



# APS HANDBOOK 2022-23

Arlington, Virginia  
[www.apsva.us](http://www.apsva.us)

*See inside cover for the  
APS 2022-23 Calendar*



# 2022-23 SCHOOL YEAR CALENDAR

AUGUST		BACK-TO-SCHOOL NIGHTS	
29 Mon	First Day of School K-12	SEPTEMBER	
30 Tue	First Day of School PreK & VPI	8 Thu	Elementary School
SEPTEMBER		13 Tue	Middle School
2 & 5 Fri & Mon	Holiday - Labor Day	21 Wed	High School
26 Mon	Holiday - Rosh Hashanah	22 Thu	H-B Woodlawn & Arlington Community High School
OCTOBER		28 Wed	Langston/New Directions
5 Wed	Holiday - Yom Kippur	29 Thu	Career Center/ Arlington Tech
10 Mon	No School for Students (Countywide PL for Staff)		
20 Thu	Elementary Early Release for Parent-Teacher Conferences		
21 Fri	No School for Elementary & Middle School Students - Parent-Teacher Conferences		
24 Mon	Holiday - Diwali		
NOVEMBER			
7 Mon	End of 1 <sup>st</sup> Quarter		
8 Tue	No School for Students (Grade Preparation Day)		
11 Fri	Holiday - Veterans Day		
23-25 Wed-Fri	Holiday - Thanksgiving Break		
DECEMBER			
7 Wed	Early Release for Elementary/Middle/High School (Countywide PL for Staff)		
19-30 Mon-Fri	Winter Break		
JANUARY			
2 Mon	Holiday - New Year's Day (Observed)		
16 Mon	Holiday - Dr. Martin Luther King, Jr. Day		
27 Fri	End of 2 <sup>nd</sup> Quarter		
30 Mon	No School for Students (Grade Preparation Day)		
FEBRUARY			
8 Wed	Early Release for Elementary/Middle/High School (Countywide PL for Staff)		
20 Mon	Holiday - Presidents Day		
MARCH			
2 Thu	Elementary Early Release for Parent-Teacher Conferences		
3 Fri	No School for Elementary & Middle School Students - Parent-Teacher Conferences		
15 Wed	Early Release for Elementary/Middle/High School (School-Based PL for Staff)		
31 Fri	End of 3 <sup>rd</sup> Quarter		
APRIL			
3-7 Mon-Fri	Spring Break		
10 Mon	No School for Students (Grade Preparation Day)		
21 Fri	Holiday - Eid al-Fitr		
MAY			
3 Wed	Early Release for Elementary/Middle/High School (School-Based PL for Staff)		
29 Mon	Holiday - Memorial Day		
JUNE			
7 Wed	Elementary Early Release		
14 Wed	Last Day of High School - Early Release & Elementary Early Release		
15 Thu	Last Day of Middle School - Early Release		
16 Fri	Last Day of Elementary School - Early Release		
19 Mon	Holiday - Juneteenth		
JULY			
4 Tue	Holiday - Independence Day		
5 Wed	First Day of Summer School		
AUGUST			
1 Tue	Last Day of Summer School for Elementary (tentative)		
8 Tue	Last Day of Summer School for Middle/High (tentative)		

**Religious Observances** (holidays where indicated above; otherwise, regular school days):

Sep 26 (sunset)–27: Rosh Hashanah	Dec 18 (sunset)–Dec 26: Hanukkah	Mar 23 (sunset)–Apr 21: Ramadan	Apr 9: Easter
Oct 5 (sunset)–6: Yom Kippur	Dec 25: Christmas	Apr 5 (sunset)–13: Passover	Apr 21 (sunset)–22: Eid al-Fitr
Oct 24: Diwali	Dec 26–Jan 1: Kwanzaa	Apr 7: Good Friday	Jun 28 (sunset)–29: Eid al-Adha

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## ABOUT APS

Arlington Public Schools is a diverse and inclusive school community, committed to academic excellence and integrity. We provide instruction in a caring, safe and healthy learning environment, responsive to each student, in collaboration with families and the community.

## SUPERINTENDENT'S CABINET

**Dr. Francisco Durán**  
Superintendent  
superintendent@apsva.us  
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**Catherine Ashby**  
Assistant Superintendent, School & Community Relations  
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**Kim Graves**  
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**Dr. Jason Ottley**  
Chief of Diversity, Equity & Inclusion  
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703-228-6152

**Dr. Gerald Mann, Jr.**  
Chief Academic Officer  
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703-228-6145

**Dr. John Mayo**  
Chief Operating Officer  
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703-228-6007

**Christine Smith**  
Division Counsel  
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**Stephen Linkous**  
Chief of Staff  
stephen.linkous@apsva.us  
703-228-2497

## SCHOOL DIVISION OFFICES & ADDRESSES

Syphax Education Center  
2110 Washington Boulevard, Arlington, VA 22204

Thurgood Marshall Building  
2847 Wilson Boulevard, Arlington, VA 22201

Trades Center/Facilities & Operations  
2770 South Taylor Street, Arlington, VA 22206

## SCHOOLS & PROGRAMS

### ELEMENTARY SCHOOLS (PREK-5)

Abingdon  
703-228-6650 • abingdon.apsva.us

Arlington Science Focus School  
703-228-7670 • asfs.apsva.us

Arlington Traditional School  
703-228-6290 • ats.apsva.us

Ashlawn  
703-228-5270 • ashlawn.apsva.us

Barcroft  
703-228-5838 • barcroft.apsva.us

Barrett  
703-228-6288 • barrett.apsva.us

Campbell  
703-228-6770 • campbell.apsva.us

Cardinal  
703-228-5280 • cardinal.apsva.us

Carlin Springs  
703-228-6645 • carlinsprings.apsva.us

Claremont  
703-228-2500 • claremont.apsva.us

Discovery  
703-228-2685 • discovery.apsva.us

Dr. Charles R. Drew  
703-228-5825 • drew.apsva.us

Alice West Fleet  
703-228-5820 • fleet.apsva.us

Glebe  
703-228-6280 • glebe.apsva.us

Hoffman-Boston  
703-228-5845 • hoffmanboston.apsva.us

Innovation  
702-228-2700 • [innovation.apsva.us](http://innovation.apsva.us)

Jamestown  
703-228-5275 • [jamestown.apsva.us](http://jamestown.apsva.us)

Escuela Key  
703-228-4210 • [key.apsva.us](http://key.apsva.us)

Long Branch  
703-228-4220 • [longbranch.apsva.us](http://longbranch.apsva.us)

Montessori Public School of Arlington  
703-228-8871 • [montessori.apsva.us](http://montessori.apsva.us)

Nottingham  
703-228-5290 • [nottingham.apsva.us](http://nottingham.apsva.us)

Oakridge  
703-228-5840 • [oakridge.apsva.us](http://oakridge.apsva.us)

Randolph  
703-228-5830 • [randolph.apsva.us](http://randolph.apsva.us)

Taylor  
703-228-6275 • [taylor.apsva.us](http://taylor.apsva.us)

Tuckahoe  
703-228-5288 • [tuckahoe.apsva.us](http://tuckahoe.apsva.us)

## MIDDLE SCHOOLS (6-8)

Dorothy Hamm  
703-228-2106 • [dorothyhamm.apsva.us](http://dorothyhamm.apsva.us)

Gunston  
703-228-6900 • [gunston.apsva.us](http://gunston.apsva.us)

Jefferson  
703-228-5900 • [jefferson.apsva.us](http://jefferson.apsva.us)

Kenmore  
703-228-6800 • [kenmore.apsva.us](http://kenmore.apsva.us)

Swanson  
703-228-5500 • [swanson.apsva.us](http://swanson.apsva.us)

Williamsburg  
703-228-5450 • [williamsburg.apsva.us](http://williamsburg.apsva.us)

## HIGH SCHOOLS (9-12)

Arlington Community High School  
703-228-5350 • [achs.apsva.us](http://achs.apsva.us)

Wakefield  
703-228-6700 • [wakefield.apsva.us](http://wakefield.apsva.us)

Washington-Liberty  
703-228-6200 • [wl.apsva.us](http://wl.apsva.us)

Yorktown  
703-228-5400 • [yorktown.apsva.us](http://yorktown.apsva.us)

## SPECIAL PROGRAMS

H-B Woodlawn (6-12)  
703-228-6363 • [hbwoodlawn.apsva.us](http://hbwoodlawn.apsva.us)

Arlington Career Center (9-12)  
703-228-5800 • [careercenter.apsva.us](http://careercenter.apsva.us)

Career and Technical Education  
Syphax Education Center 703-228-7209 • [apsva.us/ctae](http://apsva.us/ctae)

Arlington Community Learning – Adult Education  
Syphax Education Center 703-228-7200 • [apsva.us/acl](http://apsva.us/acl)

Langston (High School Continuation)  
703-228-5295 • [hsc.apsva.us](http://hsc.apsva.us)

Integration Station  
703-462-5184 • [apsva.us/integration-station](http://apsva.us/integration-station)

REEP (Arlington Education & Employment Program)  
English Classes for Adults Syphax Education Center  
703-228-4200 • [apsva.us/reep](http://apsva.us/reep)

Eunice Kennedy Shriver Program (Special Education, 6-12)  
703-228-6440 • [shriver.apsva.us](http://shriver.apsva.us)

## APS COMMUNICATION CHANNELS

Arlington Public Schools uses a variety of methods to communicate with parents and the community.

APS School Talk is a messaging system comprising email, voicemail and texts. Families are automatically signed up for School Talk via the registration process. APS School Talk is used to communicate up-to-the-minute news and emergency situations, including school closings or delays, along with news from specific schools.

The APS Website, [www.apsva.us](http://www.apsva.us), hosts a wealth of information for families and the community. Up-to-the-minute news and announcements, calendars, a site search tool, access to all school sites and the parent portal, and links to the APS social media streams are just a few of the website options for learning more about APS.

Each school has its own website and online calendar. Schools keep in touch with families through APS School Talk, and many reach out through PTA channels and the APS Peachjar electronic flyer service as well.

APS and its schools and programs also use social media to connect with families and the community. APS can be found on Facebook at [facebook.com/ArlingtonPublicSchools](https://facebook.com/ArlingtonPublicSchools) and [facebook.com/APSenEspanol](https://facebook.com/APSenEspanol), on Twitter @APSVirginia, on Vimeo @AETVaps, on Instagram @APSVirginia, and on YouTube at [youtube.com/AETVaps](https://youtube.com/AETVaps).

Arlington Educational Television (AETV) broadcasts on Comcast channel 70 and Verizon FiOS channel 41. APS School Board meetings are broadcast live by AETV on both channels. In addition, AETV produces and broadcasts APS Snapshots, APS Green Scene, APS Partners in Action and #digitalAPS. AETV also shares a variety of APS arts and education events with the community. For more information about AETV programs and broadcast schedules, go to [apsva.us/aetv](https://apsva.us/aetv).

The APS Language Services Registration Center (LSRC) facilitates the school registration process and provides language support to families with English as a Second Language. The Language Line is an on-demand, three-way telephone translation service that can be accessed in all schools and offices, to connect APS, families and language interpreters.

APS news and information is included in a variety of publications. These include the APS Handbook, Guidebooks for Families, APS Friday 5, the Superintendent's Weekly Update and QuickFacts. For more information, go to [apsva.us/publications](https://apsva.us/publications).

## SCHOOL HOURS

Arlington schools operate on six different time schedules. Most schools also offer before-school and after-school activities beyond the regular school hours. Check with your school to learn what programs are offered and if bus transportation is available.

**ELEMENTARY SCHOOLS:** Abingdon, Arlington Traditional School, Campbell, Carlin Springs, Claremont, Integration Station, Long Branch, Randolph

Full Day	Early Release
7:50 a.m. - 2:40 p.m.	7:50 a.m. - 12:20 p.m.

**ELEMENTARY SCHOOLS:** Arlington Science Focus, Ashlawn, Barcroft, Barrett, Cardinal, Discovery, Drew, Glebe, Fleet, Hoffman-Boston, Innovation, Jamestown, Key, McKinley, Montessori, Nottingham, Oakridge, Taylor and Tuckahoe

Full Day	Early Release
9:00 a.m. - 3:50 p.m.	9:00 a.m. - 1:30 p.m.

**MIDDLE SCHOOLS:** Dorothy Hamm, Gunston, Jefferson, Kenmore, Swanson and Williamsburg

Full Day	Early Release
7:50 a.m. - 2:35 p.m.	7:50 a.m. - 12:05 p.m.

**HIGH SCHOOLS:** Wakefield, Washington-Liberty and Yorktown

Full Day	Early Release
8:20 a.m. - 3:10 p.m.	8:20 a.m. - 12:35 p.m.

**H-B WOODLAWN & SHRIVER PROGRAMS**

Full Day	Early Release
9:00 a.m. - 3:50 p.m.	9:00 a.m. - 1:15 p.m.

**ARLINGTON CAREER CENTER**

Full Day	Early Release
8:00 a.m. - 3:00 p.m.	8:00 a.m. - 12:25 p.m.

## PLAN FOR MAKE-UP DAYS

The 2022-23 calendar includes 181 instructional days for elementary, middle and high school students. If inclement weather or unforeseeable circumstances prevent students from being in school for 180 days, or the number of instructional hours required by the state, make-up days will be scheduled as follows:

**ELEMENTARY, MIDDLE AND HIGH SCHOOLS**

The first ten days lost will not need to be made up.

## ARLINGTON SCHOOL BOARD

The Arlington School Board is composed of five members who serve overlapping four-year terms. The terms commence on January 1 of the year following the election. Citizens interested in the election process should contact the Office of Voter Registration and the Electoral Board of Arlington County at 703-228-3456.

## SCHOOL BOARD MEETINGS

The Arlington School Board usually meets on the first and third Thursdays of each month in the Board Room at the Syphax Education Center, 2110 Washington Blvd. Check the website or call the Board office for meeting times. The agenda for each School Board meeting is made public one week prior to the Board meeting and can be viewed on the BoardDocs website under the "meetings" tab.

School Board meetings are broadcast live on Comcast Cable channel 70 and Verizon FiOS channel 41; live-streamed on the APS website; and re-broadcast on Fridays at 9 p.m. and Mondays at 7:30 p.m. Citizens may view the broadcast on the APS website ([apsva.us/school-board-meetings/](https://apsva.us/school-board-meetings/)) during the meetings.

## CONTACT THE SCHOOL BOARD

The Arlington School Board Office is located on the second floor of the Syphax Education Center, 2110 Washington Blvd. Office hours are 8 a.m. to 5 p.m. Open office hours for citizens to visit with School Board members are generally held on Mondays from 5–7 p.m. during the school year.

To contact the School Board Office, call 703-228-6015; write to the Arlington School Board, 2110 Washington Blvd., Arlington, VA 22204; or email [school.board@apsva.us](mailto:school.board@apsva.us).

## SCHOOL BOARD MEMBERS

**Reid Goldstein**, Chair  
2110 Washington Blvd., Arlington, VA 22204  
Office: 703-228-6015  
(Term expires Dec. 31, 2023)

**Christina Diaz-Torres**, Vice Chair  
2110 Washington Blvd., Arlington, VA 22204  
Office: 703-228-6015  
(Term expires Dec. 31, 2024)

**Mary Kadera**, Member  
2110 Washington Blvd., Arlington, VA 22204  
Office: 703-228-6015  
(Term expires Dec. 31, 2025)

**Dr. Barbara J. Kanninen**, Member  
2110 Washington Blvd., Arlington, VA 22204  
Office: 703-228-6015  
(Term expires Dec. 31, 2022)

**David Priddy**, Member  
2110 Washington Blvd., Arlington, VA 22204  
Office: 703-228-6015  
(Term expires Dec. 31, 2024)

## SCHOOL BOARD ADVISORY GROUPS

The School Board actively seeks the advice of community members through a wide range of advisory committees, boards and councils. These advisory groups are appointed by the School Board, advise the School Board, and, when appropriate, make recommendations on issues or policies related to the successful operation of the school system. These groups include:

- Advisory Council on Instruction (ACI)
- Advisory Council on School Facilities and Capital Projects
- Budget Advisory Council
- School Health Advisory Board (SHAB)
- Building Level Planning Community

For more information on all Arlington Public Schools advisory groups, go to [apsva.us/citizen-advisory-groups](https://apsva.us/citizen-advisory-groups).

## APS POLICIES AND PROCEDURES

The official policies, rules and regulations of Arlington Public Schools are contained in the Arlington Public Schools School Board Policies (SBP) and Policy Implementation Procedures (PIPs). The policies and procedures are available for public review in each school office, each school library, Arlington public libraries, the School Board Office and the Department of School and Community Relations at the Syphax Education Center, located at 2110 Washington Blvd., Arlington. They are also available on the website at [apsva.us/school-board-policies](https://apsva.us/school-board-policies).

## ACKNOWLEDGMENT OF PARENTAL RESPONSIBILITY

APS is required by the Commonwealth of Virginia to have parents and legal guardians review the rules and regulations of their children's schools according to Virginia School Law 22.1-279.3. "Within one calendar month of the opening of school, each 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 this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the 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 and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall 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 this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

This 2022-23 Arlington Public Schools (APS) Handbook contains items on APS School Board policies, including student conduct and compulsory school attendance. The APS Handbook is provided to all families as a part of the Annual Online Verification Process (AOVP) that requires families acknowledge they are in receipt of the APS Handbook. The APS Handbook is also available on the website at [apsva.us/publications](https://apsva.us/publications).

## PARENTVUE

ParentVUE is the access portal for the APS student information system and other online resources. ParentVUE gives parents access to update student information online. Through ParentVUE, families can also view student schedules and class attendance.



Middle and high school families can also view class assignments, scores, report card grades and course history with ParentVUE. To create an account and log into ParentVUE, parents need a valid email address, the activation code and the directions provided by their child's school. For more information, go to [apsva.us/family-access-center/](https://apsva.us/family-access-center/).

## ACCEPTABLE USE OF TECHNOLOGY & DEVICES

### APS ACCEPTABLE USE POLICY (AUP)

Arlington Public Schools has developed a plan to ensure that students know how to use the internet safely and that they understand APS rules for the use of technology. In accordance with the Code of Virginia, all students and their parents/guardians must annually sign the APS Acceptable Use Policy (AUP). All schools are responsible for ensuring that their students have signed the AUP through StudentVUE. Parents/Guardians acknowledge they have reviewed and agreed to the AUP through the AOV process. Violations of this policy can lead to legal and/or disciplinary action.

The AUP, [School Board Policy Electronic Technologies Acceptable Use I-9.2.5.1](#), can be found on the [Boarddocs website](#).

### EXPECTATIONS

- Students will use all technology responsibly.
- Students will not use the division's computer equipment and communication services for sending, receiving, viewing, or downloading illegal or inappropriate material.
- Students will only connect to the APS network using approved methods.
- Students will respect intellectual property and copyright laws.
- Students will not tamper with or alter the system in any way that disrupts the network.
- Students will report suspected computer viruses and other problems immediately.
- Students will understand that all messages and files sent, accessed or received on or through APS equipment are subject to inspection.
- Students who connect to the APS network using a personal device must comply with all applicable policies.
- Use of APS technology is for school-related instructional and APS business activities.

### USE AND CARE OF APS DEVICES

Students should bring their fully-charged devices to school each day. Powering down the device when not in use will help to avoid additional battery use, and dimming the screen brightness also helps to extend battery life. Students are encouraged to keep their devices protected with a sleeve or protective case.

The following recommendations should help students reduce the chances of loss and or damage:

- Students should not leave their devices unattended.
- Devices should not be left in visible sight in a vehicle; also, they should not be left in a vehicle for an extended time or overnight.
- Avoid scratching or marking the screen.
- Do not insert foreign objects (pens, paper clips) into the device.
- Heavy objects should not be placed on the device.
- Avoid eating or drinking near the device.
- When not in use, shut down the device or put it in sleep mode.
- Only use proper cleaning methods: wipe lightly with a clean, soft cloth; do not use water or cleaning solutions on the screen.
- Devices are vulnerable to humidity and extreme temperatures (above 95°F, below 50°F). Keep them away from bathrooms, saunas, or indoor pools where humidity is often high.
- Devices should be stored in a cool, moisture-free environment (less than 90°F).
- Use only the accessories specifically made for your device.
- Students should report any technical problems as soon as possible to their school's Instructional Technology Coordinator (ITC).

## BUILDING RESPONSIBLE DIGITAL CITIZENS

### Behave Responsibly and Respectfully

All students should:

- Be respectful and appropriate in comments and in written text while using the device.
- Log into their personal account(s) and only use their assigned devices.
- Be sure not to share their personal log-in with anyone else.
- Use pictures and videos, whether captured on the device or downloaded, only to benefit learning.
- Use lock screen and wallpaper images that are appropriate.
- Understand that each device is the property of APS and is intended for use only by the student to whom it is assigned.

Distribution of inappropriate images, videos, and files, whether captured on the device or downloaded, is prohibited. Student devices may be inspected at any time by APS personnel. If inappropriate content is found on the device, it will be deleted and disciplinary action may be taken by school administrators.

### Filtering

APS limits exposure of inappropriate and illicit internet content to students by putting systems in place which block student's access to some websites. These restrictions are in place on all devices that APS issues, whether the student is using the device at school, at home, or in a public space. While APS makes significant



efforts to filter inappropriate content, your child could reach content you feel is not appropriate. If this occurs, families are encouraged to discuss the matter with the students and report the inappropriate content to teachers or Instructional Technology Coordinators. Purposely bypassing content filters is a violation of the [APS Acceptable Use Policy](#).

### Digital Citizenship and Internet Safety

APS has developed a curriculum for students at all grades, beginning in kindergarten, to help them learn how to be responsible, ethical, and safe citizens online. This curriculum was initially developed with input from families, teachers and the APS Digital Learning Steering Committee. The curriculum has been adapted from the work of Common Sense Media.

Students must understand that digital citizenship and internet safety is an important part of the fabric of each school. Families are encouraged to explore these topics together at home.

For more information about Common Sense Media, visit [commonsense.org/education/digital-citizenship](https://commonsense.org/education/digital-citizenship).

### Internet/Online Safety Tips

- Students should be careful not to disclose information that could lead to the discovery of their identities.
- Students should use only their assigned usernames and passwords.
- APS limits exposure of inappropriate and illicit internet content to students by preventing students from using some websites with personal learning devices that APS issues, whether using the devices at school, at home, or in public spaces. While APS makes significant efforts to filter inappropriate content, your child could reach content you feel is not appropriate. If this occurs, families are encouraged to discuss the matter with the students and report the inappropriate content to teachers or Instructional Technology Coordinators. Purposely bypassing content filters is a violation of the [APS Acceptable Use Policy](#) (AUP).
- Words are very powerful. Students should be courteous and use appropriate language, understanding that their message will be read.
- Cyberbullying is a crime. Students should not view, send or display profanity, obscenities, sexually explicit or offensive materials. Any threatening messages students receive should be immediately reported to a trusted adult. Copies should be kept to provide to authorities. If students receive messages at school, they should notify a teacher immediately; at home, report the problem to the home internet Service Provider (ISP).
- Meeting someone via the internet can be dangerous. Before agreeing to any kind of meeting, a student should discuss it with a parent or other trusted adult.

### USE OF SOCIAL MEDIA

The [APS Social Media Policy G-1.4](#) and [Internet Policy M-8](#) requires that the use of any electronic media by employees or students should at all times be professional in content and related to the students' instructional program or school-sponsored extracurricular activities.

Social media tools, including any social media tools generally available to the public that do not fall within the APS electronic network, may be used within guidelines provided to staff.

Teachers or staff using social media tools to facilitate communication to further the work in their classrooms or school activities must submit to the school administration for annual approval a list of the social media tools to be used along with a clear statement of purpose and outcomes. Information about social media in the classroom or school activities will be made available to parents through the course syllabus or activity materials.

For individual communications between adults and students, in accordance with the [Prevention of Sexual Misconduct and Abuse Policy G-2.32](#), "Adults must restrict one-on-one, electronic communication with individual students to accounts, systems and platforms that are provided by and accessible to Arlington Public Schools."

### ADMINISTRATIVE PLACEMENT

An administrative placement falls under School Board Policy J-5.3.32. Arlington Public Schools determines a student's eligibility to attend school in alignment with the Code of Virginia and according to School Board Policy J-5.3.30 Admissions, In special situations, Arlington Public Schools may admit a student or place a student in an alternate school or program. Placements are based on aligning student needs with Arlington Public School's services. The following special circumstances are considered for Administrative Placements.

- Requests of Local Courts
- Program Continuity
- Result of Disciplinary Actions
- Inability to Access Education
- Medical or Psychological Needs
- Hardship (Includes death in family, medical illness of parent/guardian, financial difficulties).

The duration of Administrative Placements is based on the specific situation. Each placement shall have its duration established at the time of the placement, including renewal requirements if any, as appropriate. In general, placements are for the duration of the program.

Decisions regarding administrative placement requests are made by the Director of Secondary Education who works with the appropriate staff from the Office of School Support. The form to request

an administrative placement can be found at: [apsva.us/school-options/administrative-placement/](https://apsva.us/school-options/administrative-placement/). For more information, contact the Director of Secondary Education at 703-228-7224.

Appeals of decisions may be made to the Superintendent or designee. The appeal will be submitted to the Superintendent or designee by the parent/guardian, in writing, and should include the specific reasons and justification for why an exception should be granted. The Superintendent/designee will provide a written, clear and timely response to the appeal that is consistent with the policy. If families are dissatisfied with the response from the Superintendent/designee, they may appeal in writing to the School Board for consideration. This includes any medical and/or psychological related requests, submitted along with required documentation.

## ADMISSION

All students enrolled in Arlington Public Schools must reside in Arlington County for admission on a tuition-free basis. Arlington Public Schools reserves the right to periodically request proof of residency. Students in grades K–12 who move out of Arlington County after the fourth quarter begins may complete the school year without paying tuition. Students who move before the fourth quarter begins must request permission to complete the school year in Arlington as a non-resident tuition-paying student. Seniors who move out of Arlington County after the third marking period ends may be allowed to complete the school year tuition-free. State legislation passed in 2005 created a Class 4 Misdemeanor charge for knowingly making false statements concerning the residency of a child in a particular school division or school attendance zone. For more information, see School Board Policy J-5.3.30 at [apsva.us/school-board-policies](https://apsva.us/school-board-policies).

## ABSENCES

Regular school attendance is critical to students' success in school; therefore, except when ill or excused, students are expected to attend scheduled classes and other required school activities. Parents are discouraged from planning trips or vacations that will cause their child to be absent from school. Parents should check with each school regarding specific attendance policies. To assist school staff in monitoring the safety of students, parents should notify the school in advance if their child will be absent from school.

School division staff is obligated to file a court petition when students continue to be absent without a legitimate (excused) reason. In such cases, parents are held liable for their minor child's school attendance. In cases where a student is exhibiting mental health issues that prevent regular school attendance, the school counselor, school social worker, student and parent should work as a team to address the issue. At the

high school level, school attendance specialists are also available to assist with attendance concerns.

### EXCUSED ABSENCES (ALL OTHERS ARE UNEXCUSED)

- Illness, quarantine of student, doctor or dentist appointment
- Death in the family
- Observance of a religious holiday
- Summons to a court of law
- Suspensions
- Violent storms or state emergencies
- Severe family emergencies
- Other special cases approved by the school principal

Parents/guardians must make a verified contact with the school office or forward a written explanation of absences to the school no later than two days following the return to school. Students are expected to make up any school work they miss because of absences. Students forfeit (lose) daily class grades for the day(s) they were absent if the absence is unexcused.

State regulations require that students who are absent for fifteen (15) or more consecutive days be dropped (withdrawn) from school rolls. If this happens, the student is expected to return as soon as possible to school. Parents must accompany students when they return and new enrollment forms must be completed.

If students are absent without indication of parents' awareness and support for five (5) days, the Code of Virginia requires school staff, parents and students to jointly develop a plan to resolve the student's non-attendance. If the pattern of non-attendance continues, school staff will work collaboratively with the Arlington County Juvenile and Domestic Relations District Court and other county agencies to promote school attendance. The school social worker in each school is available to assist the parents and students with school attendance problems. At the high school level, school attendance specialists are also available to assist with attendance concerns

### TARDINESS (COMING TO SCHOOL LATE)

In the elementary and middle schools, teachers will report unexcused tardiness to the school principal for appropriate intervention. In the high schools, three unexcused tardy arrivals in one grading period equal one unexcused absence.

For more information about attendance expectations, see School Board Policy J-5.1.30 at [apsva.us/school-board-policies](https://apsva.us/school-board-policies).

## BULLYING AND HARASSMENT

Arlington Public Schools is committed to creating a safe, caring, respectful learning environment for all students.

Bullying or harassment of students, including bullying or harassment based on an actual or perceived characteristic, such as race, national origin, creed, color,

religion, gender, age, economic status, sexual orientation, marital status, pregnancy, genetic information, gender identity or expression, and/or mental, physical or sensory disability, is strictly prohibited and will not be tolerated. Bullying is defined as “any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma.” Bullying includes cyberbullying. Harassment is defined as “intimidation or abusive behavior toward a student that creates a hostile environment by interfering with or denying a student’s participation in, or receipt of, benefits, services, or opportunities.” Harassment may include “verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.” Students who engage in bullying or harassing behaviors will be subject to administrative action. School Board Policy J-6.8.1 applies to school buildings; school grounds; school-sponsored social events such as trips and sporting events; and to buses and bus stops. Bullying or harassment which occurs off of school premises, including misuse or inappropriate use of technology, is also prohibited and subject to administrative actions when the order, safety or welfare of the school or its students is affected as a result of such out-of-school actions. Students who experience bullying or harassment should tell an adult so that the matter is addressed immediately.

Students who believe that they have been the victim of bullying or harassment have the right to file a complaint by talking to school staff and/or completing a Bully Incident Form. School staff will investigate the matter immediately by collecting information such as the date of the incident, place, witness names and other information about the incident.

Parents/Guardians of the victims of bullying or harassment and the alleged bully or harasser will be notified within two days of the incident. The confidentiality of all parties will be protected to the extent possible. Students who are victims of bullying or harassment will be offered counseling services, as appropriate. In addition to administrative responses, school staff will offer assistance to students who bully or harass others, including, as appropriate, behavior intervention plans, referrals to multidisciplinary assistance teams, or referrals to counseling services. For more information, visit [apsva.us/student-services/bully-prevention/](https://apsva.us/student-services/bully-prevention/).

## FREEDOM OF EXPRESSION

### PRINTED MATERIALS

Arlington Public Schools are not a public forum and, therefore, are not a place where written materials that

are not a part of the curriculum or other school activities may be distributed, except as specifically provided by School Board Policy K-6 which governs the distribution of printed materials.

APS distributes only those printed materials, surveys, and questionnaires to students, parents, and staff that are created by or on behalf of the schools, the Arlington County government, parent teacher organizations of APS schools or Non-Profit Organizations as provided in the policy. Only the following four methods are available to distribute non-curriculum related material within the schools: (1) backpack mail, (2) posting and/or making available flyers, (3) distribution as part of authorized use of school facilities, and (4) distribution by outside entities on school property. Except as part of the school curriculum, no printed materials may be distributed on school property except as set forth in the policy.

Backpack mail is used to distribute only those materials that are: produced by, or on behalf of, Arlington Public Schools and directly related to school business; produced by, or on behalf of, the Arlington County government and directly related to County business; produced by, or on behalf of, the parent teacher organizations of APS schools and that are directly related to PTA/PTO business; or produced by nonprofit organizations (defined as entities that have provided evidence of their nonprofit status, for federal tax purposes, to the Superintendent or designee) as outlined in the policy. No other entities are permitted to access the APS backpack mail system. Backpack mail may not be used to distribute materials that advocate the passage or defeat of any referendum question or advocate the passage or defeat of any matter pending before a local school board, a local governing body, the General Assembly of Virginia, or the Congress of the United States.

Backpack mail is now distributed electronically each week with an email service vendor, and available for viewing on each school’s website. Paper copies are also maintained by school offices for review by families.

Each principal may designate a location or locations at which the school will post notices and/or make available flyers that outside groups request to be posted or made available to students. For all materials that are not permitted to be distributed by a method stated above, the Superintendent shall designate for each school building, the time, place, and manner for the distribution of such materials on school grounds by any person or group outside of the school building, only at times that will not disrupt the school day or other school-sponsored events, and only in the manner designated for each school building.

Materials produced by students as required course work (such as newspapers, yearbooks and literary magazines produced as part of a class) may be distributed under the direction and supervision of the teacher or sponsor. Materials students wish to distribute that are not part of the regular curriculum shall be distributed

in accordance with such reasonable time, place, and manner restrictions as may be imposed by the principal. Before distributing materials at school, students shall obtain the approval of the principal that the distribution complies with the printed materials policy.

For more information about distribution of printed materials or distribution via the email flyer service, contact the Assistant Superintendent of School and Community Relations at 703-228-6005.

## SPEECH

During class discussions, students have the right to express their views on topics being discussed. Students have a responsibility not to interfere with the rights of other students or staff to hold and express their own views.

## FREEDOM OF RELIGION

Schools may not conduct religious exercises nor may they support or sanction any particular religious beliefs or practices. Students have the right to observe their own religious beliefs and practices in school, provided such activities neither violate the rights of others nor disrupt or interfere with school activities.

Legislation passed by the Virginia Legislature in 2008 provides that “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. Such home and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school.”

## HAZING

The Virginia Code of Conduct prohibits hazing. No student shall engage in hazing. Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in a club, organization, association or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity. Hazing is prohibited in school buildings; school grounds; school-sponsored events and with transportation. Students who experience or witness hazing, should inform an adult to allow for appropriate follow-up. Hazing is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or minors. The principal of any school at which hazing occurs that causes bodily injury

shall report the hazing to the local Commonwealth Attorney. See Virginia Student Conduct Policy Guidelines at [www.doe.virginia.gov/boe/guidance/safety/student\\_conduct.pdf](http://www.doe.virginia.gov/boe/guidance/safety/student_conduct.pdf).

## PARENTAL RIGHT TO INFORMATION ABOUT TEACHERS

The Every Student Succeeds Act of 2015 (ESSA) guarantees parents in Title I schools the right to request certain information about their child’s teachers. The information that you have a right to request about your child’s teacher is:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subjects for which the teacher is responsible.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications for licensing have been waived.
- The baccalaureate degree major or certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive additional information about this topic, please contact the principal of your child’s school.

## PARENTAL RIGHT TO REQUEST INFORMATION ON ASSESSMENT OPT-OUT

The Every Student Succeeds Act of 2015 (ESSA) Section 1112(e)(2) guarantees parents of students in Title I schools the right to request information about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments. All students enrolled in Virginia public schools are expected to take the applicable state tests. Virginia regulations do not provide for what is sometimes referred to as an “opt-out policy” for students regarding the Virginia assessments. If parents refuse to have their student participate in one or more of the required Virginia assessments, they should be aware that their student’s state assessment score report will reflect a score of “0” for any test that is refused. If you would like to receive additional information about this topic, please contact the principal of your child’s school.

## OPENING EXERCISES

All Arlington Public Schools provide for a daily observance of the Pledge of Allegiance and a minute of silence in accordance with Virginia Code sections 22.1-2.02 and 22.1-2.03.

Each classroom displays the flag of the United States of America. During the Pledge of Allegiance, students must either recite the Pledge while facing the flag with



their right hands over their hearts or remain quiet and not disrupt or distract others. No student can be compelled to recite the Pledge if the student, parent or legal guardian objects on religious, philosophical or other grounds. During the period of silence, students are to remain quiet and not disrupt or distract others. This time may be used by students to engage in any lawful silent activity and as an opportunity for a time of silent reflection.

## PREVENTION OF SEXUAL MISCONDUCT AND ABUSE

One of the goals of Arlington Public Schools is to provide its students with a safe and supportive learning environment including protecting students from sexual misconduct and abuse. The responsibility for protecting students from sexual misconduct and abuse is shared by the division superintendent, the school board, teachers and all other school employees, school volunteers, state and local social services agencies, law enforcement, and parents.

Physical contact between school division employees and students should be public, nonsexual, and appropriate to the circumstances. Conversations by Arlington Public Schools staff and volunteers with students that could be interpreted as flirtatious, romantic or sexual are prohibited. The sharing of sexually explicit or obscene jokes and verbal “kidding” of a sexual nature between school division employees, volunteers and students is prohibited.

The Prevention of Sexual Misconduct and Abuse Policy G-2.3 is available online at [apsva.us/school-board-policies](https://apsva.us/school-board-policies).

## PROHIBITED SUBSTANCES

Arlington Public Schools is dedicated to providing all students with a healthy learning environment that is free from alcohol, tobacco, including e-cigarettes and other electronic nicotine delivery systems, and illegal substances. Arlington Public Schools provides proactive opportunities and strategies that are designed to educate students about the harmful effects of the use of illegal drugs, tobacco, and alcohol, and the misuse of legal drugs and other legal substances. Arlington Public Schools works cooperatively with other county agencies to provide assistance and support for individuals to engage in positive behavioral interventions, receive counseling and referral services, provide a safe, healthy learning environment for students and staff, and take appropriate action when individuals are found to be in violation of this policy. Arlington Public Schools provides supports and assistance for all students in need including school-based substance abuse counselors and information on community resources.

The Arlington School Board prohibits substances defined below on school property, walking to and from school, on school buses, on school-sanctioned trips

or events or during off-campus lunch. A student who engages in prohibited substance use (as defined below) may be subject to administrative responses pursuant to School Board Policy J-7.4 Student Code of Conduct..

Students are prohibited from possessing or attempting to possess, using or attempting to use, consuming, procuring, distributing, or purchasing any of the substances listed below.

1. Controlled substances are drugs or other substances identified under schedules I, II, III, IV, or V in section 202(C) of the controlled Substances Act at 21 U.S.C. section 812(c).
2. Illegal drugs mean controlled substances but does not include a controlled substance that is legally possessed and used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substance Act or any other provision of federal law.
3. Restricted substances prohibited include but are not limited to alcohol, tobacco products, and nicotine vapor products. Inhalant products and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug possessed in violation of this policy.

The wrongful, extreme, or improper use of an otherwise legal substance, such as sniffing glue, taking non-recommended amounts of over-the-counter medications, or taking medicine prescribed for another person is prohibited. Any possession of drug paraphernalia, including any equipment, products, and materials or any of their parts that are designed or intended for packaging, storing, repackaging, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body a controlled substance or imitation controlled substance is also prohibited.

A controlled substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law is an exemption to this policy and procedure. Students who adhere to the provisions of School Board Policy J-8.3.1, School Health Services, regarding possession or use of controlled substances or over-the-counter medications are not subject to sanctions

## STUDENT SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION– TITLE IX

Arlington Public Schools shall provide learning environments that are free from all forms of sexual discrimination and sexual harassment. No student shall suffer reprisals for reporting any incident, making a good faith complaint, or participating in the

investigation of an incident or complaint of discrimination or harassment. Confidentiality shall be maintained to the maximum extent possible. Substantiated complaints shall result in appropriate disciplinary action.

Students who are discriminated against or harassed by peers or adults should immediately report such conduct to a school administrator. The school principal or designee will promptly investigate any complaints of discrimination and harassment and will take appropriate action to resolve such complaints, and any interim measures will be taken as appropriate. Any student who discriminates against or harasses another person will be subject to appropriate discipline.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature, as well as harassment based on sexual orientation or gender identity or expression that has the effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment, constitute sexual harassment. Sexual harassment includes conduct that is also criminal in nature such as rape, sexual assault, stalking, and similar offenses. See School Board Policy J-2 at [apsva.us/school-board-policies](https://apsva.us/school-board-policies).

The Director of School Climate and Culture is designated as the Compliance Officer for all student discrimination complaints, as well as the Title IX Coordinator. The Title IX Coordinator provides oversight of all investigations related to sexual harassment/sexual discrimination allegations, as well as implementation of the APS Title IX monitoring and compliance program. The Supervisor, Health and Physical Education, serves as the Title IX Coordinator related to student athletics. The Director of School Climate and Culture serves as the compliance officer for any complaints of sexual harassment/sexual discrimination.

## **STUDENT GENDER IDENTITY NON-DISCRIMINATION**

APS is committed to providing a safe, welcoming school environment where students are engaged in learning and are active participants in the school community because they feel accepted and valued. It is important that all staff members and students recognize and respect matters of gender identity including students who identify as transgender or gender nonconforming, and such students feel comfortable expressing their gender identity. To the extent possible, schools need to consider gender neutral uniforms or dress codes for physical education classes, music ensembles, yearbook photos, honor society ceremonies, promotion ceremonies, dances, etc.

In accordance with School Board Policy J-2, APS prohibits discrimination on the basis of race, national origin, creed, color, religion, gender, age, economic status, sexual orientation, pregnancy, marital status, genetic information, gender identity or expression, and/or disability.

## **WITHDRAWAL FROM SCHOOL (DROPPING OUT OF SCHOOL)**

Students are required by Virginia Law to attend school from age 6 until their 18th birthday. Students who wish to withdraw early should contact the Director of Student Services at 703-228-6058. Students working toward graduation may continue in the public schools through the school year (September to June) in which they reach their 20th birthday. Students receiving special education services may remain in school until age 22, if they reach age 22 after Sept. 30. Students who do not speak English as their first language and entered school in Virginia for the first time after reaching age 12 and have not reached 22 years of age on or before Aug. 1 of the school year may also remain in school. Families who move out of Arlington County should inform their child's school of their new address and telephone number. For more information, call the Office of Student Services at 703-228-6058.

## **APS STUDENT RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT POLICIES**

Arlington Public Schools is committed to ensuring the rights of all members of the school community, as guaranteed by the laws of the United States, and the Commonwealth of Virginia. The Arlington Public Schools community recognizes the essential dignity of each student, teacher, and staff member and is committed to maintaining an atmosphere where opportunities to learn are available to all. Student measures of success go beyond academic achievement and include student well-being and their long-term positive development. Arlington Public Schools works to ensure all students learn and thrive in safe, healthy and supportive learning environments, that foster the growth of the whole child and nurture all students' intellectual, physical, mental, behavioral, and social-emotional growth.

The Arlington Public Schools Code of Conduct uses proactive positive strategies and interventions that promote student learning, as well as the use of restorative practices involving student conduct. Implementation of the Student Code of Conduct shall, at all times, be consistent with the mission, vision and strategic principles of Arlington Public Schools and its commitment to equity, diversity and inclusion.

The Arlington Public Schools Code of Conduct framework embodies the social-emotional learning theories based on the Collaborative for Social-Emotional Learning (CASEL) model and emphasizes the importance of children and youth skill development in five core areas: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. Administrators must consider the social-emotional needs of students in these five areas, in addition to supporting positive behavior

development, when addressing behavioral concerns.

A range of behavioral supports, restorative practices and positive interventions including the Arlington Tiered System of Supports, are available to students to help ensure each student can take advantage every opportunity to learn and grow. If individual students exhibit behaviors that impact the safety of the learning environment and behavioral restorative practices and other interventions have been provided without success, it may be necessary to provide an administrative response. In accordance with Arlington Public School Board Policy A-30, Equity, all administrators, teachers, and other staff members of Arlington Public Schools should carry out their responses to student behavior equitably and fairly while ensuring an orderly and safe environment appropriate for student learning. Any responsible school staff member present may need to take such actions to respond to student behavior as are necessary, reasonable, and equitable, in accordance with State law and in accordance with the policies of the School Board. The Students' Rights and Responsibilities: Student Code of Conduct Handbook will be updated and published annually and the guidelines shall be distributed to students, parents/guardians, and staff and shall be translated into Spanish, Amharic, Arabic and Mongolian. For the safety and well-being of all, Arlington Public Schools' Code of Conduct applies:

1. While on school premises;
2. While in proximity to school premises;
3. When coming to or going from school;
4. While on school-owned and operated school buses, or on chartered buses;
5. While engaged in approved and supervised school activities on or off school premises, including but not limited to distance learning;
6. When the good order, safety, or welfare of the school, students, or staff is affected as a result of out of school actions; and
7. When using school-issued or non-school technology when that use negatively impacts the well-being and safety of students and/or staff.

## PARENT CONFERENCES

Conferences with parents/guardians should be scheduled promptly to inform and to discuss with parents the appropriate behavior of a student.

## ALTERNATIVES TO SUSPENSION/ ADMINISTRATIVE RESPONSES

Behavioral interventions and positive support strategies include building healthy relationships among all individuals, in order to facilitate a safe and supportive school environment that provides the emotional, psychological, and physical safety needed to teach new positive behaviors. If individual interventions and collaboration with the parent have not been successful, the teacher should refer the student to a Student

Support Team meeting with staff, administrator and parent/guardian to determine if an intervention plan is appropriate.

Use of restorative justice practices is one example of the interventions and supports provided to students to help nurture healthy relationships, repair harm, transform conflict and promote equity. When used as an intervention measure, a restorative approach to student behavior issues changes the fundamental questions that are asked when a behavioral incident occurs. Instead of asking who is to blame and how those engaged in the misbehavior will be punished, a restorative approach identifies what needs to be done to make things right.

## DENIAL OF TRANSPORTATION

Students who are otherwise eligible for transportation may be denied such transportation by the principal or designee when the student's conduct represents a threat to the safe operation of the school bus, to the student, or to others on the bus.

Students with disabilities who receive transportation as a related service under their IEPs or as an accommodation under a Section 504 Plan and who are subject to sanctions because of misconduct on the bus, must receive an IEP review to determine if the student's actions are the result of the disability. When the behavior for which the student is to be removed from transportation service is the result of the student's disability, the student cannot be deprived of access to a special education program, and alternative transportation service will be developed.

## REMOVAL OF A STUDENT FROM CLASS

Teachers shall utilize effective strategies to manage and resolve behaviors that interfere with a positive learning environment in the classroom taking into consideration individual needs of students, identified needs detailed in IEPs and other supports available. After these strategies have been implemented, and, if the behavior continues to disrupt the learning environment, teachers have the initial authority to temporarily remove students from class for disruptive behavior. "Disruptive behavior" means a violation of School Board policies or PIPs issued by the Superintendent governing student conduct that interrupts or obstructs the learning environment. In order for a teacher to remove a student from class for disruptive behavior, the following factors must be included in that decision:

1. Removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior
2. Interventions by the teacher and/or administrators have been attempted and failed to end the student's disruptive behavior, and
3. Notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or



school administrators must have been provided to parent.

When all of the above criteria have been satisfied, a teacher may remove a student from class.

## “SECOND CHANCE” PROGRAM

A student who has violated APS' Prohibited Substances Policy for the first time may be considered for placement in the “Second Chance” program in lieu of suspension. A student who is suspended for a violation of the prohibited substance use policy may still be referred to the “Second Chance” program to have the benefit of this early intervention education program. This is an intensive, early intervention program, which includes restorative justice practices, designed to educate students and their parents about the dangers of substance use and to prevent future use. An eligible student who successfully completes the program, including all requirements for follow-up assessments and good behavior, will not be subject to suspension for that particular violation of the prohibited substance use policy. However, if a student placed in the program in lieu of suspension fails to successfully complete the program, including all requirements for follow-up meetings and assessments, that student will be suspended.

## OUT-OF-SCHOOL SUSPENSIONS

Suspension includes temporary removal from all school activities and exclusion from school grounds, including buses may constitute trespassing charges if threat of harm or injury is involved. A student may be suspended by a school administrator/designee for no more than 10 days or by the Superintendent/designee for up to 45 days. 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 Superintendent/designee finds that aggravating circumstances exist, as defined by the Code of Virginia.

In all cases, contact shall be made with a parent/guardian before a student is dismissed from school during the school day. If a student is sent home for behavioral issues during the school day or for the remainder of that day, all regulations must be followed regarding a suspension.

Depending on frequency or severity, actions which may result in out-of-school suspension, referral to Second Chance Program (for relevant school offenses), or assignment to in-school suspension for one or more periods include:

1. Failure to serve detention;
2. Disruptive use of electronic communication devices (for example: cell phones, pagers)
3. Misbehavior in buildings, on grounds, on the buses or on school sponsored activities and field trips;

4. Profane or obscene language, orally or in writing, or remarks that demean or are intended to demean a person's race, religion, sex, creed, national origin, disability, or intellectual ability, or sexual orientation;
5. Smoking, including e-cigarettes, on school property or possession of tobacco products;
6. Possession or under the influence of a controlled substance;
7. Possession or under the influence of alcohol;
8. Forgery of notes or signatures, cheating, or plagiarism;
9. Misuse or inappropriate use of technology (Internet) including instant messaging and cyber-bullying;
10. Possession of pornographic material;
11. Sexual harassment of other students or staff;
12. Gambling;
13. Insubordination or verbal abuse;
14. Verbal abuse of student or staff;
15. Abuse or misuse of legal substances, such as over the counter non-prescription drugs and other substances;
16. Willful destruction of property (students may be required to make restitution for damaged property);
17. Activities that threaten or threats made against the physical safety of students or staff members;
18. Physical altercations or fighting;
19. Bullying, including verbal or written threats or physical harm;
20. Other violations of school rules or disruption of school activities;
21. Other disruptive behavior;
22. Gang activity, including disrupting school by use of gang symbols, hand signs, engaging in threatening behavior as a group or representing a group identified as a gang; and
23. Possession of look-alike weapons.

Actions requiring immediate out-of-school suspension and referral to the police and/or fire marshal if they are violations of the law include:

1. Possession with intent to sell or distribute a controlled substance (recommendation for expulsion);
2. Sale, purchase or distribution of a controlled substance (recommendation for expulsion).
3. Possession of firearms (recommendation for expulsion);
4. Sale or distribution of alcohol;
5. Possession of other weapons (not firearms);
6. Physical assault on a member of the school staff;
7. Acting as a mob;
8. Setting fires, possession of fireworks/explosives, and
9. Other violation of the law.



**LENGTH OF SUSPENSIONS:**

1. Level three behaviors may result in a maximum of three consecutive days out-of-school suspension.
2. Repeated level three offenses may result in a maximum of five consecutive days out-of-school suspension.
3. Level four behaviors may result in up to 10 consecutive days of out-of-school suspension.
4. Repeated level four behaviors or behaviors involving action by the police may also result in a maximum of 10 consecutive days out-of-school suspension, request for disciplinary hearing for additional suspension time, and/or a recommendation for expulsion.
5. In level five behavior situations, very serious offenses as identified in the Code of Virginia students may be suspended up to 45 days by the Superintendent/designee. When suspending a student for more than 10 days, the following factors, identified in the Code of Virginia, shall be taken into account:
  - a. The nature and severity of the offense;
  - b. The student's academic, attendance, and disciplinary record; and
  - c. The assessment of the student's acknowledgment of violation of school regulations and the student's expressed intent with regard to future conduct will also be taken into account.
6. 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 Va. Code §§ 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) the School Board or Superintendent/designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.
7. Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of such suspension.
8. Very serious offenses require local school consideration of:
  - a. Court involvement;
  - b. Alternative programs; and/or
  - c. A request from the Superintendent for the parent/guardian, student, and appropriate local school officials to meet with representatives to decide the student's future educational program.

**NOTIFICATION AND HEARING FOR OUT OF SCHOOL SUSPENSIONS**

Students may be suspended for 10 days or less by school administrator. Parents/guardians will be notified immediately of a suspension and if appropriate, the possibility of additional disciplinary action by the

Superintendent/designee. This initial notice may be electronic or phone, followed by written notification, available in English, Spanish, Arabic, Amharic or Mongolian, and will include due process information, an explanation of the facts as known to the school personnel and, if the student denies those facts, an opportunity to present a version of what occurred and appeal the suspension. If the student's presence at school poses an immediate or imminent danger to persons or property, or an ongoing threat of disruption, the student may be removed from school immediately and the notice, explanation of facts, and opportunity to appeal and to present the student's version shall be given as soon thereafter as is practicable. Immediate appeals of suspensions by assistant principals or designees will be reviewed by the school principals. If the parents/guardians wish to appeal the principal's decision, they will receive information regarding the Director of Administrative Services' name, title and contact information and have 10 days from the date of suspension to appeal. The student and/or parent/guardian shall be informed of their right to appeal the decision of the Director of Administrative Services to the Superintendent/ designee.

**APPEALS TO ADMINISTRATIVE ACTIONS****SUSPENSION APPEALS**

Parents/guardians of students who have been suspended for 10 days or less will be provided information, in English, Spanish, Arabic, Aramaic and Mongolian, on the process to appeal a decision. They may file an immediate appeal with the school principal if the suspension was assigned by an assistant principal or designee. If they wish to appeal the principal's decision, they may, within 10 working days of such event, file a complaint in writing with the Director, Administrative Services. In the case of a suspension appeal, a hearing will be held and the Director, Administrative Services shall give a response in writing within seven working days after the conclusion of the hearing. Appeals of administrative actions taken will be governed by procedures set forth in the section of this policy governing the particular administrative response. Suspensions are part of a student's school record and suspensions cannot be removed from the student's record unless entered in error or reversed on appeal. The decision of the Director, Administrative Services will be final in cases involving administrative actions other than cases of suspension of more than 10 days or expulsion. Suspensions will not be activated until a final appeal decision is given.

**LONG TERM SUSPENSION OR ALTERNATIVE PLACEMENT APPEALS**

For long-term suspensions or alternative placements of more than 10 days, the Director, Administrative Services' decision may be appealed to

the Superintendent/designee and a decision will be made on the written record. The Superintendent's/designee's decision may be appealed to the School Board within 10 working days of that decision. The School Board shall decide on an appeal within 30 days of receipt of the appeal in the School Board office. The Clerk to the School Board will immediately provide a copy the decision of any appeal to the Superintendent/designee. For appeals of long-term out of school suspensions or alternative placements of fewer than 365 days except as specifically provided below where the student's participation in the conduct is disputed, the Superintendent/designee shall provide the School Board with a complete statement of reasons for the suspension accompanied by the complete written record of the disciplinary proceedings within five working days of receipt of the appeal. A copy of that statement, available in English, Spanish, Arabic, Aramaic or Mongolian, will be delivered to the student and/or their parent/guardian at the time it is delivered to the School Board. The student and/or parent/guardian may provide the School Board with any response to that statement of reasons within five working days of receipt of the Superintendent/designee's statement of reasons. The School Board will make its decision on the written record, which decision shall be final. A suspension or alternative placement shall not be activated until a final appeal decision is given.

## EXPULSION

Expulsion means any action imposed by the School Board as provided in School Board policy, whereby a student, based on the seriousness of the incident, is not permitted to attend school within the school system and is ineligible for readmission for 365 calendar days after the date of the expulsion.

Students may be expelled only after written notice, available in English, Spanish, Amharic, Arabic or Mongolian, to the student and the parent/guardian of the student of the proposed action, giving the reasons for the action, and the right to a hearing before the School Board. Such notice shall be given by the Superintendent/designee and shall provide information concerning the availability of community-based educational training, and intervention programs. Upon the decision of the School Board, the student and parent/guardian will receive notice whether the student is eligible to return to regular school attendance, attend an appropriate alternative education program approved by the Superintendent/designee, or attend an adult education program offered by the school system, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. Any alternative program that is not an Arlington Public Schools approved program shall be at the cost of the parent/guardian. Any notice, for a student who is expelled for more than a year, shall state that the student may petition the School Board for readmission

to be effective one calendar year from the date of the expulsion, and the conditions, if any, under which such readmission may be granted.

The School Board may make students eligible to return at the end of the expulsion. The School Board delegates to the Superintendent the authority to make a decision for readmission to Arlington Public Schools. Any student expelled for more than 365 days may submit a petition for readmission to the Superintendent/designee up to ninety (90) days in advance of the date that is one year after the effective date of the expulsion decision. The Superintendent/designee may elect to hold a hearing and shall make a decision based on information received in such a hearing (if any), written materials submitted on behalf of the student, and any additional material submitted by staff in response. The information submitted for review must meet all the requirements outlined in the letter of expulsion from School Board members. The Superintendent/designee shall make a decision within 45 days after receipt of the petition in the Superintendent's office. When a petition for readmission is denied by the Superintendent/designee, the student may petition the School Board, in writing, for review of such denial. Notice of the right to petition for readmission, as well as any conditions, will accompany the expulsion decision. The School Board may elect to engage in further review of any circumstances, provided its decision on readmission is made at least 45 days before the date that is the one-year anniversary of the expulsion.

Students shall be recommended for expulsion, following procedures stated above, for offenses that include firearms, destructive devices, drug distribution, or severe bodily injury. As stated in Code of Virginia 22.1-277.07, a recommendation for expulsion may be made for other conduct, including without limitation, conduct listed as a possible basis for suspension, based upon consideration of the following factors:

1. The nature and seriousness of the violation;
2. The degree of danger to the school community;
3. The student's Code of Conduct history, including the seriousness and number of previous incidents;
4. The appropriateness and availability of an alternative education placement and program;
5. The student's age and grade level;
6. The results of any mental health, substance abuse, or special education assessments;
7. The student's attendance and academic records; and
8. Such other matters, as the Superintendent/designee deems appropriate.

## EXCLUSION FROM ENROLLING IN APS

The Superintendent/designee may determine to exclude any student who has been expelled or suspended for more than 30 days by a school board or a private school in Virginia or another state, or for

whom admission has been withdrawn by a private school in Virginia or another state. Such students may be excluded regardless of whether the student has been admitted to another school division or private school in Virginia or another state subsequent to such expulsion, suspension, or withdrawal. The Superintendent/designee shall make a determination to exclude if it is determined that the student presents a danger to other students or staff of the Arlington Public Schools after:

1. Written notice to the student and parent/guardian that the student may be subject to exclusion, the reasons therefore, and of their opportunity to participate in a hearing on such exclusion; and
2. A hearing of the case has been conducted by the Superintendent/ designee.

The Superintendent's/designee's decision after a hearing shall be final unless a petition is filed with the Clerk of the School Board within 15 calendar days after the Superintendent/designee renders a decision. For exclusions (365 days or more), the Superintendent/designee shall provide the School Board with a complete statement of reasons for the exclusion recommendation, accompanied by the complete written record of the proceedings within five working days of receipt of the appeal. A copy of that statement will be delivered to the student or their parent/guardian at the time it is delivered to the School Board. The student may provide the School Board with any response to that statement of reasons within five working days of receipt of the Superintendent/designee's statement of reasons. The Clerk to the School Board will notify the Superintendent/designee and the parent/guardian of the date for the hearing before the School Board. The specific procedures to be followed in such hearings may be determined by the School Board chair, in consultation with other members of the School Board.

The School Board shall consider the exclusion, upon the petition and any response by the Superintendent/designee and provide its decision to the student and parent/guardian within 45 days after receipt of the petition.

## FILING A COMPLAINT

Parents or eligible students who believe that their rights have been violated may contact the local school administrator, the Assistant Superintendent of Teaching & Learning, and/ or the Director of Administrative Services. A parent or eligible student also has the right to file a complaint with the U.S. Department of Education concerning alleged failure by Arlington Public Schools to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA) by writing to:

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity on the basis of race, national origin, creed, color, religion, gender, age, economic status, sexual orientation, pregnancy, marital status, genetic information, gender identity or expression, and/or disability.

Complaints of discrimination, on the basis of sex or any other listed characteristic, should be brought immediately to the attention of the principal. In addition, complaints of sex discrimination can be filed with the Department of Education Office of Civil Rights and/or the APS Title IX Coordinator, who is the Assistant Superintendent, Administrative Services at 703-228-6008 or [administrative.services@apsva.us](mailto:administrative.services@apsva.us).

Arlington Public Schools is committed to providing the supports and services to enable every student to achieve maximum growth by providing individualized resources, services and strategies that enable students to excel academically, socially, emotionally, and physically. Counselors, social workers, and substance abuse counselors provide specialized support to address the emotional well-being of a student. There are also related service professionals and county resources to support mental health.



Arlington  
Public  
Schools