

# **Responsibilities**

## **Appomattox County School Board**

The “Code of Conduct” has been established for the Appomattox County Public Schools. The School Board, acting through the Superintendent, holds all school employees responsible for supervising student behavior while students are legally under the supervision of the schools. The School Board holds all students responsible for appropriate conduct as defined in the Policies and

Regulations of the School Board and as summarized in the Appomattox County Public Schools “Code of Conduct.” Policies and Regulations governing student behavior and student discipline can be found in the Appomattox County Public Schools Policy Manual which are available at each school, school board office, and online at <http://appomattox.schoolfusion.us> .

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

## **Educational Team**

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

The educational team is responsible for:

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

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