end of each grading period. 2020-2021 MCPS dates for report card distribution:

<table>
<thead>
<tr>
<th>LAST DAY OF GRADING PERIOD</th>
<th>REPORT CARDS DISTRIBUTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, November 5</td>
<td>Thursday, November 12</td>
</tr>
<tr>
<td>Thursday, January 21</td>
<td>Monday, February 1</td>
</tr>
<tr>
<td>Wednesday, March 24</td>
<td>Wednesday, March 31</td>
</tr>
<tr>
<td>Last Day of School</td>
<td>Mailed out after school is out</td>
</tr>
</tbody>
</table>

HALL PASSES – eHall Pass
Blacksburg High School utilizes eHall pass to manage student hall passes (bathroom visits, counseling appointments, etc.).

HOMEBOUND INSTRUCTION
The Montgomery County School Board shall provide homebound instruction for students who are confined for periods that would prevent normal school attendance based upon certification of need by a licensed physician, clinical psychologist, nurse practitioner or psychiatrist. Termination of homebound instruction shall be certified by a licensed physician, clinical psychologist, nurse practitioner or psychiatrist.

Upon request of the student's parent or guardian, and provided such request is recommended by a licensed physician, clinical psychologist, nurse practitioner or psychiatrist, the School Board shall furnish a teacher to instruct the student at home. Any grades or credits earned shall be considered a part of the student's regular schoolwork and recorded as such at the student’s school. Grades and credit for the work shall be awarded when it is done under the supervision of a certified teacher, a person eligible to hold a Virginia certificate, or other appropriately licensed professional employed by the School Board.

The division superintendent or his/her designee shall approve applicants for homebound instruction. Medical forms must be maintained on file. While receiving homebound instruction, the student shall be counted as present in school. Forms are available in the BHS Counseling Office.

LIBRARY
The library is open for student use on a daily basis. During school hours, students are permitted to visit the library and MUST have a pass. Students must sign in and out, indicating the times on a pink log sheet at the front desk. Two people at a table provides for good study conditions. No food or drink is permitted in the library. Please leave your backpacks in lockers. The student copier is in the Library - black and white copies are $.05 each, color copies are $.10 each. Unless you are on free or reduced lunch, you are expected to pay and/or write an I.O.U. for copies. Overdue books accumulate a $.05 per day fine. Amnesty is offered in the fall and spring to clear your record – be responsible! The unauthorized removal of library materials is a violation.

Online databases are available for student use from home. These excellent research tools are listed on the web site for BHS LIBRARY. Electronic devices are available for student use, but require a signed contract with students and parents.

LOCKERS/PERSONAL PROPERTY
Under the hybrid model student lockers in the building will not be used.

Individual lockers in the hall and gym locker rooms are made available to all BHS students. A minimal fee is charged for locker upkeep and locks. Hall lockers are assigned to students as fees are paid on a first-come/first-served basis. Hall lockers are designed to hold books, school supplies, and limited personal items brought to school. Students are discouraged from storing money or any items of value in their lockers. Students are responsible for the security of their own belongings and valuables; BHS cannot assume responsibility for any lost, stolen, or damaged personal items. Students must safeguard their own belongings by locking their lockers and keeping their combinations secret. Anyone who forgets his/her combination should see the administrative assistant in the main office. Students should close their locker doors firmly and spin the combination dial before leaving. If a locker does not lock properly, the student should report to the administrative assistant in the main office for reassignment to a different locker until theirs is repaired. **No personal padlocks are permitted on school lockers.** Many students choose to leave their lockers unlocked.
and share lockers; we strongly discouraged both practices. Unlocked lockers are targets of theft, and students are responsible for the contents of the lockers to which they have been assigned. During PE, students should secure all personal belongings other than clothing in their hall lockers. Gym lockers are not large enough to accommodate large items (i.e. backpacks, large coats); these items should be secured elsewhere before coming to PE. No personal items may be left unsecured in PE Locker Rooms at any time.

Although BHS cannot assume responsibility for any lost, stolen, or damaged personal items, such incidents reported to an administrator will be thoroughly investigated, and every attempt will be made to help recover the item(s). Students may also report suspected theft to the school resource officer.

Lockers are school property and remain at all times under the control of the school, but students are responsible for the care of their locker. Lockers are not to be defaced by markers, stickers, tape, etc. or subjected to the use of excessive force. Lockers should be kept free of trash and excessive accumulations of clothing. Students will be held financially responsible for repairs needed to their locker as the result of intentional damage or negligence. School authorities also reserve the right to search lockers, book bags, and other personal property when there is reasonable suspicion that property will be found that violates school policies and regulations, or may be harmful to the school or students. Students may be required to empty their pockets as well. School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search.

To open your locker:
- Start at 0 and make two complete turns to the right and then go to the first number in your combination.
- Turn the lock to the left, pass your second combination number once, and then continue left until you reach the second combination number.
- Turn lock right directly to the third combination number.
- Pull handle up.

**LUNCH**

Under the hybrid model food service is operating under modified conditions. During this phase, Students who come participate in the in-person mode of instruction, will have access to school food service as follows:
- Students attending school in the morning will have access to breakfast on their way to their 1st class. Students will be expected to enter the building, go straight to the cafeteria to buy breakfast, and then proceed to their classroom to eat before class begins. At dismissal, students will have the opportunity to go to the cafeteria to buy lunch to take home with them. Students are not allowed to eat on the bus.
- Students attending school in the afternoon, will have access to lunch when they arrive for their afternoon classes. Students will be expected to go straight to the cafeteria to buy lunch, and then proceed to their classroom to eat before class begins. At dismissal, students will have the opportunity to go to the cafeteria to buy breakfast to take home with them for the next day. Students are not allowed to eat on the bus.
- No outside food is permitted.

To mitigate health risks, all transactions will be completed using MySchoolBucks. Money can be pre-loaded to your students account, or they can bring in cash to load to their account. Please be advised however that cafeteria staff will not be providing change back to students; any cash taken will be added to your students MySchoolBucks account.

Students participating in fully remote or virtual school will be provided with information as to how they can obtain food from Blacksburg High School during the hybrid model.

Students are to remain in their classes until the bell. Cafeteria line-cutting will not be tolerated and may result in an assignment of detention.

Students are expected to remain in the designated areas. All other areas of the building and school grounds are considered restricted areas unless students have a pass from a teacher. Library passes are available. All students are expected to display courteous manners and to clear their dining areas of trays and trash.

The courtyard will be open to Seniors only during lunch.

Students are not permitted to have lunch off campus. A medical appointment during lunch does not require the student to be picked up by the parent, but a medical note stating date and time of appointment must be
brought back from the doctor, for all other check outs during lunch, a parent/guardian must be present. Only parents can bring lunches to students and the lunch must be left in the main office until the assigned lunch period. Students may not order food to be delivered to the school during school hours.

**Online Lunch/Meal Payment**
The School Nutrition Programs Office uses the online payment program: [MySchoolBucks](#).

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**MEDIA RELATIONS**

The Montgomery County School Board encourages the administration and individual schools to utilize media releases as a means of informing the public of educational programs, activities, and accomplishments. News and information concerning individual school events, personnel, students, and programs shall be released to the press only with the approval of the principal (or his or her designee) and in accordance with all applicable law regarding confidentiality.

The School Board permits the interviewing of students during the school day when approved by the school principal, appropriate supervisory staff and/or the division superintendent. These interviews will not disrupt the educational program or cause undue confusion and shall be conducted under conditions approved by such principal, staff member, or division superintendent. No interviews of students shall be conducted until a school staff member has contacted the student’s parents or guardians. Representatives of the news media who wish to conduct interviews are subject to all policies and regulations governing visitors to school property.

The division superintendent may permit the broadcasting of home athletic contests by radio or television in accordance with the regulations of the Virginia High School League, provided that such broadcasting is done as a public service or the sponsor of such broadcast is appropriate. ([Division Policy 2-2.5](#))

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**MEDICATION**

**Prescription Medications**

Montgomery County Public Schools personnel may give oral prescription medication to students only with a physician/dentist/licensed nurse practitioner’s written order and written permission from the student’s parent or guardian. Such medicine must be in the original container, and parents are requested to deliver the medication to the principal, school nurse, or the principal’s designee.

Prescription Medications for Field Trips must be delivered to the Nurse to the in their original container, etc. three days prior to the trip in order for the student to be allowed to go on the trip. If this is a prescription that the school does not already have Doctor's orders on, they must accompany the medication. This policy is non-negotiable.

**Self-Administration of Medication** ([Division Policy 7-5.2](#))

Self-administration of prescription medications is prohibited for students in grades nine through twelve with one exception. Medications needed in medical emergency such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and may be self-administered only with a physician/licensed nurse practitioner’s written order and written parental permission that is on file with the school.

Students in grades nine through twelve may self-administer non-prescription medications under the following conditions:

- written parental permission for self-administration of specific non-prescription medication is on file with the school;
- the non-prescription medication is in the original container and appropriately labeled with manufacturer’s directions;
- the original container is appropriately labeled with the student’s name; and
- the student possesses only the amount of non-prescription medicine needed for one school day/activity.

All students needing to take prescription or non-prescription medication are required to report to the main office for appropriate forms and procedures. Under no circumstances are students to be in possession of any medications without following proper procedures. Sharing, borrowing, distributing, manufacturing or selling any medication (prescription or non-prescription) is prohibited. Permission to self-administer prescription or non-prescription may be revoked if the student violates this policy. The student will be subject to disciplinary action in accordance with the Code of Conduct and the Alcohol and Other Drugs Policy.
Sharing and distributing prescription medication may result in a recommendation of expulsion. Using any medicine or ingredient for medicine for purposes other than the medicines’ intended purpose will be considered a violation of the Drug Policy.

Parents/Guardians should pick up any unused medications at the end of the school year. Medications not picked up within one week of the last day of school will be disposed of.

MINUTE OF SILENCE

The Montgomery County School Board has established the daily observance of one (1) minute of silence in each classroom of the school division (Division Policy 6-1.5). At BHS, this minute of silence is observed in first period every day, immediately following the Pledge of Allegiance. During this minute of silence, students must remain seated and silent and make no distracting display.

PARKING AND DRIVING FOR STUDENTS

All vehicles parked on school property are subject to the State Motor Vehicle laws and the following school regulations:

1. Entering through the Middle School/Bus Lane in the morning is open to students from **7:45 am – 8:05 am ONLY**. Students are not to leave anytime during the day through the Middle School campus.

2. All students parking on campus **MUST** display a current BHS parking permit (costing $7 per car) will be displayed on the **back windshield on the bottom right corner (passenger side)**. If the permit is not properly displayed with the number visible and permanently attached (not taped or partially attached) cars will be ticketed.

   **2020-2021:** Seniors will display a yellow parking sticker
   Juniors & Soph will display a blue parking sticker

3. Any freshman student parking on school property will lose his/her parking privileges for the first 6 weeks of his/her sophomore year on the first offense. Additional offenses will result in towing at the student’s expense.

4. Students may not LOAN permits to other students under any circumstances.

5. Students who are driving a car without a permit must report to the main office upon arrival to report this temporary vehicle and avoid being ticketed.

6. The speed limit on school grounds is **7 MPH**. **Any student driving too fast or recklessly will have his/her parking privilege suspended or revoked, if deemed necessary.**

7. Upon arrival at school, students must park immediately and enter the building.

8. Students are not allowed to remain in a parked car on school grounds during the school day.

9. Students may not return to the parking lot during the school day unless a faculty escort is available. Failure to comply will result in ISS for being in an unauthorized area. Escorts will be limited to necessities such as medication – not forgotten books, papers, lunch, etc. Please check for everything you need before leaving your vehicle each morning.

10. All vehicles parked on school grounds are subject to being searched by the school administration or legal authorities.

11. **Students may only park in the student lot.** Students parking anywhere else on campus may be towed without warning and an automatic minimum 3 weeks loss of parking privileges. 2nd offense will result in loss of parking privileges for a year.

12. Students with short term injuries, such as a broken leg, should report to the Main Office for instructions.

13. Cars parked in fire lanes, no parking zones, or in areas that impede the flow of traffic may be towed without warning.

14. Since the State furnishes bus transportation for all students, parking and driving on campus is a special privilege that the school provides to students who are mature enough to accept the responsibility. However, school officials reserve the right to suspend or revoke this privilege to anyone who willfully disobeys any traffic laws, misuses the vehicle, endangers the safety of himself or others, or fails to comply with parking regulations.
15. No students are allowed to ride in the bed of a pickup truck or on the outside of any vehicle on school grounds.

16. CARS TOWED DUE TO PARKING VIOLATIONS WILL BE AT THE OWNER’S EXPENSE.

17. The owner of the parking permit is responsible for the proper parking and operation of the vehicle on school grounds regardless of who the driver is.

18. Any actions by a driver or passenger that are unsafe may result in loss of parking privileges for the driver of the vehicle involved. Other action may be taken. Student safety is our number one priority.

19. Consequences for moving violations will be based on the severity. They could result in immediate permanent loss of parking privileges.

20. The Band parking area is the area within the blue lines between the entrance and the steps. ALL CARS MUST BE MOVED from this area daily by 3:00 pm through first semester.

21. Senior Parking area is to the right and left of the steps.

The following penalties will result for violations of any of the above parking or moving regulations (these penalties do not apply to number 9, above):

<table>
<thead>
<tr>
<th>First offense</th>
<th>Warning ticket, parental notification. (No warning if vehicle obstructs traffic, blocks a fire hydrant, is parked in a fire lane; car towed.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second offense</td>
<td>Loss of parking privilege for 2 weeks (10 school days), optional parent notification.</td>
</tr>
<tr>
<td>Third offense</td>
<td>Loss of parking privilege for the remainder of the semester. Parental notification.</td>
</tr>
<tr>
<td>Fourth offense</td>
<td>Loss of parking privilege for remainder of the school year. All parking stickers must be turned in to the office within 48 hours to avoid further disciplinary action. Parental notification.</td>
</tr>
<tr>
<td>Fifth offense</td>
<td>At discretion of administration.</td>
</tr>
</tbody>
</table>

**PLEDGE OF ALLEGIANCE**

Per School Board Policy 6-1.5, “The Pledge of Allegiance shall be recited daily in each classroom of the Montgomery County Public Schools as part of opening exercises. During the recitation of the Pledge of Allegiance, students shall stand while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student shall be compelled to recite the Pledge of Allegiance if the student, the student’s parent(s), or legal guardian objects on religious, philosophical or other grounds to the student’s participation in this exercise. Students who are exempt from reciting the Pledge of Allegiance shall stand quietly or sit at their desks while others recite the pledge and make no display that disrupts or distracts those who are reciting the pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability.”

**PROJECT AIM**

Project AIM (Academic Intervention Model) is a Montgomery County Public Schools division-wide initiative to assist students who have encountered “roadblocks” to graduation. Through Project AIM, students who have fallen behind their graduation cohort, or who are in jeopardy of not graduating from high school, are provided an opportunity to work in a virtual environment to recover or earn credits. Any high school student who is having difficulty meeting the requirements for high school graduation may be considered for Project AIM.

Students must be referred to Project AIM by the principal or the SAP Team. The MCPS On-Time Graduation Counselor screens all referrals to determine eligibility. Based on the course(s) for which a student is seeking credit(s), Project AIM teachers use PLATO Learning courseware and supplemental resources to design an appropriate individualized plan of study for each student. The On-Time Graduation Counselor will work with each student and the principal to determine the best path to graduation and develop an on-time graduation plan.

To be eligible for Project AIM, students must be enrolled in a Montgomery County high school. Project AIM students must meet the requirements of the Virginia High School League to participate in VHSL activities; the school administration will determine student eligibility based on VHSL regulations. Students are enrolled at
their home school and may be afforded all of the opportunities to which other students have access. Students are accountable for all school policies and regulations while on the school campus.

**SAFETY DRILLS AND EMERGENCY EVACUATIONS**

In order to ensure the safety of our children while they are at school, we practice several types of safety drills throughout the year (fire, tornado, earthquake, lockdown, etc). Many of these drills are mandated by the Virginia Department of Education. The overall goal is to prepare us to respond in the event of an emergency. Teachers will be made aware of scheduled drills and will therefore be able to assure students that there is no real threat. Local law enforcement may also participate in some drills. Some drills may involve the transportation of students to a location off of school grounds. This aspect of a drill helps the practice of an evacuation situation.

As required by Virginia law, every Montgomery County public school shall conduct at least two **lockdown drills** during the first 20 school days during each school session and at least two additional lockdown drills during the remainder of the school session, in order that students may be thoroughly practiced in such drills. Lockdown plans and drills shall be in compliance with the Statewide Fire Prevention Code (§ 27-94 et seq.). It is important that students follow the teacher's directions and any PA announcements during a lockdown drill.

During the school year, it will be necessary to evacuate the building either as a drill or in an emergency situation. **Fire drills will be conducted once each week for the first month of school** in order that pupils may be thoroughly practiced in such drills. During the remainder of the school year, **fire drills will be conducted once each month**. Directions for evacuating the building during a drill or actual crisis situation are posted in each room. Whenever the fire alarm is sounded, students should leave the building as quickly as possible without running. Students should stay together with their class and teacher as they leave the building and report to the designated safe area where they must remain with their class and teacher (teachers will take roll). In case the designated door or exit is blocked, **use the next closest exit**. When signaled to re-enter the building, students are to regroup with their assigned teachers and return to class (teachers will again take roll).

Every effort is made to avoid scheduling fire drills that conflict with other scheduled school-wide activities. No fire or evacuation drills will be conducted during periods of mandatory testing required by the Board of Education, midterm/final exams, and other school-wide testing days. (MCPS Policy 4-2.1). We will continue to teach our students about being safe and will work to help them understand the importance of being prepared throughout the school year. Parents are encouraged to talk with their children about school safety.

Students should also report any fire hazard or any other suspected unsafe condition in the school to a teacher or school official. Sounding a false fire alarm is a violation of the code of Virginia and will be dealt with accordingly.

**SCHOOL RESOURCE OFFICER/LAW ENFORCEMENT**

The Blacksburg High School faculty and staff work cooperatively with local law enforcement to maintain a school environment in which our students are safe.

The Blacksburg Police Department, in a partnership with The Montgomery County Public School System, has placed a School Resource Officer at Blacksburg High School. The School Resource Officer will be at Blacksburg High School each day during normal operating hours. The School Resource Officer's primary duties are to serve as an advisor to students, parents and the staff. The School Resource Officer will also serve as a guest lecturer in classes where legal and safety issues are part of the curriculum. Parents may contact the School Resource Officer by calling the front office.

Throughout the school year, other local law enforcement officials may visit our school in an effort to foster positive interactions with our students. Periodically, officers and specially trained canines may also visit our school. During such visits, lockers, halls, classrooms, student vehicles, and backpacks are "sniffed" to help ensure that our school remains drug-free.

Per Division Policy 2-3.4, "When it becomes necessary for any law enforcement officer to interview a student on Montgomery County Public School premises, the principal shall be contacted immediately. The principal or his/her designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then
the principal or his/her designee shall be present throughout the interview. All such interviews shall be
carried out in accordance with Policy 7-3.1. However, the Montgomery County School Board encourages law
enforcement officers, when possible, to make all reasonable attempts to conduct such interviews during non-
school hours and off school premises to avoid disrupting the school operations and to avoid removing students
from class." The Montgomery County School Board also encourages servers of legal process on students to
make all reasonable attempts to serve such documents off school premises; however, if the documents must
be served on school premises, they shall be served at the principal's office of the school at which the student is
in attendance.

Division policy 2-3.4 and the MCPS Student Code of Conduct also provides for the notification of law
enforcement in the event of certain violations. We appreciate the support of local law enforcement whenever
their assistance is needed.

**SCHOOL SAFETY HOTLINE**

To assist us in our efforts to maintain a safe school, the Montgomery County School Board, in cooperation with
the Sheriff’s Department, has established a toll-free school safety hotline for the exclusive use by students in
our school division. The program, known as SAFE-VA-1, operates a 24-hour hotline service to provide another
avenue for students to confidentially report safety concerns in their school. The motto, "It's Your School –
Keep it Safe," lets students know that they share the responsibility of protecting themselves, their friends, and
their school.

The toll-free number for our school division is: 1-866-SAFE-VA-1 (1-866-723-3821)

**SCHOOL STORE**

The Bear Necessities is Blacksburg High School’s #1 source for spirit wear and accessories, including
Under Armour and NIKE products. The store is located near the cafeteria and hours of operation will be posted
daily. The Bear Necessities is also operational during select home football and soccer games at Bill Brown
Stadium. The Bear Necessities is managed by the Advanced Sports Marketing class.

**SOL TESTS & VERIFIED CREDITS**

SOL tests will be administered during the testing windows established by the Virginia DOE at the end of each
semester for semester block courses and at the end of the school-year for year-long courses. Opportunities to
re-take SOL tests failed in a previous school year or term are also provided during each semester. On the
high-school level, SOL tests serve two functions: (1) to determine school accreditation, and (2) to determine
verified credit requirements for graduation. Eighth-grade SOL test scores are used as part of the multiple set
of criteria for determining the placement of students in certain 9th grade classes. Students must pass a
certain number of SOL tests in order to graduate. Specific information regarding the requirements for each
graduating class can be found in the MCPS Program of Studies provided by the school counseling office
every spring or by contacting a school counselor.

All students who are taking a course for which there is a SOL test will take the test at the end of the course
(unless they have met all of their verified credit requirements for graduation in that subject area). SOL tests
are administered at the end of the semester for block-schedule courses, and at the end of the school year for
year-long courses. Opportunities to re-take SOL tests failed in the previous school year or term are also
provided.

Students must successfully earn a course credit and pass the selected SOL end-of-course (EOC) test to earn
a verified credit toward graduation. A course credit is the standard unit of credit earned when a student
passes a course; a verified credit is earned only when a student passes the EOC test for that course (Division
Policy 6-4.2 & 6-4.3). EOC tests in English, math, science, and a social science must be passed in order to
earn verified credits. For students who pass a course but fail the SOL test, remediation programs are
available throughout the school year and in the summer. “Expedited Retakes” is an option available to those
students who meet the criteria for “close to passing” as established by the state. If a student fails a course, the
course must be repeated regardless of the student’s score on the SOL test. Another option for students who
are unable to pass certain SOL tests after repeated attempts is “Locally Awarded Verified Credit” (LAVC).
Some alternative tests are also available. Students will be advised of their eligibility for these options on an
individual basis. Please see the notice of “SOL Information and Student Impact” in the Appendix at the end of
this handbook.
STANDARDS OF CONDUCT POLICY FOR EXTRA-CURRICULAR PARTICIPATION

Blacksburg High School feels that it is a privilege for our students to participate in VHSL and BHS sponsored extra / co-curricular activities. The student has a responsibility to act as a good citizen in the classroom, during competition, performances, and in the community. The student must obey all federal, state, and local laws, as well as, BHS rules and the Montgomery County Public Schools code of conduct.

Blacksburg High School does not allow the use, possession, or distribution of any illegal substances by any student. We do not allow the use, possession, or distribution of alcohol, tobacco products, and/or the misuse / distribution of medications by any student.

Blacksburg High School does not condone any form of hazing. Refer to definition of hazing in BHS student agenda.

The student responsibilities are:
- Obey all school, county, athletic, and school organization rules and policies
- Maintain academic eligibility
- Attend class
- Know, follow and be accountable for VHSL rules when applicable
- Display good sportsmanship and good citizenship
- Protect their health

The purpose of this policy is to assist students in avoiding improper conduct that would be a violation of BHS and/or MCPS policies, federal, state, and local laws. Suspension and/or dismissal from VHSL and BHS sponsored extra / co-curricular activities may result from violating this policy.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program, part of the Virginia Tiered Systems of support, is a team approach to helping students access the resources they need to stay in school, graduate on time, and prepare for post-secondary opportunities. The SAP Team meets on a regular basis to review the progress of students who are referred to the program. The team gathers data to understand the problems a student may be experiencing and to look for existing resources to help that student be successful in school. Students can be referred by school faculty and staff, parents, fellow students, community members, or the students themselves. To make a referral, contact the school counseling office to request a SAP referral form. Return the completed form to the counseling office.

For more information go to: [http://www.mcps.org/cms/One.aspx?portalId=92248&pageId=4770035](http://www.mcps.org/cms/One.aspx?portalId=92248&pageId=4770035)

STUDENT DROP-OFF/PICK-UP

Students being dropped-off or picked-up from school will need to use the parking lot closest to the community entrance. Drivers should use Bruin Lane and turn left in the upper parking lot. Drop-offs for morning attendance will be 7:30 am - 7:55 am and pick-ups should be no later than 10:20 am. Drop-offs for afternoon attendance will be 12:00 pm - 12:25 pm. And pick-ups should be no later than 2:50 pm.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>MORNING SESSION</th>
<th>AFTERNOON SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors Open</td>
<td>7:30</td>
<td>12:00</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>8:00</td>
<td>12:30</td>
</tr>
<tr>
<td>Parent Pick Up Begins</td>
<td>10:05</td>
<td>2:35</td>
</tr>
<tr>
<td>Bus Riders Dismissed</td>
<td>10:11</td>
<td>2:41</td>
</tr>
<tr>
<td>Student Drivers Dismissed</td>
<td>10:17</td>
<td>2:47</td>
</tr>
</tbody>
</table>
**Student Arrival Information**

| 1 | Doors will open at 7:30 in the morning and 12:00 in the afternoon. All students will enter the building through the community entrance. This includes students being dropped off by parents, student drivers, and those riding the bus. Once classes begin (8:00am / 12:30pm) the community entrance doors will be locked and students will enter the building through the main entrance. |
| 2 | Upon entering the building, students will proceed straight ahead and up the stairs to the second floor. The only students who will be permitted to turn left or right are those who have classes in the Fine Arts, Health/PE, and CTE hallways. All students must walk on the right side of the hallway, maintain 6 feet physical distance, and wear face coverings at all times. |
| 3 | Students picking up breakfast/lunch from the cafeteria may follow the green arrows to enter and exit the cafeteria lines. Students will take their food and go directly to classrooms to eat. No outside food/drink (except water) will be permitted in the building.

All other students must follow the yellow arrows and proceed directly to their 1st or 3rd period class with no stops. Students will not be permitted to congregate in the hallways. Upon arrival in their 1st or 3rd period classroom, students may request a visit to the counseling office, main office, nurse, or restroom using e-Hall Pass.
Student Dismissal Information

STUDENTS MUST WEAR FACE COVERINGS AT ALL TIMES WHILE ON SCHOOL PROPERTY INCLUDING IN THE STUDENT PARKING LOT.

PARENTS PICKING STUDENTS UP WILL ENTER SCHOOL PROPERTY VIA BRAIN LANE. VEHICLES WILL FOLLOW THE YELLOW ARROWS AND PICK STUDENTS UP AT THE PARENT PICK UP AREA INDICATED ON THE DIAGRAM.

NO STUDENTS WILL EXIT THE BUILDING THROUGH THE MAIN ENTRANCE.

Students picking up lunch or next day breakfast from the cafeteria may follow the green arrows to enter and exit the cafeteria lines. Students will exit the building immediately after getting their food.

All students must leave the building through the community entrance immediately upon dismissal. No other building exits will be used.

MORNING SCHEDULE:
Parent pick up will begin at 10:05 am
Bus rider dismissal will begin at 10:11 am
Student driver dismissal will begin at 10:17 am

AFTERNOON SCHEDULE:
Parent pick up will begin at 2:35 pm
Bus rider dismissal will begin at 2:41 pm
Student driver dismissal will begin at 2:47 pm
### Remote Learning Matrix

**Secondary**

Remote Learning Platform – Secondary Level in MCPS ~ Using Google Meet

<table>
<thead>
<tr>
<th>Distance Learning Behavior Matrix</th>
<th>Preparation: How ready are you?</th>
<th>Respect: How do you treat others?</th>
<th>Integrity: Who are you when no one is looking?</th>
<th>Discipline: Are you following the rules?</th>
<th>Effort: Are you being your best you?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Distance Learning</strong></td>
<td>Have all the materials I need.</td>
<td>Take turns to comment during on-line lessons. Honor one voice. Respect others’ cultures, opinions, and viewpoints.</td>
<td>Turn in my own work. Help younger siblings if needed. Use Google Meet for school work only. Always THINK before posting (Is it true, Is it Helpful, Is it Inspiring, Is it Necessary, Is it Kind?). Follow the honor code for all test and exams. Follow copyright.</td>
<td>Attend all my classes, every day. Fellow class procedures. Complete my homework each day. Spend time helping my siblings. Have video off unless instructed. Have audio muted unless instructed.</td>
<td>Always persevere and try my best. Ask for help when I need it. Actively participate. Create thoughtful and neat work. Check my work. Help others who might need assistance. Complete the Wednesday Check-In each week through Google Classroom.</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td>Come to class with my Chromebook charged or plugged in. Use technology appropriately. Take good care of my Chromebook. Report any Chromebook issues.</td>
<td>Respectful of myself and others online. Keep login passwords private. Avoid eating or drinking while using my Chromebook. Value school property.</td>
<td>Always cite sources of pictures &amp; information used. Always THINK before posting (Is it true, Is it Helpful, Is it Inspiring, Is it Necessary, Is it Kind?).</td>
<td>Stay on task when using technology. Avoid and report inappropriate sites and unsafe use.</td>
<td>Use my Chromebook for school use only. Take PRIDE in completing my best work.</td>
</tr>
</tbody>
</table>

Report students and staff who are showing PRIDE during our Distance Learning!
The approved student fees for the 2020-21 school year (as specified in Policy 3-3.12) are:

<table>
<thead>
<tr>
<th>PARKING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Pass</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS DUES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$6.00</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$8.00</td>
</tr>
<tr>
<td>Junior</td>
<td>$11.00</td>
</tr>
<tr>
<td>Senior</td>
<td>$16.00</td>
</tr>
</tbody>
</table>

Students who plan on driving to school will be required to register their cars and purchase a Parking Pass. Student fees are collected during the weeks prior to the opening of school, at summer orientation & open house, and the first few days of school. Requests for fee waivers must be submitted in writing to the school principal.

There are no textbook rental or library fees. However, students are responsible for lost or damaged books. Any assessed fines or replacement costs must be paid prior to the end of the school year. These obligations must be taken care of before a class schedule for the following school year can be mailed home in the summer.

**Online Fee Payment**

Parents/Guardians may put money in a student's school lunch account, or other fees, through MySchoolBucks. The link for MySchoolBucks can be found on the Blacksburg High School home page under “Parents/Students” tab. MySchoolBucks accepts Visa, Mastercard, Discover and check draft. (No American Express). Parents/Guardians can pay fees online at any time. There is an additional fee for using the school nutrition side of MySchoolBucks. Link for: MySchoolBucks.

**Student Debt**

Students who owe debts to BHS will be denied participation in all extracurricular activities until those debts are cleared. Types of debts include, but at not limited to, payment for damaged or lost textbooks, MCPS issued electronic devices, school supplies, athletic equipment/uniforms, school fees, etc.

Indebted students will be denied access to activities such as school dances, athletic events, team participation, concerts, field trips, ceremonies, etc.

Note: If a parent or student returns a book, calculator, etc. after the item has been paid for, a reimbursement will be issued once the item has been confirmed to be in good working condition.

**STUDENT INFORMATION FORM**

A Student Information Update form is distributed electronically (or paper if requested) at the beginning of each school year. Any change of address, telephone number, legal guardian information, custody status, medical information, or emergency contact information must be reported to the main office. Accurate information is essential in case of illness or emergency. Parents/Guardians should carefully consider who they designate as “emergency contacts” for their children. By listing individuals as “emergency contacts”, parents/guardians are authorizing these individuals to pick up their children from school when a parent/guardian cannot be reached.

Montgomery County Public Schools typically release “directory information” of students in certain school publications and to certain outside organizations per division policy 7-1.3. Military recruiters often request “directory information” of all juniors and seniors to be used by them specifically for armed services recruiting purposes and for informing students of scholarship opportunities. Division policy 7-1.3 allows us to disclose only the names and addresses of present and former students to military recruiters without prior written consent. However, federal law requires us to include telephone listings in the information provided to military recruiters, upon their request, unless a parent/guardian advises us that they do not want this information disclosed. If you do not want Blacksburg High School or Montgomery County Schools to disclose this information to military recruiters, you must notify the Blacksburg High School Guidance Office in writing.

At the beginning of each school year, parents/guardians will be asked to sign a “Directory Information Consent” form. This form will grant Montgomery County Public Schools the right to photograph your child and use his/her
picture, silhouette, or other reproductions of your child’s physical likeness in connection with advertisements, publications, and/or videotapes of Montgomery County Public Schools. These reproductions may include an exhibition, Internet web page, incorporation into a publication, a television broadcast, school advertisement or promotion, or any other use of videotapes.

Military Connected Students
According to the Code of Virginia, school divisions shall identify newly enrolled uniformed services-connected students. Students who have military connections will be coded in Power School accordingly:

- **Active Duty:** Student is a dependent of a member of the Active Duty Force (Army, Navy, Air Force, Marines Corps, Coast Guard, or National Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services).
- **Reserve:** Student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard).

**STUDENT IN “GOOD STANDING”**
This policy aims to recognize and assist all students to take responsibility for their actions and to encourage each student to maintain or improve his or her performance as an engaged, contributing, and empowered member of the Blacksburg High School learning community.

The outcome sought is for each student to maintain a consistent focus on their intended educational outcomes by responsibly carrying through all of their requirements to achieve success as respectful, responsible, and safe school citizens in all areas including academic, extra-curricular, and sports teams. It is intended that all students will at all times maintain “Good Standing”.

**Blacksburg High School** students will be considered to obtain the status of being in "good standing" by achieving the following indicators:

- GPA greater than 2.0
- adhering to all Student Handbook policies including:
  - attendance
  - dress code, and
  - behavior requirements

Students with failing grades, excessive tardies/check-outs, and/or excessive absences, and behavior misconduct will lose their status of "good standing". Students deemed not to be in good standing may lose permission to:

- Attend /Participate in Before/After School Events and Activities
- Park on Campus
- Attend /Participate in Field Trips

*In all cases, the administration will have the final say for a student’s standing as it relates to the above criteria.*

**STUDENT ORGANIZATIONS & CLUBS**
Clubs during the Hybrid Schedule will be held electronically unless noted by the sponsor. More information will follow.

**Purchasing**
All purchasing related to school activities, sportswear, club activities or school organization must be done through the school accounting office and not through parents. Before collecting funds and purchasing an item, you must have the approval of your sponsor, coach, or athletic director and know the proper way to collect funds to be turned in to the school bookkeeper. Then a purchase order will be written and the item(s) can be ordered. (Nothing should be purchased or ordered without first securing a purchase order from the bookkeeper or athletic director.) Most schools do not pay tax for most items. (But if purchases are made without a purchase order, tax is charged.) When the items are received, the invoice should go to the bookkeeper for a school check to be written to pay for the items.

**STUDENT SEARCHES**
Periodically BHS may be visited by law enforcement units using law enforcement canines. Parking lots, lockers, classrooms, and backpacks are areas that are normally searched.
**Search and Seizure**
To maintain order and protect students and school personnel, school authorities (minimum of two persons) may, with reasonable suspicion, search a student or student automobile on school premises. Student lockers are school property and remain at all times under the control of the school. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

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**STUDENT SUSPENSION/EXPULSION**

**POLICY 7-3.2 STUDENT SUSPENSION/EXPULSION**

**Generally**

Suspension or expulsion should be used as a last resort after using alternatives to suspension in accordance with a leveled administrative response to the student behavior matrix.

Both may be used as disciplinary measures when the designated school authorities determine that suspension or expulsion, or both, meet School Board policy or:

a. Is an appropriate disciplinary sanction for a violation of a student code of conduct.
b. Is appropriate to prevent disruption of the school's programs or activities.
c. Is appropriate to ensure the safety and welfare of the student, other students, and/or staff.
d. Is appropriate to maintain a safe, drug-free, healthy school environment that is conducive to learning.
e. Is appropriate when School Board policy has been violated.

The School Board will establish:

1. grounds for suspension and expulsion that meet the needs of the school division and align with guidance provided in the Virginia Board of Education Alternatives to Suspension: Guidelines for Reduction of Exclusionary Practices in schools; and .
2. standards for reducing bias and harassment in the enforcement of the Code of Student Conduct to ensure the equitable application of school discipline policies, practices, and procedures.

Except when the school division when the division superintendent has received a report about from law enforcement of an adjudication of delinquency or a conviction for an offense listed in subsection G of §16.1-260 of an enrolled student, or as provided in § 22.1-277.07 or 22.1-277.08, no student in preschool through grade three shall be suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.

Students who are suspended or expelled will be able to access and complete graded work during and after suspension.

**Short-Term Suspension for Ten (10) Days or Less**

Short-term suspension is any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten (10) school days.

**Procedures**

The principal, or assistant principal, may suspend a pupil for ten school days or less with the following procedures:

a. The student shall be apprised of the nature and facts of the alleged misconduct orally or in writing.
b. The student shall be given an opportunity to explain the circumstances of the alleged misconduct from their perspective.
c. The student shall be informed of the conditions of the suspension, such as required parental conference prior to return, prohibition from coming on school property and/or to scheduled school activities, etc.
d. The parent shall be given an opportunity to consult with the principal or assistant principal about
the circumstances of the alleged misconduct.

e. The principal or assistant principal shall generate a letter of suspension stating the condition of the suspension and the date that the student may return to school. Copies of the letter of suspension shall be given to the student, if possible, and mailed to the student's parent, guardian or person having control or charge of the student and to the division superintendent or his/her designee. The letter of suspension sent to the parent or guardian shall include:
   (1) The duration of suspension.
   (2) Information about the availability of community-based, alternative or other educational options.
   (3) The student’s right to return to school after the suspension period.

f. The division superintendent or their designee, acting as the disciplinary hearing officer, shall review the action taken if anyone asks in writing for a review. However, if the disciplinary action to be appealed was imposed by an assistant principal, the first level of appeal is the building principal.

g. The assigned disciplinary sanction will remain in effect during the appeals process.

h. The parent shall be notified that the decision of the division superintendent or their designee, acting as the disciplinary hearing officer, is the final decision of the School Board, and that no further appeal or hearing of the School Board is available.

**Emergency Suspension**

Any student whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be summarily removed from school immediately and the notice, explanation of facts, and opportunity to present his or her version required above under suspension for ten days or less shall be given as soon as practicable thereafter.

**Long-Term Suspension: Excess of Ten (10) Days**

Long-term suspension is any disciplinary action whereby a student is not permitted to attend school for 11-45 days, except in instances where the provisions of 22.1-277.05C are met.

**Procedures**

The principal may recommend that a student be suspended for 11-45 school days and shall immediately suspend the student, following the procedures for a 10-day suspension above, including an initial hearing before the division superintendent or their designee, acting as the disciplinary hearing officer, pending further review. If the division superintendent or disciplinary hearing officer upholds the recommendation, the School Board may suspend students from school for 11 to 45 school days in accordance with the following procedures:

a. The pupil and his parent(s), guardian, or person having control or charge of the student shall be provided written notice from the division superintendent or disciplinary hearing officer of the proposed action, the reasons for the proposed action and the right to a hearing before the School Board. The parental notice shall include:
   
   (1) The duration of suspension.
   (2) Information concerning the availability of community-based or alternative educational programs and intervention programs.
   (3) A statement that the student is eligible to return to school upon the expiration of the suspension or to attend an appropriate alternative educational program approved by the School Board during or after the suspension.
   (4) A statement that in any case in which the division superintendent or disciplinary hearing officer has recommended a long-term suspension, the student and his parent(s), guardian, or person having control or charge of the student may appear before the School Board after having been given notice of the date, time and place of the hearing.

b. After the School Board hearing on the division superintendent or disciplinary hearing officer's recommendation for long-term suspension, the student’s parent(s) or guardian shall be provided with written notice of the School Board’s decision and any change in:
The division superintendent or disciplinary hearing officer are authorized to extend a principal’s 10-day suspension until the next regularly scheduled School Board meeting.

A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in § 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) the school board or division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.

**Expulsions**

Section 22.1-276.01 of the Code of Virginia defines expulsion as 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.

**Procedures**

The principal may recommend to the division superintendent or disciplinary hearing officer that a student be expelled and shall immediately suspend the student, following the procedures for a 10-day suspension above, including an initial hearing before the division superintendent or their designee acting as the disciplinary hearing officer, pending further review. If the division superintendent or disciplinary hearing officer upholds the recommendation the division superintendent shall notify the student and his parent(s), guardian, or other person having control or charge of that student in writing of the following:

- a. The proposed action and the reasons therefor.
- b. The right of the student and his parent(s) or guardian to a hearing before the School Board.
- c. The right to inspect the student's school records.
- d. The proposed terms or conditions of re-admission, if any.
- e. The proposed duration of expulsion.
- f. A statement declaring whether, under the proposed sanction, the student would be eligible to return to school or attend an appropriate alternative education program approved by the School Board or an adult education program offered by the division during or after the expulsion. If neither option applies, a statement that the student may petition the School Board for re-admission. The statement should indicate when the School Board will consider a petition for re-admission, which will be no later than one calendar year from the date of the student’s expulsion.
- g. The availability of community-based educational, training and intervention programs.

The division superintendent and disciplinary hearing officer are authorized to extend a principal’s 10-day suspension until the next regularly scheduled School Board meeting.

In considering a recommendation for expulsion for actions other than weapon and drug offenses the School Board should take the following factors into consideration:

- a. the nature and seriousness of the violation;
- b. the degree of danger to the school community;
- c. the student’s disciplinary history, including the seriousness and number of previous infractions;
- d. the appropriateness and availability of an alternative education placement or program;
- e. the student’s age and grade level;
- f. the results of any mental health, substance abuse, or special education assessments;
- g. the student’s attendance and academic record; and
- h. such other matters as deemed appropriate.

No decision to expel a student shall be reversed on the grounds that such factors were not considered.

This provision does not preclude a School Board from considering any of these factors as "special circumstances” for purposes of weapon and drug expulsion requirements.
Following the final decision of the School Board, the division superintendent shall provide written notice to the student’s parent(s) or guardian that shall include the following:

a. The terms or conditions of re-admission, if any.
b. The duration of expulsion.
c. A statement declaring whether the student is eligible to return to school or attend an appropriate alternative education program approved by the School Board or an adult education program offered by the division during or after the expulsion. If neither option applies, a statement that the student may petition the School Board for re-admission after one calendar year from the date of his expulsion.
d. The availability of community-based educational, training and intervention programs.

Procedure for School Board Hearing
The procedure for the School Board hearing shall be as follows:

a. The School Board shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the School Board.
b. The School Board may ask for opening statements from the principal or their representative and the student or their parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.
c. The parties shall then present their evidence. Witnesses may be questioned by the School Board members and by the parties (or their representative).
d. The parties shall produce such additional evidence as the School Board may deem necessary. The School Board shall be the judge of the relevancy and materiality of the evidence.
e. Exhibits offered by the parties may be received in evidence by the School Board and, when so received, shall be marked and made part of the record.
f. The School Board may, by majority vote, uphold, reject or alter the recommendations.

The School Board shall establish, by regulation, a schedule pursuant to which students may apply and reapply for readmission to school. Such schedule shall be designed to ensure that any initial petition for readmission will be reviewed by the School Board or the division superintendent and, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the division superintendent denies such petition, the student may petition the School Board for review of such denial.

Disciplining Students with Disabilities
Students with disabilities, who violate the Student Code of Conduct, engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan, this policy and federal law. During any period of disciplinary action exceeding ten (10) school days, the student will continue to receive a free appropriate public education in accordance with federal law.

A child with a disability shall be entitled to the same due process rights that all children are entitled to under the Code of Virginia and the local educational agency’s disciplinary policies and procedures, in addition to protections under federal and state law. (The Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 2010).

A child with a disability shall be entitled to the same due process rights that all children are entitled to under the Code of Virginia and the local educational agency's disciplinary policies and procedures. (The Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 2010. In the event that the child's behavior impedes the child's learning or that of others, the IEP Team shall consider the use of positive behavioral interventions, strategies, and supports to address the behavior. The IEP Team shall consider either:

a. Developing goals and services specific to the child's behavioral needs; or
b. Conducting a functional behavioral assessment and determining the need for a behavioral intervention plan to address the child's behavioral needs.
School personnel may consider any unique circumstances on a case-by-case basis when deciding whether or not to recommend discipline that amounts to a change in placement for a child with a disability that violates a code of student conduct.

a. In reviewing the disciplinary incident, school personnel may review the child’s IEP and any behavioral intervention plan, or consult with the child’s teacher(s) to provide further guidance in considering any unique circumstances related to the incident.

b. School personnel may convene an IEP Team for this purpose.

The requirements related to the discipline of students can be found at in 8VAC20-81-160.

Disciplining Students Who are Eligible Solely under Section 504
Students who are identified as disabled solely under Section 504 of the Rehabilitation Act are subject to the same procedures for discipline as set forth above for students who are eligible for special education, only to the extent authorized by applicable law. When a determination is made that the student’s misconduct is not a manifestation of the student’s disability and the student is suspended or expelled, the school division is not required to provide a free appropriate education during the term of the suspension or expulsion. However, a qualified student under Section 504 of the Rehabilitation Act currently engage in the illegal use of drugs or alcohol, may be removed from his/her educational placement for a drug or alcohol offense to the same extent that such disciplinary action is taken against nondisabled students. No Section 504 evaluation, manifestation determination procedure, or due process hearing shall be conducted. Educational services will be provided only to the same extent as they are to nondisabled students following such disciplinary action.

LEGAL REFERENCES: Individuals with Disabilities Education Act, as amended; Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973; Code of Virginia, 1950, as amended, Sections 22.1-276.01 through 22.1-279.1.

Adopted: April 2004

TELEPHONES
Front office phones should only be used in case of an emergency with permission from front office staff. Any calls to parents must be made from the front office phone to insure proper sign-out procedures.

TEXTBOOKS
Students are accountable for damage to textbooks. Students are expected to return all textbooks, library books, and classroom sets which they have been issued in the same condition as received, with the exception of normal wear. Upon receiving textbooks, students should inspect them for damage and report any to the teacher. This will hopefully keep students from being charged for, or accused of, damages they are not responsible for.

TRESPASSING
Per Division Policy 2-3.6, “No one shall be in a school building after school hours unless he/she is on official school business, is participating in a supervised school activity, is authorized by the administration, or is a spectator at an activity open to the public. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting or service. It is prohibited for any person, whether or not a student, to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual, or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Persons violating these provisions of state law may be prosecuted. For purposes of this policy, school principals are ‘authorized individuals,’ and may direct persons to leave school premises and, in appropriate circumstances, issue no trespassing directives.”

Vandalism
Blacksburg High School will not tolerate vandalism and destruction of property. Students and their parents/guardians may be required to provide restitution to repair or replace damaged property. With everyone’s help and cooperation, BHS can maintain its excellent facility.
UNAUTHORIZED PERSONS ON SCHOOL PROPERTY
Unauthorized persons should not be in the school building or on school grounds at any time without the permission of the principal. Unauthorized persons include, without limitation, the following:

- Students not assigned to BHS
- Students suspended or expelled from any MCPS school
- Students advised by the principal or assistant principal to leave school grounds
- Any person who has not obtained a visitor’s pass from the main office (not an approved visitor)
- Any person previously warned not to be on school grounds
- Any other person not having official business at the school
- Any person who is causing a disruption of the programs or activities

Teachers are obligated to inform the principal of any unauthorized person they find on the premises. Any unauthorized person will be asked to leave the grounds at once. An administrator may enlist the aid of law enforcement officials to remove any unauthorized person from the school grounds refusing to leave on their own or whose actions are disrupting the school’s instructional or extracurricular programs.

SEX OFFENDERS ON SCHOOL PROPERTY
Per Division Policy 2-3.6, “No adult who has been convicted of a sexually violent offense, as defined in Virginia Code Section 9.1-902, may enter or be present upon public school property, during school hours and during school-related and school-sponsored activities, unless: (i) he is a lawfully registered and qualified voter, and is coming upon such property solely for the purposes of casting his vote; (ii) he is a student enrolled at the school; or (iii) he has obtained a court order allowing him to enter and be present upon such property, and is in compliance with terms and conditions of the order.”

All Montgomery County Public Schools utilize driver’s license scanners with a sexual offender auto-check program for visitor registrations. This system will run the names and birthdates of visitors through the sexual offender registry. The Administrative Assistant will attempt to confirm the information in the database to conclusively determine if the visitor is on the registry. Any visitor whose name and/or birth date triggers a warning within the sexual offender registry will be denied entrance and will be asked to leave the premises.

Unfortunately, the Sexual Offender Registry is not perfect and there is always a possibility that a person’s name and/or birth date could trigger a “false positive.” It is our practice to treat all registry alerts as valid until conclusively proven otherwise. Any alert that cannot be readily identified as a “false positive” will result in the visitor being asked to leave school premises and/or contact local law enforcement.

Any visitor who is denied entrance will be provided with the Reported Sex Offender Protocol sheet. If a visitor is uncooperative, or wishes to challenge the information on the registry, the school should contact local law enforcement for assistance.

For visitors who flag the system but leave when asked, the school will still notify local law enforcement of the incident on the day of its occurrence. Visitors who believe that there is a mistake should call the school and make an appointment to discuss the matter further with the principal and work with our local law enforcement to ensure that the situation is appropriately addressed. We appreciate everyone’s cooperation and understanding in such matters. Our ultimate is to protect our students and uphold the law. We do this with the safety and best interest of our students in mind.

UNAUTHORIZED AREAS
Students are not permitted in the following areas of the school when not being used as part of a class, practice, assembly, or other approved activity and under the direct supervision of a staff member:

- Teacher Collaboration Offices/Areas (use of phone, vending machines, copy machines, kitchen area not permitted)
- Teacher dining room
- Staff offices
- Student Services (Workroom Area)
- Unoccupied classrooms
- Student Collaboration Areas
- Computer labs
- Auditorium/stage
- Sound/projection booth
- Career & Technical shops
- Custodial closets/offices
- Loading Dock
- Kitchen
- Mechanical rooms/closets
- Closets/Rooms containing Electrical, Computer (MDF), Telephone and/or Other Building Systems
- Locker rooms other than when scheduled for PE or Athletics (students must be in the designated locker room for the activity)
- Elevators, unless use is authorized due to injury or disability
- Parking lots
- Athletic Facilities/Fields
- Any unsupervised areas

Students are not permitted to be outside of the building during class changes, or at any other time during the school day, unless required by their class schedule or as part of a supervised class activity. Additionally, students are not allowed to go to the elementary or middle school without permission. Students who are found in an unauthorized area or who leave the building/grounds without permission are subject to disciplinary action.

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th>Winter Sports</th>
<th>Spring Sports</th>
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<tbody>
<tr>
<td>Girls’ JV Volleyball</td>
<td>Boys’ JV Basketball</td>
<td>Boys’ JV Baseball</td>
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<tr>
<td>Girls’ Varsity Volleyball</td>
<td>Girls’ Varsity Basketball</td>
<td>Boys’ Varsity Baseball</td>
</tr>
<tr>
<td>JV Cheerleading</td>
<td>Boys’ Indoor Track</td>
<td>Boys’ Lacrosse</td>
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<tr>
<td>Varsity Cheerleading</td>
<td>Boys’ Indoor Track</td>
<td>Girls’ JV Lacrosse</td>
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<tr>
<td>Girls’ Cross Country</td>
<td>Girls’ Indoor Track</td>
<td>Girls’ Lacrosse</td>
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<tr>
<td>Boys’ Cross Country</td>
<td>Boys’ JV Basketball</td>
<td>Girls’ JV Softball</td>
</tr>
<tr>
<td>JV Football</td>
<td>Girls’ Swim/Dive</td>
<td>Boys’ JV Softball</td>
</tr>
<tr>
<td>Varsity Football</td>
<td>Boys’ JV Basketball</td>
<td>Boys’ Varsity Soccer</td>
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<tr>
<td>Golf</td>
<td>Girls’ Varsity Basketball</td>
<td>Girls’ JV Soccer</td>
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<td></td>
<td>Wrestling</td>
<td>Girls’ Varsity Soccer</td>
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<th>VHSL Year-Long Activities</th>
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<tbody>
<tr>
<td>Debate</td>
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<tr>
<td>Creative Writing</td>
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Participants in VHSL activities must be enrolled in a minimum of five classes for credit and have passed five class credits for the previous semester.

The VHSL requires that any student that tries out for and/or participates on a VHSL sponsored team: (a) must have a current medical physical (on the required VHSL physical form) - physicals are good from May 1 of current year to June 30 of the succeeding year (b) be enrolled in no fewer than 5 subjects for credit and have passed at least 5 subjects for credit the previous semester.

For the 2020-2021 Athletic Season, the VHSL voted to delay all sports and adopt the Condensed Interscholastic Plan, which leaves all sports in the season where they are currently aligned.*
Season 1 - Winter
December 14 – February 20
First Contest Date – December 28

Boys’ JV Basketball  Girls’ Indoor Track  Boys’ Swim/Dive
Boys’ Varsity Basketball  Boys’ Indoor Track  Girls’ JV Basketball
JV Cheerleading  Girls’ Swim/Dive  Girls’ Varsity Basketball
Varsity Cheerleading  Wrestling

Season 2 - Fall
February 15 – May 1
First Contest Date – March 1

Girls’ JV Volleyball  Varsity Cheerleading  JV Football
Girls’ Varsity Volleyball  Girls’ Cross Country  Varsity Football
JV Cheerleading  Boys’ Cross Country  Golf

Season 3 - Spring
April 12 – June 26
First Contest Date – April 26

Boys’ JV Baseball  Girls’ JV Softball  Girls’ Varsity Soccer
Boys’ Varsity Baseball  Girls’ Varsity Softball  Boys’ Tennis
Boys’ Lacrosse  Boys’ JV Soccer  Girls’ Tennis
Girls’ JV Lacrosse  Boys’ Varsity Soccer  Boys’ Outdoor Track
Girls’ Lacrosse  Girls’ JV Soccer  Girls’ Outdoor Track

* Subject to change

Alternate Transportation
Student athletes are expected to travel with the team to a contest and return with the team on the team bus. The coach may require student athletes to ride together on the team bus as part of the athletic program.

Exception: Students must have prior approval of the coach/AD if they are not riding the bus to or from an athletic event. The coach must personally release the student to the parent or parent designee after the game. With the coach’s approval, a student may travel with his/her parents or their designee if there is advance consent provided, in writing, prior to the trip.

Student athletes will not be released to another student for transportation.

Student athletes traveling in a private vehicle are not covered by the Montgomery County Public Schools transportation insurance policy.

Alternate Transportation Permission Form.

Withdrawal Process
Should a student desire to leave Blacksburg High School and enroll elsewhere, the student needs to complete a Withdrawal form. Withdrawal forms should be obtained in the Guidance Office. It is the student’s responsibility to return all books and supplies issued to them. In addition, all outstanding charges/fees should be paid to ensure timely forwarding of student’s records and transcripts.

Students should be aware that leaving school without properly notifying the Guidance Office and providing the appropriate documentation, could reflect a “dropout” status on the student’s school record.

Work Permits for Students
Students age 14 & 15 must have a work permit in order to work - exemptions include 1) farms, gardens, and/or orchards, 2) work around the home for parents, 3) volunteer work, 4) non-agricultural, non-manufacturing jobs where parent owns the business, 5) page or clerk for either the House of Delegates or the Senate of Virginia, 6) occasional work around someone’s home, such as yard work, 7) Work performed for any state or local government.

To secure a work permit with the Virginia Department of Labor go to Employment Certificate Application Instructions.