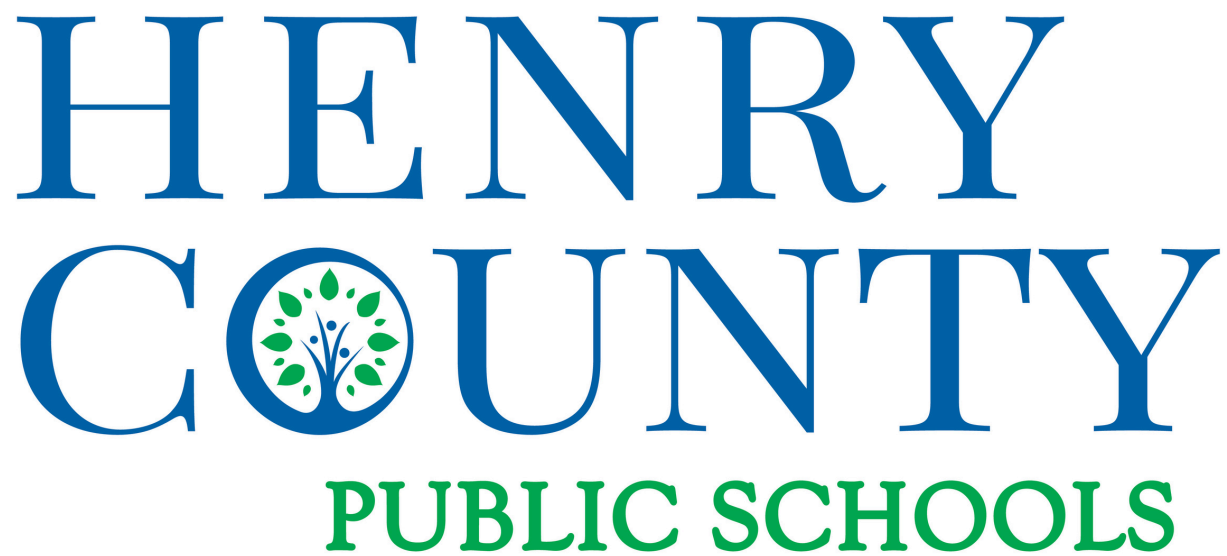




Code of Student Conduct
2026-2027

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RESPECT

INTEGRITY

SUCCESS

EQUITY

Vision

To be the best school community for students, staff, and families.

HCPS is committed to:

- embracing diversity and inclusion.
- promoting good citizenship.
- developing future leaders.
- engaging all learners.
- partnering with the greater community.

Mission

To empower all students for success.

HCPS is committed to:

- meeting the needs of the whole child.
- providing safe and supportive learning environments.
- leading through innovation.
- creating independent thinkers.
- preparing students for college, workforce, military, and life.

Core Values

We value respect. We act with integrity.

We cultivate success. We promote equity.

We put students first.

Dear Students and Parents,

The School Board and staff of Henry County Public Schools works tirelessly to ensure a safe and innovative learning environment for all students. Expectations for student behavior are high in every school.

The Code of Student Conduct is revised annually for consistency with state and federal laws and to address standards the School Board of Henry County feels are critical to providing a safe educational environment. Also included in this book are the rules for student conduct on school buses that you should review with your child, even if he or she does not ride a bus to or from school, as the same rules apply for field trips, athletic contest trips, and other school-approved activities.

Also included is the Acceptable Use of Technology and Internet policy for you to review with your child regarding use of school-based technology. Parents are encouraged to pay very close attention to your child's use of computers, cell phones, and other electronic devices, as they can present a real danger to student safety.

The Code of Student Conduct is reviewed with students by teachers and administrators annually at the beginning of the school year. Because it is important for all members of each student's support team to know the rules of conduct and behavior for Henry County Public Schools, I urge each parent to read and review this material with your child to ensure that expectations are understood and a consistent message regarding school behavior expectations is communicated.

To document your receipt and understanding of the contents of the Code of Student Conduct, an acknowledgement notice is located in PowerSchool Registration. You are asked to provide an electronic signature of acknowledgement and agreement upon updating your student's information each school year.

If you have any questions or comments about the Code of Student Conduct, please call the principal of your child's school. By participating in a partnership composed of all members of our school community, we can continue to ensure safe and productive schools for all of our students as they continue to develop as responsible citizens.

Sincerely,

Dr. Amy Blake-Lewis
Division Superintendent

Preface to the Code of Student Conduct

The Standards of Quality (§ 22.1-253.13:7.D.3) require standards and procedures “designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.” Each student has the right to learn in an environment which respects the safety and well-being of all students. Students and school personnel are entitled to a school environment free from threat and the physical aggression of others.

The School Board of Henry County holds all students responsible for appropriate conduct as defined in the Henry County Public Schools’ Code of Student Conduct. The Code outlines major categories of behavior and states disciplinary actions and interventions that may occur as a result of student misconduct. There is an intentional emphasis to use behavioral interventions to reduce suspensions and thereby keep students in the classroom.

When enforcing the Code of Student Conduct, school administrators and teachers alike bear a responsibility to uphold school and division policies. When student conduct violates the Code of Student Conduct, teachers and administrators have specific authority to address the conduct and take steps reasonably calculated to prevent the recurrence of the misconduct. Furthermore, school officials have a duty to protect the health, safety, and welfare of all students and staff. For this reason, school administrators have the authority to search students and their property if there is reasonable suspicion that a law or school rule has been or is about to be broken. School staff may question or interview minor students regarding violations of the Code of Student Conduct and criminal matters without the consent or presence of parents or legal guardians. In addition, the educational team is responsible for reporting to the local law enforcement agency any act that may constitute a criminal offense. Depending on the infraction, appropriate legal charges may be pressed against a student. Section 16.1269.1 of the Code of Virginia permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances.

Upon the recommendation of the Superintendent and/or hearing officer, a student may be required to attend an alternative education program for violations of the Code of Student Conduct, which include but are not limited to being: (1) charged with an offense relating to state law or violation of school board policies on weapons, alcohol, drugs, or intentional injury; (2) found guilty or not innocent of a crime which resulted in, or could have resulted in, injury to others; (3) charged with a crime for which the disposition ordered by the court is required to be disclosed to the Superintendent; (4) chronically disruptive to the regular school program; or (5) expelled from school with permission to receive educational services. The school board may require a student to attend an alternative program regardless of where a crime occurred, including the commission of crimes that occurred before the student was eligible to be enrolled in a Henry County school.

Responsibilities for a Safe and Orderly School Environment

Educational Team Responsibilities

The Henry County School Board, superintendent, principals, teachers, and other staff have a responsibility to enforce student conduct standards. All school personnel work together to ensure the rights of each student. The educational team is responsible for providing a safe and orderly learning environment and an atmosphere of mutual respect. Teachers address student discipline through their system of classroom management; however, teachers will refer a student to an administrator (or the Dean of Students in middle schools) when the student's misconduct warrants consequences or interventions beyond what the teacher can provide in the classroom. Henry County Public School division abides by regulation § 22.1-276.2 of the Code of Virginia, which supports the initial authority of teachers to remove a student from class for disruptive behavior. The administrator or designee is responsible for addressing the student's behavior after the teacher referral. The educational team will maintain open and proactive communication with parents. The administrator may report to the local law enforcement agency any act that constitutes a criminal offense, and the administrator is required to report certain, severe acts to law enforcement. School employees are "Mandated Reporters," which legally requires them to report any suspected or confirmed abuse or neglect of children to the appropriate authorities. These authorities include, but are not limited to, the Henry County/Martinsville Department of Social Services and the Henry County Sheriff's Office.

Parent/Legal Guardian Responsibilities

Section 22.1-279.3 of the Code of Virginia¹¹¹ sets forth parental responsibility and involvement requirements "in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights." In compliance with the regulation, each parent/legal guardian of a student enrolled in Henry County Schools has a duty to assist the school in enforcing the standards of student conduct and attendance. Students are to be enrolled in the school zone of the child's residence. Upon registration, a parent/legal guardian will provide: (1) A sworn statement of affirmation indicating whether the student has been expelled from school attendance of a private or public school division for an offense in violation of school board policies relating to weapons, alcohol, drugs, or for the willful infliction of injury on another person; (2) Student's birth certificate, physical examination, street address, and record of completed series of immunizations, as required by the Code of Virginia; and (3) Emergency information that is current and updated as needed to ensure contact can be made in the event of an emergency.

Parents are responsible for paying all fees and charges levied against their children when required by the School Board of Henry County Schools, including costs associated with damage to or loss of books, iPads, and other school property (Section 22.1-279.3 of the Code of Virginia). Parents/Guardians must review the Code of Student Conduct with any child who is a student in Henry County Public Schools. Parents/Guardians are responsible for assisting the school in enforcing the standards of technology/Internet conduct. Both parents of a student are responsible for their child's conduct if they have joint legal and physical custody. No suspended student shall be admitted to the regular school program until such student and his parent(s) have met with school officials to discuss improvement of the student's behavior, unless the principal or designee determines a parent conference is not necessary for readmission of the student.

Student Responsibilities

Students are accountable for appropriate conduct in compliance with the Code of Student Conduct, Athletic Regulations, Henry County School Board Policies, local school regulations, and applicable state and federal laws. Students are responsible for learning, developing adequate study habits, and completing class assignments while appropriately using school supplies. Students are required to reimburse the Henry County School Board for damage or destruction of property owned or leased by the school system, and students may be responsible for restitution of personal property that they damage, destroy, or steal. Students are to maintain regular school attendance. In addition, they must contribute to a climate of acceptance and mutual respect within the school environment to help maintain an atmosphere in which learning and extracurricular activities can take place for the growth and pleasure of everyone involved. Students shall understand that the use of illicit drugs, alcohol, or tobacco products, including the unlawful possession of such substances is illegal and harmful. Students must know that the possession of firearms, explosives, and dangerous objects is unlawful.

Each student also has a responsibility to report to school employees any truthful information the student has about situations that concern the health, safety, and welfare of the school community. This includes (1) sharing information confidentially about students who have expressed thoughts about harming themselves or others; (2) reporting information about students who are being harassed; (3) reporting information about threats to students, school staff, or anyone else in the school community. Any student who is found to have prevented school personnel from properly addressing a concern of safety by providing false information, spreading rumors, or by failing to share knowledge he or she has about a concern will be subject to disciplinary consequences.

School Resource Officer Responsibilities

School Resource Officers (SROs) who are assigned to schools operate under a Memorandum of Understanding between Henry County Public Schools and the Henry County Sheriff's Office. The goals of this partnership are to promote positive and supportive school climates and to create and maintain safe and secure school environments. The Department of Criminal Justice further clarifies that,

"School administrators and teachers are responsible for school discipline. Although SROs are expected to be familiar with the school division code of student conduct, the rules of individual schools, and their application in day-to-day practice, SROs should not be involved with the enforcement of school rules or disciplinary infractions that are not violations of law."

SROs will have occasion to speak to individual students and student groups on matters of law and consequences as a preventive measure. Additionally, SROs can and will be asked to intervene as agents of the school, not as law enforcement, in searches where there is a reasonable suspicion that a student is in possession of a weapon.

[1] The full text of §22.1-279.3 of the Code of Virginia is included in the Legal Notices section.

Compulsory Attendance

§22.1-254 OF THE CODE OF VIRGINIA – COMPULSORY ATTENDANCE

Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § 22.1-254.1.

The School's Role in Student Attendance

Each school monitors student attendance on a daily basis and notifies parents when a student is absent. When a child accumulates five unexcused absences, a school official is compelled by §22.1-258 of the *Code of Virginia* to attempt to have direct contact with the student's parent or guardian to determine whether the parent is knowledgeable of the absences and jointly develop a plan to minimize further absenteeism. The school officials are also seeking at this point to obtain legitimate excuse notices for the absences. When a child has a seventh unexcused absence, the school is compelled to invite the parent guardian to an attendance conference. The attendance conference is an opportunity to discuss the reasons for the absenteeism (review the attendance plan) and to put into place provisions if the absenteeism is expected to continue.

At the attendance conference, whether the parent/guardian participates or not, provisions are put in place to allow school officials to make a referral to the attendance officer if the parent is intentionally non-compliant. Attendance conferences are intended to hold students and families accountable for attendance. When a student's nonattendance violates the provisions set for during the attendance conference, a referral is made to Student Services and a scheduled conference will take place with the parent and student. School officials have the authority to file a criminal complaint against the parent/guardian or against a child who is deemed old enough to shoulder the responsibility for his or her own attendance. School officials exercise discretion in these matters and generally file complaints only when the student's attendance is not improving.

Exceptions to Compulsory Attendance

The following list represents alternate ways to meet the standard for compulsory attendance. Each of these alternatives has a procedure that must be approved by either the Henry County School Board or the Director of Student Support Services.

- Homebound instruction for medical leaves or as an alternative placement(see page 42)
- Home Instruction or Homeschooling
- Religious Exemptions from compulsory attendance
- Individualized Student Alternative Education Program (ISAEP)/GED preparatory program

¹ Full text of this code section is available at law.lis.virginia.gov

School Discipline

When a student's behavior interferes with the learning process, the schools have an obligation to intervene. These interventions are scaled to the size of the misbehavior. Some interventions take place without other students ever knowing; some require a temporary separation from the classroom. In the process of implementing PBIS concepts, Henry County Public Schools will be committed to offering interventions at the appropriate times in an effort to keep students in the classroom.

Unfortunately, some offenses or violations of the Code of Student Conduct will still require students to be suspended. When a student offense creates a safety concern or injures someone or shows blatant disregard for school policies, a suspension is warranted. Principals, assistant principals, and principals' designees—by extension of the authority of the principal—retain the authority to suspend students for up to ten school days.

Students have a right to Due Process and fair mindedness in decisions that result in suspensions, which means that they cannot be suspended without knowing what violations they are being held accountable for, they cannot be suspended for offenses beyond the scope of the school, and they cannot be suspended without having an opportunity to respond on their own behalf. Parents also have a right to be notified of a suspension. Notification of a suspension can be provided face to face, over the phone, or through a written communication.

Student violations that warrant removal from school for more than ten days are referred to the Student Support Services Office. When these incidents are reviewed, PBIS concepts still factor into the outcomes presented for each student. Consequences and supports are intended to run on parallel tracks so that students are not only held accountable for serious offenses but also given support and structure to prevent a recurrence of the undesirable behavior.

Please see page 18 for an overview of behavior interventions and leveled (or tiered) responses.

Teacher's Authority to Remove Student from Class

Teachers are the disciplinarians in their classrooms, and they are entrusted with the initial authority to remove students who disrupt the learning environment. In accordance with HCPS Board Policy JFCA and §§22.1-276.01 and 22.1-276.2 of the *Code of Virginia*, teachers may remove students when the behavior is preventing other students from benefiting from the instruction or when removal of a student is the only way to restore a learning environment free from distractions.

Discipline of Students with Disabilities

The Henry County Public Schools recognize the right of each student with disabilities to an appropriate education. Students identified as disabled are expected to follow the rules as outlined in the *Code of Student Conduct*. However, the dispositions may vary. Students are taught that there are consequences for their actions, especially when others are deprived of their rights.

Discipline is a valuable educational tool for training students to become good citizens. However, the placement of a student with disabilities may not be disrupted or terminated by long term suspension for behavior related to the child's disabling condition. Long Term suspension in Henry County is defined as more than ten (10) days during which time the student receives no educational services. Long Term suspension, indefinite suspension, or expulsions are considered to be a change of educational placement. The Individualized Education Program (IEP) team determines the interim alternative educational setting for services when it is determined the child's behavior was not a manifestation of the disability; the removal is a change in placement; or the student is removed for a weapon, drugs, serious bodily injury violation. These disciplinary actions invoke the procedural protection of the Individuals with Disabilities Education Act. Short Term suspension is not considered to alter or change educational placement.

When suspension, in excess of ten (10) days cumulative, or expulsion is being considered, the school administrator shall convene the IEP team to determine if there is a causal relationship between the behavior and the child's disabling condition. In addition, a functional behavioral analysis and a behavioral improvement plan or review may be conducted as required by state and federal law. If it is determined that there is no causal relationship, the student may be disciplined as any other student. Parents are to be involved in the process since a placement decision is at issue. An educational program shall be provided to all eligible students with disabilities. If it is determined that there is a causal relationship, the appropriateness of the child's placement or program must be reassessed by the IEP committee or eligibility committee as appropriate. School personnel may consider any unique circumstances on a case by case basis when determining whether to order a change in placement for a child with a disability as a result of discipline.

Students with disabilities who (1) carry or possess a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency; (2) knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency; (3) inflict serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency may be disciplined pursuant to Henry County School Board Policies JFCD, JFCF, JGDA or JGDB and may be placed in an interim alternative educational setting for up to forty five(45) school days. This option is available without regard to whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent a student without disabilities would be disciplined. Regarding students with disabilities, nothing in the *Code of Student Conduct* or in Disciplinary proceedings will deny students' rights to services pursuant to IDEA.

School Policing

Student Searches

As provided for by §22.1-279.7 of the *Code of Virginia* and Henry County School Board Policy JFG, school authorities may search a student, student belongings, student lockers, and student automobiles when the school authorities have a “reasonable suspicion” to believe that the student has violated or is about to violate the law or school rule and that the search will yield evidence of the violation. This is intended to protect the health, safety, and welfare of students and staff members.

The following types of searches insofar as they are justified at their inception, are permitted by a standard of “reasonable suspicion”:

- Personal searches of student and student’s personal belongings (purse, book bag, coat, etc.)
- Lockers and desks, which are the property of the school
- Automobiles, which are permitted to be parked on school property as a privilege
- Computers, software, and internet access, which are the property of the school
- Consent searches, when a student gives consent willingly and understands consent

In the event that a properly conducted search yields illegal or contraband materials, such as drugs, alcohol, tobacco, or weapons, such findings will be turned over to proper legal authorities.

Questioning of Students

When there is a need to investigate an incident, school administrators and school resource officers (SROs) have the authority to question students with or without consent from the students’ parents or legal guardians. For school administrators, there is no standard that must be met before a student can be questioned. For SROs, there is an expectation that the matter being investigated is a violation of the law or presents a real concern for the health, safety, and welfare of students and/or staff.

When an SRO questions a student and has reason to suspect the student has violated the law and the SRO is detaining the student, the student must be given notice of his rights. In these rare circumstances, the school is required to notify the parent or legal guardian of the student’s contact with law enforcement personnel, but the school is not required to notify the parent or legal guardian before the student is questioned or to delay the questioning of the student until the parent or legal guardian can be present.

Reports to Law Enforcement The following offenses are required by §22.1-279.3:1.A of the *Code of Virginia* to be reported to law enforcement:

- Assault or assault and battery or any offense that results in the sexual assault, death, shooting, stabbing, cutting or wounding of any person or stalking of any person.
- Conduct involving alcohol, marijuana, synthetic cannabinoids, a controlled substance, imitation controlled substance, anabolic steroids, or the theft or attempted theft of prescription medications on school property or a school-sponsored activity.
- Any threats against school personnel.
- Illegal carrying of a firearm, or any illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices, or chemical bombs.
- Any threats or false threats to bomb made against school personnel or involving school property or a school-sponsored activity.

Henry County Public Schools Dress Standard

It is the desire of Henry County Public Schools to establish a learning environment free from unnecessary risks and distractions where all students are able to achieve at their highest potential. The personal appearance of every student is an important component of establishing an environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. In support of these expectations, the following dress standard will be enforced:

- All shirts/tops must at least cover the student's navel. Tank tops should not reveal undergarments or inappropriate body parts.
- Shirts and dresses should not expose inappropriate body parts, including cleavage.
- Clothing with logos that express obscenities, convey messages of a violent or a sexual nature, or advertize or condone drugs, alcohol, or cigarette products will not be permitted.
- Clothing that is perceived to be racially offensive or can be predicted to be a disruption to the educational process will not be permitted.
- Mesh or see-through clothing is not permitted (males and females) unless a solid fabric is worn underneath.
- All pants, shorts, and skirts must be worn over the hips. Waistlines that sag and expose one's undergarments or underlayer of clothing are not acceptable.
- Garments with holes or distress marks above the knee may violate the dress standard when they are determined to be excessive in size or inappropriate in their placement (at the discretion of a school administrator).
- Tight fitting pants, which may include but are not limited to: leggings, jeggings, tights, bikershorts, spandex, etc., should neither be sheer, nor deemed inappropriate by school officials.
- The outer garment of clothing worn must always be in compliance with the dress code.
- Bedroom attire is not permitted.
- Shoes should be appropriate for travel within the building; "heely" shoes (shoes with built-in wheels) are not permitted.
- Headcoverings may not be worn in school buildings without permission granted by school administration. Exceptions include (but are not limited to): religious observances, medical reasons, etc.
- Wallet chains/chains hanging from clothing or spiked jewelry are not permitted.
- Items not previously mentioned, but deemed inappropriate by the administration, will not be permitted.
- If an extenuating circumstance arises, modifications to the dress standard may be granted by the administration.

As a reminder, this dress standard is not an exhaustive list. Students in violation of the dress standard will be required to change into appropriate clothing. Any questions regarding student dress should be addressed with school administration.

Acceptable Use of Technology

Internet: Terms and Conditions of Use

The use of the Internet is a privilege and its use must be in support of education and research and consistent with the educational objectives of Henry County Public Schools. Transmission of any material of violation of federal, state, local law, or School Board policy, regulation and this Code is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening or obscene material, material protected by trade secret, and the uploading or creation of computer viruses. Any inappropriate use of technology by a student during or after school hours that causes, or has the potential to cause, a substantial disruption to the school environment may be subject to one or more corrective actions.

Use of technology such as email, text messages, or web sites to defame or harm others is a violation. Cyberbullying refers to any threats by one student toward another typically through emails or on Websites (e.g., blogs, social networking sites). Electronic communication that supports deliberate, hostile, hurtful messages intended to harm others is a form of bullying. Cyberbullying includes such things as sending mean, vulgar or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; and defamatory online personal polling websites. Bullying behaviors executed outside of school should not be tolerated if they negatively impact school climate, e.g., texting threats in the evening about physically assaulting a person the next day instills a climate of fear and intimidation which compromises the school climate. Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group, whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that targeted students actually possess any characteristic that is the basis for harassment, ridicule, intimidation, or bullying.

Use of the Internet for commercial activities is not acceptable unless explicitly permitted by the School Board. Commercial activity includes, but is not limited to, such activities as the following: any activity that requires an exchange of money and/or credit card numbers; any activity that requires entry into an area of service for which the school will be charged a fee; purchases or sales of any kind are prohibited; and use for product advertisement or political lobbying is prohibited. Unauthorized use of technology and information gained through its use without permission is prohibited, as specified in computer guidelines. Student files may be subject to search.

Network Etiquette

All students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: (1) Be polite; (2) Use appropriate language; (3) Do not reveal photos, personal address or phone numbers of students; (4) All who use Henry County Schools technology resources must recognize that the work of all users is valuable; therefore, every user must protect the privacy of others. Do not copy, change, read, or use files in other users' areas (such as hard disk space, diskettes, mail caches, jump drives, downloading wireless information, etc.,) without prior permission. Students are not allowed to photograph or record others, including staff members, without permission.

Security Security on any computer system is a high priority. All security problems must be reported to an administrator. Attempts of a user to log onto the Internet or Henry County Schools networks as a systems operator in an effort to gain access to protected are as of the system or for any other reason is prohibited.

Privacy/Copyright

The illegal installation of copyrighted software for use on Henry County Public Schools' computers is prohibited. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent or assume the identity of other users on the network.

Internet Safety

Students are prohibited from using a communications system, including computers, cell phones, bulletin boards, instant messaging tools, or any other electronic means, for the purpose of soliciting any child for any activity that is in violation of state or federal statutes. **This includes threats via texting and provocative pictures via cell phone transmission.**

Limited Purpose of Educational Mission

Henry County Public Schools provides access to its computer system, including access to the Internet, as a privilege, and not as a right, to its students and staff. Henry County Public Schools has a limited educational purpose, which includes the use of its system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the computer system to advance educational and personal goals consistent with the mission of Henry County Public Schools and its policies. Uses which may be acceptable on users' private personal accounts on another system may not be acceptable on this limited purpose system, which Henry County Public Schools maintains. The following infractions shall also be considered vandalism:

- A. Computer invasion of privacy unauthorized or illegal use of a computer or computer network to examine or alter personal information relating to any other person.
- B. Temporary or permanent removal of computer data, computer programs, official school data, or computer software from a computer or computer network.
- C. Causing a computer malfunction or altering or erasing any computer data, computer programs or computer software.

Making or causing to be made an unauthorized or illegal copy, in any form, of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network.

Cell Phone and Other Electronic Devices Policy during SOL Testing

While in the testing room, students may not have access to cell phones or other electronic devices, including smartwatches or any other electronic devices that can transmit, receive, photograph, or record information while any students are testing. Without exception, cellphones and other electronic devices that are visible in the testing room before, during, or after testing will be confiscated and its contents inspected to ensure that test security was not compromised. In addition, a parent will be required to come to school to retrieve the cell phone or other electronic device after it has been determined that no testing material is on the device. **Violation of this policy during the Standards of Learning testing window may result in out of school suspension.** It is recommended that students leave cell phones and other electronic devices at home, in their personal vehicle, or utilize their school locker during the Standards of Learning Testing window. We appreciate your attention to these expectations as we make every effort to maintain test security in our schools.

Use of Personal Electronic Devices

All use of personal electronic devices, such as cellular telephones, smart watches, smart devices, electronic games, and other forms of electronic communication tools, are prohibited from the start of the instructional day, at 8:25 am, until the end of the instructional day, at the beginning of dismissal procedures.

Middle and High school students are not allowed to have a cell phone or personal electronic communication device during the bell-to-bell school day. Bell-to-bell school day means personal electronic devices need to be turned off when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to-bell" includes lunch and time in between class periods. Personal electronic communication devices includes smart watches, headphones, or anything else that connects to phones. Middle and High school students may use cell phones on the bus, on field trips, and at athletic events. The phone and other personal electronic devices can not be stored on the student. This means personal electronic devices will need to be placed in a backpack or purse. Keeping devices in the pockets of pants, hoodies, jackets, or coats does not meet the expectation.

Elementary students are not permitted to use cell phones or personal electronic communication devices within the school building, on school grounds, or on school buses.

Parents and educators should use school-based communication tools and channels to communicate emergencies and non-emergencies during the school day.

Students are expected to remain on the HCPS network at all times for school-issued devices. They may use the guest network for personal devices during the scheduled times. Students are not allowed to bypass the HCPS network using a VPN and/or proxy server. Students must keep their iPad connected to HCPS and may not connect to any other device in order to avoid the HCPS network and firewalls. Students are not allowed to photograph or video and distribute from a personal device or school-issued device during instructional time unless directed to do so by the teacher or administrator concerning learning. The photographing or video recording, using a personal device or school-issued device, of other students or self and/or distributing of this material during the school day, on school grounds, or at any school-sponsored event that disrupts the learning environment may lead to disciplinary action. In the event of a substantial school disruption (including but not limited to fight, injury, disciplinary incident, etc.), students are not allowed to photograph or video and distribute from a personal device or school-issued device. This includes during the school day, on school grounds, or at any school-sponsored event

CELL PHONE POLICY CONSEQUENCES	
COMPLIANT	NON-COMPLIANT
FIRST OFFENSE	FIRST OFFENSE
Unauthorized Use of Cell Phone (Electronic Device) - (If compliant): The electronic device will be confiscated at the time of incident and turned over to administration. The electronic device will be in the office until a parent can pick it up (no sooner than the end of the school day).	Unauthorized Use of Cell Phone (Electronic Device) - (If NOT compliant): If the student refuses to comply with a staff member's request to relinquish the electronic device, the student will receive two (2) days in-school suspension, and a meeting will be held with school administration. An Intervention Plan with training and supports will be created to include a review of consequences for subsequent offenses, and an intervention meeting with a counselor will be held.
SECOND OFFENSE	SECOND OFFENSE
Unauthorized Use of Cell Phone (Electronic Device) - (If compliant): The electronic device will be confiscated at the time of incident and turned over to the administration. The electronic device will be in the office until a parent can pick it up (no sooner than the end of the school day), and the student will receive one (1) day in-school suspension and an intervention meeting with a counselor. An Intervention Plan with training and supports will be created with a counselor and administration to include a review of consequences for subsequent offenses.	Unauthorized Use of Cell Phone (Electronic Device) - (If NOT compliant): If the student refuses to comply with a staff member's request to relinquish the electronic device, there will be a parent meeting with administration, and the student will receive three (3) days of out of school suspension and an intervention meeting with a counselor. An Intervention Plan with training and supports will be reviewed with a counselor, administration, student and parent and revised accordingly. This may include a review of consequences for subsequent offenses.
THIRD OFFENSE AND SUBSEQUENT	
Unauthorized Use of Cell Phone (Electronic Device) - (for the third offense and thereafter for the school year the student is considered to be non-compliant): The student receives a three (3) day out of school suspension and an intervention meeting with a counselor with training and supports. An Intervention Plan with training and supports will be reviewed with a counselor, student and parent and revised accordingly.	
The School and/or school system will not be responsible for the loss of electronic devices from lockers, book bags, or any other location on school property. In case of illness, students should report to the nurse's office. If necessary, the nurse will contact parents; students should not use cell phones to make arrangements to be picked up from school.	

Regulations for Pupils Riding School Buses

Meeting the Bus

- Pupils should be on time. It is recommended that pupils be at their bus stop five minutes before the scheduled arrival time of the bus.
- Parent/guardian is required to accompany younger students (preK-2) to the bus stop. Pupils should wait off the traveled portion of the roadway until the bus comes to a complete stop.
- Pupils, while waiting at a bus stop, should respect the property of home and business owners in the area.
- If pupils must cross the roadway to get to the bus after its arrival at the stopping point, they are required to cross ten feet in front of the bus, and only under the direction of the driver. Never should a pupil cross behind a bus. Pupils should never chase the bus due to the danger zones being within 10 feet of all area around the bus.
- Pupils should board the bus immediately and with due speed, sitting three to a seat, taking the rear seats first or as directed by the driver.
- Female pupils are to sit on the left side of the bus directly behind the driver's seat. Male pupils are to sit on the right side of the bus.
- Pupils are permitted to ride only the bus to which they are assigned, and will be picked up and released by the driver only at their regular stops. Should it be necessary for a student to ride another bus, or to get off at a different stop, written permission from the parent or guardian, with approval by the principal, must be presented to the bus driver. No change will be made in the location of bus stops or bus routes without approval of the transportation office.
- School buses do not run roads that are two tenths of a mile or less for elementary students or roads that are three tenths of a mile or less for middle/high school students. The distance between designated stops will be no less than one tenth of a mile.

Conduct on the Bus

- Pupils should remain seated while the bus is in motion. Hands, head, or any part of the body should never be extended from windows of the bus.
- Pupils should remain reasonably quiet so as not to distract the bus driver, and should obey the driver's directions promptly.
- Pupils are permitted to talk in a normal conversational manner. Use of profanity or obscene and suggestive language will not be tolerated from any student.
- For sanitary and safety reasons, consuming food and drinks (including chewing gum) will not be allowed on the buses. All school approved lunches/snacks should remain in unopened containers and should never occupy a seat or block a passageway.
- Radio and other related electronic equipment are not permitted on school buses without prior approval from driver or school administrator.
- Combustible or inflammable materials are not to be carried on the school bus.

- The use of tobacco, in any form, is prohibited. Smoking by pupils or other passengers is forbidden.
- Pupils should use caution in order to assure that objects carried in their pockets or attached to their clothing do not mark, scratch, or tear bus seats. Willful damage to a bus must be paid for by the pupil performing the act.
- Alcoholic beverages and other drug-related intoxicants are prohibited on school buses.
- To use or tamper with the emergency door is strictly forbidden, except during an emergency.
- Fighting, scuffling, or harassment of other passengers will not be tolerated.
- Animals, including pets, reptiles, insects, etc., are not permitted on school buses.

Video/Audio Monitoring Systems

Students riding buses equipped with the Video/Audio Monitoring Systems are subject to be filmed. A tape filmed on a school bus will only be viewed by Henry County School Personnel.

Code of Conduct

While riding on a school bus, students are subject to all the rules and regulations described in the Code of Student Conduct. The bus driver is in charge of all passengers and has the authority to assign seats and make any other arrangements deemed necessary to maintain a safe and orderly environment. Students are required to obey the directives of the driver.

Disruptive behavior and infractions of school rules may result in administrative action. Recommended Dispositions: Student Conference; Parent Conference; In-School Suspension; Out-of-School Suspension; Bus Suspension; and Revocation of Bus Riding Privileges.

If you have any additional questions with problems relative to the transportation of your child, please feel free to contact the school principal or the transportation office.

Leaving the Bus

- Pupils must remain seated until the bus comes to a complete stop.
- Parent/guardian is required to meet their younger students (preK-2) at the stop. If a parent/guardian is not present, the child will be taken back to school.
- If pupils must cross a roadway, they are to do so at a distance of at least ten feet in front of the bus, never behind the bus. Pupils must not cross a roadway until the driver has signaled that it is safe to do so.
- Pupils are to leave the bus in an orderly manner and with due speed, walking quickly and directly away from the bus.

All school buses owned by Henry County Schools are posted with a "NO TRESPASSING-AUTHORIZED PERSONNEL ONLY" sign located on the steps at the entrance door of the school bus. Buses are posted in this manner to help insure the safe transportation of students.

Behavior Intervention and Response Levels

1 Notification	2 Intervention	3 Intervention/Suspension	4 Suspension	5 Suspension/Expulsion
Verbal Warning	In-school Suspension (ISS)	After School Detention (ASD)	Out-of-School Suspension (OSS) (up to 10 days per offense)	Out-of-School Suspension (OSS) for 10 days per offense
Student Conference	Temporary Suspension from School Bus	Out-of-School Suspension (OSS) (1-5 days per offense)	Referral to Discipline Review Officer	Discipline Review Hearing
Parent Contact	Confiscation of Item(s)	Suspension from School-Sponsored Activities	Alteration in Daily Schedule	Report to Law Enforcement (may result in criminal charges)
Home Visit	Schedule Change	Loss of Privilege(s) [including access to School Division's computer system, bus riding privileges, and driving privileges]	Referral to School Resource Officer (SRO) and Possible Charges for Offense	Placement in First Offender Program at CCL (for Drug Violations not including distribution)
Temporary Removal from Class	Restitution			Recommendation for Alternative Placement (including CCL, Regional Alternative Program, or Homebound)
Re-teaching or Modeling Desired Behavior	Suspension of Privilege(s)			
Written Reflection	Student Behavior Contract			
Change in Seating	Referral to Community Counseling			Recommendation for Expulsion

Level 1

Responses are intended to prevent further behavioral issues while keeping the student in school. These responses can be initiated by the teacher, counselor, or school administrator.

Level 2

Responses are administrative responses and interventions designed to prevent further behavioral issues while keeping the student in school.

Level 3

Responses may result in the short-term removal of a student from the school depending on the severity, chronic nature of the behavior, and/or the safety concerns that the behavior presents.

Level 4

Responses include short-term removal from the school and may result in changes of placement, criminal charges, and/or removal from a course for the remainder of an academic term.

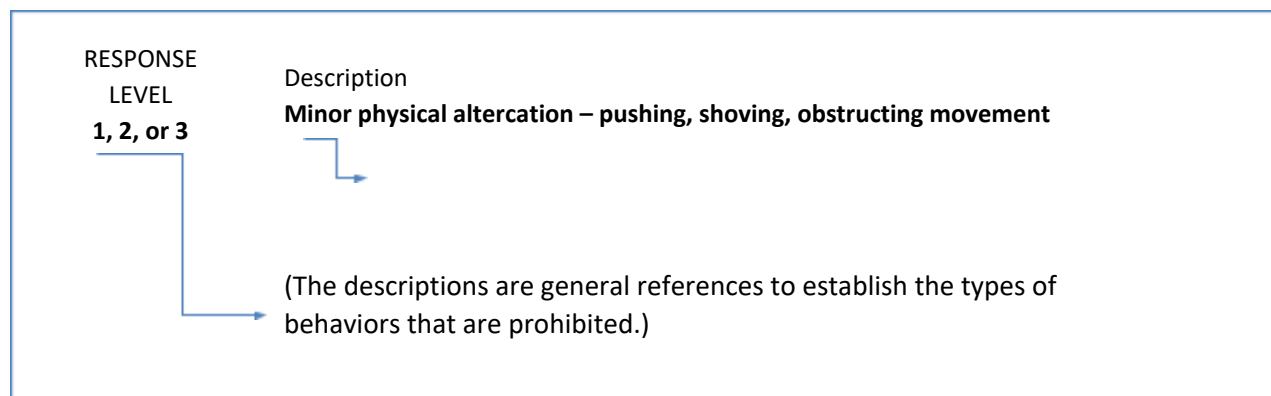
Level 5

Responses are reserved for offenses that require referral to the superintendent or designee. These may not automatically result in an expulsion, alternative placement, or school re-assignment.

Violation Types in the Code of Student Conduct

1. Assault and Battery; Fights; Threats
2. Intimidation; Harassment; Bullying
3. Disruptive Behavior
4. Sexual Harassment; Inappropriate Sexual Behavior; Inappropriate Sexual Content
5. Substance Abuse(Drugs and Alcohol)
6. Tobacco
7. Dangerous Objects; Weapons
8. Technology; Cellular Phones; Acceptable Usage Policy
9. Trespassing; Vandalism; Arson; Theft/Larceny
10. Academic Integrity
11. Transportation
12. Other School Rules
13. Attendance; Tardiness; Truancy

[Example of Violation and Response Category Listing]



(The response categories are listed for reference only. An administrator may choose a higher response category than what is listed if he or she believes the violation warrants a more severe response or if the student has had multiple offenses of the same or a similar nature.)

General Provisions

- Maintaining a safe learning environment is the top priority of Henry County Public Schools. Offenses that threaten the health, safety, and welfare of students or staff are deemed to be serious and the consequences can be severe and may include criminal charges.
- A violation that causes harm or injury will have a consequence that increases as the severity of the harm or injury increases.
- Violations involving physical contact or threatening behavior towards staff members are considered to be more egregious than those towards student peers.
- Acts of harassment, particularly sexual harassment, can result in the immediate removal of the student from his or her normal class schedule and may carry additional exclusionary consequences.
- Offenses involving prohibited substances—drugs, alcohol, tobacco, etc.—increase in severity when there is an element of distribution.
- Behavior that impedes learning or disrupts the orderly learning environment of the schools will not be tolerated.
- The violations listed are representative of prohibited acts but in no way capture all acts that could violate the Code of Student Conduct. Staff members have the authority to address any act that does not have a positive impact on the learning environment.

1 Assault and Battery / Fights / Threats

RESPONSE

LEVELS	Description
1, 2, or 3	Minor physical altercation – pushing, shoving, obstructing movement
3 or 4	Physical altercation; fighting
4	Minor assault; intentional injury
4 or 5	Major assault or malicious wounding
4 or 5	Battery against student with weapon
3 or 4	Incidental assault against staff
5	Malicious assault against staff
3, 4, or 5	Group fight; pre-meditated fight
1, 2, or 3	Threat of violence towards a student
3	Communication of a threat via electronic device
2, 3, or 4	Instigating or attempting to instigate or promote a fight

- A. For our school purposes, assault and battery offenses apply to one-sided or unprovoked incidents. Fights, alternatively, have mutual participation, and each party has a responsibility to avoid or remove himself/herself from the exchange. Mutual fights resulting in injuries that require medical attention can carry assault charges and will be reported to law enforcement.
- B. Minor physical altercations may include rough-housing and horseplay. Any unauthorized behavior that has the potential to cause injury is a violation of the *Code of Student Conduct*.
- C. Self-defense applies only in circumstances when a student has no path of escape, uses only the force necessary to prevent injury to himself/herself, and when the student has acted throughout the exchange with the intention of avoiding conflict, violence, and injury to self and others. Simply receiving the initial shove or punch does not constitute self-defense.
- D. Students who have reason to believe that a fight or altercation is going to happen have a responsibility to seek assistance from the school staff to prevent the fight or altercation.
- E. A student who engages in multiple altercations or fights in a school year may be required to participate in conflict resolution counseling and may be placed in an alternative education program.
- F. Students who act as a go-between or a middle-man and instigate a fight or increase the likelihood that a fight will happen will have consequences.
- G. Threats made in person or via written communication or via electronic device will be reported to law enforcement and will be assessed by a school-based threat assessment team. Consequences for communicating threats take into account both the validity of the threat and the level of disruption caused by making the threat, whether it was a viable threat or not.
- H. Assault and Battery can be punishable under Virginia Law. Any charges can be classified as either a Class 1 misdemeanor, which may result in up to twelve months imprisonment and/or a \$2500 fine, or a Class 6 felony, which can result in up to five years imprisonment.

2 Intimidation / Harassment / Bullying

RESPONSE

LEVELS	Description
1, 2, or 3	Intimidation through size or actions directed at another individual
1, 2, or 3	Written, verbal, or public display intended to embarrass or ostracize another
2 or 3	Harassment via electronic devices, in or out of school
3	Harassment of non-students (HCPS personnel, volunteers, etc.)
2 or 3	Hazing
3	Extortion
2, 3, or 4	Gang activity, perceived or real, as a means to coerce or intimidate
2 or 3	Direct, physical, verbal, or written contact with intent to intimidate or bully
2 or 3	Intent to intimidate or bully via communication technology
2, 3, or 4	Stalking or placing someone in fear of harm

- A. Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived imbalance of power between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. 'Bullying' includes cyber bullying. 'Bullying' does not include ordinary teasing, horseplay, argument or peer conflict.
- B. When bullying takes on a physical dimension—such as hitting, punching, poking, shoving, tripping, etc.—Henry County Schools will seek to hold the aggressor of the actions accountable, provided that the claim of physical bullying can be substantiated. Witnesses to the act and students who experience physical bullying have a responsibility to report these acts to employees in the building as soon as possible.
- C. When bullying takes on a more emotional or social aspect—such as name-calling, teasing, spreading rumors, or persistently isolating a student from a group—Henry County Schools will address the situation first by making the parents and guardians aware of the situation. If the situation does not improve or gets worse, the student(s) who are acting as the aggressors will face loss of privileges, suspensions, and/or class reassignment.
- D. All reports of harassment shall follow protocol set forth in Board Policy JFHA/GBA, which provides for both formal and informal responses to allegations of harassment and discriminatory harassment, which includes harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, or any other characteristic protected by the Civil Rights Act of 1964.
- E. Acts of hazing, extortion, and stalking will be reported to law enforcement as required by the Code of Virginia.
- F. Using perceived or real affiliations with street gangs to intimidate or instill fear in another, whether directly or indirectly, violates the *Code of Student Conduct* and will be reported to law enforcement.

3 Disruptive Behavior

RESPONSE LEVELS	Description
1, 2, or 3	Disrespect: verbally abusive to staff, mocking staff, or harassing staff
2 or 3	Defiance: noncompliance with directives or violating behavior contract
2, 3, or 4	Disruptive demonstration: disrupts or has reasonable potential to disrupt order
2, 3, or 4	Possession of obscene or disruptive content
3 or 4	Classroom or campus disruption; major disruptions
1, 2, or 3	Using profane, obscene, or inappropriate language or gestures
1, 2, or 3	Minor insubordination
2, 3, or 4	Substantial disruptions out of class setting

- A. Substantial disruptions out of class, or a campus disruption, are those incidents that pull on administrative resources and have a palpable effect on the student population and on the school's ability to deliver instruction. This may include publicly-made threats or online posts or rumors/allegations that cause an upheaval in the school.
- B. Students who have multiple offenses pertaining to disrespect, defiance, or disruption may be required to participate in behavior intervention programs that are calculated to prevent the recurrence of these offenses. The interventions may require students to miss class time or attend sessions before or after school.
- C. Students have a right to attend class in a setting that is free from disruptive behavior. When one student's disruptive behavior infringes on the rights of other students, teachers have the authority to remove the disruptive student from class, and administrators (principals, assistant principals, and principals' designees) have the authority to hold the disruptive student out of class through an in-school suspension, an out-of-school suspension, or by placing the student temporarily in the supervision of another staff member.
- D. While students have rights protected under the First Amendment, the following acts are not protected in the school setting:
 - (1) use of language (spoken or written) or depictions that are lewd or profane or which threaten the health, safety, and welfare of oneself or others or which promote hatred, violence, criminal activity, or drug use.
 - (2) participation in demonstrations that create substantial disruptions or which can be reasonably forecast to cause a substantial disruption.

4 Sexual Harassment / Inappropriate Sexual Conduct

RESPONSE	
CATEGORY	Description
1, 2, or 3	Inappropriate actions, gestures, comments, meant to demean or objectify others
3 or 4	Sexual harassment with unwanted physical contact
4 or 5	Sexual assault; forcing another to participate in sex-based behavior
5	Attempted rape of student
5	Attempted rape of staff
2, 3, or 4	Possession or distribution of vulgar, lewd, or pornographic materials
1, 2, or 3	Public display of affection; amorous behavior
2, 3, or 4	Harassment based on gender, gender identification, sexual orientation, or perceived gender norms

- A. Any unwanted touch needs to be reported to law enforcement. This does not mean all instances will result in charges. Immediate measures—even before a conclusive investigation—will be put in place to prevent the misbehavior from continuing, assuming the incident is reported to an adult in a timely manner.
- B. Consequences for inappropriate touching have two purposes: (1) to be a measure to prevent the recurrence of an inappropriate or unwelcomed touch, and (2) to hold the student accountable for a wrong-doing. When there is a significant passage of time between when the alleged incident occurred and when the alleged incident comes to light, the school officials will use their discretion to decide if measures need to be taken to prevent the recurrence of the act.
- C. Inappropriate sexual actions, gestures, or comments directed towards employees of Henry County Public Schools will not be tolerated.
- D. A student who is the recipient of the unwanted or inappropriate act is under no obligation to respond in a specific manner in the moment of the offense; however, in determining an appropriate consequence for the inappropriate conduct, an administrator will take into consideration the recipient's response and timeliness in reporting the inappropriate conduct.
- E. Students who have been sexually harassed, harassed or discriminated against on the basis of their gender identity or sexual orientation, or who have endured a sexual assault may seek relief from the Title IX Coordinator at the school board office. Students may access this assistance or report sexual harassment complaints to the Title IX Coordinator by contacting the coordinator directly or by informing a school administrator of the complaint. (Contact information is below).
- F. Consensual amorous conduct and public displays of affection—including but not limited to holding hands, hugging, kissing, sitting on someone's lap, groping or touching inappropriately or engaging in a sexual act—are violations of the *Code of Student Conduct*.

Henry County Public Schools
Title IX Coordinator

Tameia Easley
Communications and Compliance
Coordinator teasley@henry.k12.va.us
276 -634-4742

5 Substance Abuse (Drugs and Alcohol)

RESPONSE LEVELS	Description
4 or 5	Consumption or intoxication from consumption of alcohol
4 or 5	Possession of alcohol
5	Distribution of alcohol on school grounds or at a school-related activity

- A. All alcohol violations must be reported to law enforcement and to the Office of Student Support Services. Not all violations will result in required participation in the *First Offender* program.
- B. Students have violated the alcohol policy at the moment they are in possession of alcohol on school property, when they have consumed alcohol on school property, or when they arrive on school property after consuming alcohol.
- C. Possession of alcohol includes what is physically present with the student as well as what is remotely under the control of the student, such as items in a student's book bag, locker, or vehicle.
- D. A student may also be found to have been in possession of alcohol if there is good reason to conclude that the student had the alcoholic substance in his or her possession on school grounds at some earlier moment.
- E. Students who are "holding" prohibited substances for someone else have violated the *Code of Student Conduct* unless he or she initiates contact with a staff member and hands over the prohibited substances prior to being asked.
- F. If a student finds a prohibited substance, he or she may possess it in order to bring it directly to a staff member. A student who is found to have acted responsibly will not face disciplinary consequences.
- G. Students who knowingly consume a substance with the intention of consuming alcohol may be found in violation of the *Code of Student Conduct* even if the consumed substance does not contain alcohol.
- H. Students who share or distribute alcoholic substances or who have already violated the alcohol policy will not be eligible for the *First Offender* program.
- I. Participation in the *First Offender* program is intended to be a diversion from a more severe consequence. Therefore, students and parents may agree to participate in the program, if eligible, without having a formal discipline review hearing with the Director of Student Support Services.

RESPONSE

LEVELS	Description
4 or 5	Drug possession
4 or 5	Possession or use of a look-alike drug
4 or 5	Prescription drug misuse, possession without prescription, or theft/attempted theft
5	Sale/Distribution or possession with intent to distribute

- A. All violations for drugs and illegal/controlled substances (prohibited substances) must be reported to law enforcement and to the Office of Student Support Services. Not all violations will result in required participation in the *First Offender* program.
- B. Students have violated the drug policy at the moment they are in possession of a drug (as defined on page 35) on school property, when they have ingested a drug on school property, or when they arrive on school property after ingesting or otherwise using a drug.
- C. Students who share, distribute, or arrange for the exchange of drugs or who have previously violated the drug policy will not be eligible for the *First Offender* program and may face expulsion.
- D. Possession of drugs and prohibited substances includes what is physically present with the student as well as what is remotely under the control of the student, such as items in a student's book bag, locker, or vehicle.
- E. A student may also be found to have been in possession of a drug or prohibited substance if there is good reason to conclude that the student had the drug or prohibited substance in his or her possession on school grounds at some earlier moment.
- F. Students who are "holding" prohibited substances for someone else have violated the *Code of Student Conduct* unless he or she initiates contact with a staff member and hands over the prohibited substances prior to being asked.
- G. If a student finds a prohibited substance, he or she may possess it in order to bring it directly to a staff member. A student who is found to have acted responsibly will not face disciplinary consequences.

6 Tobacco

RESPONSE LEVELS	Description
3	Use of tobacco product
3	Use of e-cigarette, vapor cigarette, or similar product
2 or 3	Possession of cigarettes, chewing tobacco, e- or vapor cigarettes or devices, lighters, or packaging

- A. The *Code of Virginia* prohibits smoking on school property by any student, staff member, or member of the public.
- B. Any substance is considered a prohibited substance under this section if it contains tobacco or nicotine or is packaged for smoking. This includes cloves, cigarettes, cigars, blunts, bidis, pipe tobacco, e-cigarettes, vaping devices (including JUUL vaporizers or similar products), pouch or leaf tobacco, snuff, dip, or any form of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. Nicotine patches and chewing gums are also prohibited.
- C. Tobacco product accessories, packaging, and paraphernalia are also prohibited. This includes wrapping papers, matches, lighters, pipes, spit cups or bottles, empty cigarette packages, snuff cans, pouches, or any part of a vapor device, whether empty or not.
- D. Possession of prohibited substances includes what is physically present with the student as well as what is remotely under the control of the student, such as items in a student's book bag, locker, or vehicle.
- E. A student may also be found to have been in possession of a prohibited substance if there is good reason to conclude that the student had the prohibited substance in his or her possession on school grounds at some earlier moment.
- F. Students who are "holding" prohibited substances for someone else have violated the *Code of Student Conduct* unless he or she initiates contact with a staff member and hands over the prohibited substances prior to being asked.
- G. If a student finds a prohibited substance, he or she may possess it in order to bring it directly to a staff member. A student who is found to have acted responsibly will not face disciplinary consequences.
- H. As there is the potential for vaping devices to be used to transport cannabinoids, school officials are authorized to take possession of the devices and turn them over to the control of a School Resource Officer for analysis. As with a smoking device for marijuana use, the vaping device will not be returned to either a student or a parent/legal guardian if confiscated.

7 Dangerous Object / Weapons

RESPONSE LEVELS	Description
4	Possession of a pneumatic weapon
2 or 3	Possession of live ammunition
3, 4, or 5	Use of any object as a weapon
2, 3, or 4	Possession of a pocket-knife or brandishing of any bladed object
2, 3, or 4	Weapon look-alike or toy
5	Possession of firearm (operable or inoperable, loaded or not)
2, 3, or 4	Possession of any object or device that does not have a reasonable educational use

- A. All weapons violations need to be reported to law enforcement and to the Office of Student Support Services. In some instances, a hearing may be scheduled without requiring a ten-day out-of-school suspension. Not all weapons violations will require a Discipline Review hearing.
- B. While school officials will exercise common sense and discretion in matters of dangerous objects and toys and look-alikes, students will face consequences for bringing prohibited items to school. The following items, therefore, are prohibited and should not be brought to school or possessed by any student while at school or at a school-sponsored event or activity:
 - pocket knives, hunting knives, daggers, machetes, swords, bayonets, foils, epees, sabers, razor blades, utility knives, box cutters, craft knives, or any toy knife or prop knife that could be mistaken for a dangerous object
 - toy guns, squirt guns, cap guns, model guns, replica guns, BB guns, pneumatic guns, pistols, shotguns, rifles, or any other firearm capable of firing a projectile, whether it is operable or inoperable, loaded or unloaded, or any ammunition, cartridge, or shell casing, whether live or spent
 - nun chucks, brass knuckles, bow staffs, light sabers, throwing stars, smoke bombs, stink bombs, bangs snaps, garrote wires, darts, arrows, hammers, pepper spray/mace, anything that explodes or emits odor, or anything else that does not have an instructionally based, practical purpose in a traditional classroom.
- C. Consequences for possession of dangerous objects and weapons will become more severe if administrators are able to determine that the object or weapon was used in a threatening manner or in an attempt to intimidate or instill fear in another.
- D. Self-defense is not an acceptable justification for possessing a prohibited object or weapon.

8 Technology / Cellular Phones / Acceptable Usage Policy

RESPONSE LEVELS	Description
1 or 2	Unauthorized use of device or connection to Internet
3 or 4	Violation of Acceptable Usage Policy; transmission of explicit content
2, 3, or 4	Unauthorized recording, transmitting, posting, or sharing of content
2, 3, or 4	Cyberbullying

- A. Any property that students bring onto school campus can be seized and searched if there is a reasonable suspicion that the student has or is planning to violate the *Code of Student Conduct*, violate the law, or create a concern for the health, safety, and welfare of himself or others. Cellular phones and handheld devices (tablets) are no exception.
- B. Henry County Public Schools is a cell phone free school division. All use of personal electronic devices, such as cellular telephones, smart watches, smart devices, electronic games, and other forms of electronic communication tools, are prohibited from the start of the instructional day, at 8:25 am, until the end of the instructional day, at the beginning of dismissal procedures.
- Middle and High school students are not allowed to have a cell phone or personal electronic communication device during the bell-to-bell school day. Bell-to-bell school day means personal electronic devices need to be turned off when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to-bell" includes lunch and time in between class periods. Personal electronic communication devices includes smart watches, headphones, or anything else that connects to phones. Middle and High school students may use cell phones on the bus, on field trips, and at athletic events. The phone and other personal electronic devices can not be stored on the student. This means personal electronic devices will need to be placed in a backpack or purse. Keeping devices in the pockets of pants, hoodies, jackets, or coats does not meet the expectation.
 - Elementary students are not permitted to use cell phones or personal electronic communication devices within the school building, on school grounds, or on school buses.
- C. The use of any personal or school-owned technology device for the purpose of filming or recording, transmitting, posting, or sharing unauthorized content is strictly prohibited.
- D. Cell phones that are taken from students by school officials will be returned to the parent/legal guardian, not to the student. A principal may use discretion to determine at what point the cell phone may be returned.
- E. Students with multiple cell phone violations may be required to follow a check-in/check-out protocol at the school to reduce the likelihood of further cell phone violations.

Cell Phones and Other Electronic Devices Policy during SOL Testing

While in the testing room, students may not have access to cell phones or other electronic devices, including smartwatches or any other electronic devices that can transmit, receive, photograph, or record information while any students are testing. Without exception, cellphones and other electronic devices that are visible in the testing room before, during, or after testing will be confiscated and its contents inspected to ensure that test security was not compromised. In addition, a parent will be required to come to school to retrieve the cell phone or other electronic device after it has been determined that no testing material is on the device. **Violation of this policy during the Standards of Learning testing window may result in out of school suspension.** It is recommended that students leave cell phones and other electronic devices at home, in their personal vehicle, or utilize their school locker during the Standards of Learning Testing window. We appreciate your attention to these expectations as we make every effort to maintain test security in our schools.

9 Trespassing / Vandalism / Arson / Theft / Larceny

RESPONSE LEVELS	Description
1, 2, or 3	Trespassing
2, 3, or 4	Vandalism of school property, supplies, or structures
2, 3, or 4	Intentional damage or destruction of property
2, 3, or 4	Graffiti or defacement of property or structures
4 or 5	Arson or attempted arson
4 or 5	Illegal conduct, materials, or hoaxes related to bombing or burning schools
4 or 5	Terroristic threat to bomb, shoot, or set fire to school
2 or 3	Sounding a false alarm
3 or 4	Taking another's property by force, intimidation, or coercion
3 or 4	Possession of school property without permission or authorization
2, 3, or 4	Taking secured or not-for-sale items without permission, payment, or authorization

- A. Students are expected to obey all signage posted on school property, to respect physical aspects of campus, and to respect the authority of the personnel assigned to each school site.
- B. A student who is unaccompanied by an employee of Henry County Public Schools or who is present on school property without direct permission from an administrator, teacher, sponsor, coach, or school official is trespassing. Students are not to be on school grounds before school opens in the morning or after dismissal unless under the direct supervision of an employee of the school.
- C. Acts that damage or destroy school property may result in an obligation for the student to pay restitution for the property. Unpaid debts can prevent students from attending school-sponsored activities or enjoying other incentives offered by the school.
- D. Acts that constitute the commission of a crime may result in the filing of a criminal complaint against the offending student.
- E. Acts that violate the *Code of Student Conduct* and victimize other students or staff members may result in both criminal and civil complaints against the offending student.
- F. Henry County Public Schools have limited jurisdiction. Criminal acts committed by students outside of school do not fall within the school's jurisdiction unless the act(s) reasonably forecast a material and substantial disruption to the normal operations of the school, adversely affect school climate, or result in criminal charges or convictions that permit the relocation of the student to an alternative education program or the expulsion of the offending student.

10 Academic Integrity

RESPONSE

LEVELS

1, 2, or 3

1, 2, or 3

3 or 4

Description **Falsification of documents or statements**

Giving or receiving unauthorized assistance; plagiarism

Tampering with or compromising any material or technology used to produce an official record or evaluate student performance

- A. One of the longest standing missions of public education is to teach the values of the society in which the students live; honesty and integrity are chief values in our educational system and in our society. Therefore, student acts that offend a standard of honesty and integrity, such as cheating, plagiarism, or the falsification of records, are strictly prohibited.
- B. Offenses of academic integrity may have administrative consequences as well as academic consequences. That is, a student may receive a suspension or a penalty in the grading of the assessment or both.
- C. When a student's work is suspected of being in violation of this offense category, the student may be required to resubmit work, complete an alternate assignment, or may receive zeros or failing grades for the assessment in question.
- D. Falsification of documents or statements includes but is not limited to providing forged or falsified excuses for absences, permission slips, or communication that is intended to be between the school and the student's parent/guardian.
- E. In terms of cheating or giving and receiving unauthorized assistance on an assignment or assessment, both the student giving the unauthorized assistance and the student who receives it are in violation of the Code of Student Conduct. The student who receives the unauthorized assistance may avoid consequences only if he or she brings the violation to the attention of the appropriate instructor before benefitting from the unauthorized assistance.

11 Transportation

RESPONSE

LEVELS	Description
1 or 2	Safety violations on school bus
1, 2, or 3	Disrespect, defiance, or disruption on a bus
1 or 2	Parking in prohibited areas or without authorization
1, 2, or 3	Creating an unsafe condition with a vehicle

- A. While riding on a school bus or gathering at a bus stop, students are subject to all the rules and regulations described in the *Code of Student Conduct*. The bus driver is in charge of all passengers and has the authority to assign seats and make any other arrangements deemed necessary to maintain a safe and orderly environment. Students are required to obey the directives of the driver. Students are to remain seated while on the bus. Students may be subject to video surveillance while riding a school bus. While students are on school-sponsored field trips, school rules and the *Code of Student Conduct* are in effect.
- B. Riding the bus is a privilege that may be revoked when the general conduct of the student is detrimental to the safety and comfort of others on the bus. Students must not engage in any behavior on the bus that might distract the driver or cause a safety hazard. This includes any form of misbehavior, rule violation, loud talking or laughter, or talking to the bus driver while the bus is in motion (except in an emergency). In addition, prohibited behaviors include, but are not limited to: littering; waving or shouting at others; extending arms, legs, head or objects through the window; throwing objects out of the window; exposing body parts; or riding on the outside of the bus.
- C. Tampering with the emergency door or other bus equipment is prohibited. Students who need to bring large items on the bus, other than backpacks or book bags, should seek prior approval.
- D. No food or beverages (other than bottled water) are to be consumed on the bus.
- E. Each student is required to ride his/her assigned bus and get on and off at his/her designated stop. A student may be allowed to ride a bus other than the assigned bus and/or get on or off a stop other than the designated stop if the student has written permission from the parent or guardian, approved in advance by the school principal.
- F. The bus driver will complete a Henry County Public School Bus Conduct Report when a student violates bus regulations or displays unacceptable conduct. This report will be furnished both to school administration and to the Director of Pupil Transportation. Students may receive bus conduct reports for actions witnessed by the driver, reported to a school official and determined to be true, or filmed by the video camera.
- G. Students should be at their bus stops at least five(5) minutes before the bus is scheduled to arrive and stand away from the road when waiting for the bus. Students' behavior at the bus stop should be comparable to behavior expected at school. Students must wait until the bus has stopped and walk to the front door. Students must never run alongside a moving bus. If the students are to board the bus across the road from the bus stop, they must wait until the bus has come to a complete stop. Students cross only in front of the bus. Students should board the bus in an orderly manner and be seated as quickly as possible. Students are to remain seated until the bus has come to a full stop. They must leave the bus in an orderly manner with students in the front seat leaving first. Students are expected to go directly into the school building in the mornings and directly home at the end of the school day. Students remain under the jurisdiction of the Code of Student Conduct until they have dispersed from the bus stop after being dropped off.

- H. Parents who attempt to board or otherwise impede the progress of the school bus can be charged with trespassing and will be reported to the Pupil Transportation department.
- I. Students operating motor vehicles on school property shall do so in a safe and proper manner. Parking on school property is a privilege which may be revoked by the school principal.
- J. Students who have difficulty abiding by the rules for riding buses or who have not been in compliance with student parking procedures may lose these privileges and may be required to participate in a behavior remediation class to get reacquainted with the expectations in these settings.

12 Other School Rules

RESPONSE

LEVELS	Description
1 or 2	Dress code violations
1, 2, or 3	Gambling
1, 2, or 3	Selling or soliciting goods, services; unauthorized fundraising; unauthorized advertising
1, 2, or 3	Infringing upon the rights of other students
2 or 3	Creating or contributing to unsafe conditions for students or staff
2 or 3	Violating terms of a student behavior plan or contract

- A. Students whose attire does not meet the standard for appropriate dress will be given an opportunity to change clothes or have appropriate attire brought to them. Consequences for dress code violations increase in severity when the violations are perceived to be acts of defiance or indifference for the standard.
- B. Students who are in violation of the dress code and whose violation has been addressed by school personnel will not be permitted to attend class until the violation has been resolved.
- C. Gambling, placing bets or wagers, engaging in games of chance for profit or loss of anything of value, or operating any kind of betting pool is strictly prohibited.
- D. Students are prohibited from selling or taking orders for goods or services in the school unless the beneficiary is the school, a school-sponsored group or team, or if the student is operating under the supervision of a school employee who has secured authorization for sales or business that have an educational purpose.
- E. Any actions not clearly or expressly prohibited in the *Code of Student Conduct* that nevertheless infringe upon the rights of other students or staff members are prohibited.
- F. Students who intentionally or unintentionally create unsafe conditions may be reprimanded or suspended for their actions. This includes actions that would normally be acceptable but because of special or temporary circumstances are prohibited. When a student has been informed of such a special or temporary circumstance and does not comply with the temporary expectation, he or she is subject to disciplinary action. For instance, a student who is asked to leave an area that is normally not restricted can be disciplined for not leaving.
- G. Students who have been placed on behavior plans may be disciplined for continuing undesired behaviors that may or may not violate the *Code of Student Conduct*. While the purpose of a behavior plan is to reduce the need to impose exclusionary consequences, some violations warrant the removal of a student from class and can result in suspensions.

13 Attendance / Tardiness / Truancy

RESPONSE LEVELS	Description
1 or 2	Failure to report to a designated location
1 or 2	Being out of the assigned area
1, 2, or 3	Skipping class; leaving class without permission
1 or 2	Being tardy to class or to a designated location
2 or 3	Leaving school building without permission

- A. It is the legal responsibility of parents or guardians to ensure that students arrive at school on time and attend all assigned classes every day. Parents or guardians should contact the school if their child is going to be absent. A student who is absent from school for an entire day, or for one or more class periods, must bring a note written and signed by a parent or guardian upon returning to school. The note shall contain the reason(s) for and the date(s) of the absence(s). The principal will be the judge of the validity of any excuse. Parent notes verify absences but do not “excuse” absences. See “D” for clarification.
- B. Parents are encouraged to call the school on any day that their child will be absent. Parents who do not call the school should provide school personnel with documentation that they were aware of and support the child’s absence.
- C. According to state regulations, the attendance office will notify the local department of social services of children who are truant who are recipients of Aid to Dependent Children support. To promote attendance, teachers may wish to provide positive incentives for attendance.
- D. Excused absences are defined as death in the immediate family (those residing in your household), a subpoenaed court appearance, or a doctor’s excuse. Furthermore, any student who is sent home by a school nurse because of illness will be given an excused absence for the remainder of the school day. Court appearance notices must be signed by a clerk of the court and doctor’s notes must be signed by an employee of the doctor’s office.
- E. Students are expected to attend all assigned classes everyday. Students are not to leave the building without permission. Students who leave the school grounds during the school day before their usual dismissal time must first have parental permission and approval from the administration.
- F. Students are considered present when participating in field trips and other functions sanctioned by the school. Middle and high school students must be physically present for at least fifty percent (50%) of a class period in order to be counted present for that class.
- G. Responsibility for make-up work lies with the student. Arrangements for make-up work must be completed within three (3) days after returning to school. Students who skip a class may be required to complete makeup work; however, the student may not receive full credit for the completion of such work. This will not apply to assignments such as unit tests, term papers, or other long-term projects which extend beyond the day(s) the student skipped class.
- H. When a student accumulates the equivalent of twenty(20) absences during a school year not attributable to excused or verified reasons, the principal or designee is required to consider grade retention. The student may not be eligible for credit (after nine unexcused absences in a semester for high school students) or promotion if the student accumulates twenty unexcused absences.

- I. In Addition to Policy JED, any student who accumulates (5) unexcused absences in a class, in one grading semester, shall lose credit for the class in which five (5) unexcused absences have occurred. Each semester is comprised of ninety (90) days of instruction/eighteen (18) weeks of instruction. With the exception of school sponsored activities, or absences prearranged with the principal or designee, all absences which occur and are not listed as an excused absence in School Board Policy JED, are considered unexcused absences. In an attempt to consider other extenuating circumstances, Henry County high school students are allowed to appeal the loss of credit due to unexcused absences to the principal. Appeals will be accepted at the end of each semester. All appeals must be submitted no later than five (5) business days prior to the end of the semester. Appeals will not be accepted for students with a total of nine (9) unexcused days in a semester, however discretion may be used by the principal for extenuating circumstances.
- J. Each school monitors student attendance on a daily basis and notifies parents when a student is absent. When a child accumulates five unexcused absences, a school official is compelled by §22.1-258 of the Code of Virginia to attempt to have direct contact with the student's parent or guardian to determine whether the parent is knowledgeable of the absences and jointly develop a plan to minimize further absenteeism. The school officials are also seeking at this point to obtain legitimate excuse notices for the absences. When a child has a seventh unexcused absence, the school is compelled to invite the parent or guardian to an attendance conference. The attendance conference is an opportunity to discuss the reasons for the absenteeism (review the attendance plan) and to put into place provisions if the absenteeism is expected to continue. At the attendance conference, whether the parent/guardian participates or not, provisions are put in place to allow school officials to make a referral to the attendance officer if the parent is intentionally non-compliant. Attendance conferences are intended to hold students and families accountable for attendance. When a student's nonattendance violates the provisions set forth during the attendance conference, a referral is made to Student Services and a scheduled conference will take place with the parent and student. School officials have the authority to file a criminal complaint against the parent/guardian or against a child who is deemed old enough to shoulder the responsibility for his or her own attendance. School officials exercise discretion in these matters and generally file complaints only when the student's attendance is not improving.
- K. Parents or guardians must seek homebound instruction for their children when they are absent for extended periods of illness. All requests for homebound services must have a medical authorization, and not all requests will be accommodated.
- L. Students who miss 15 consecutive days of school will be withdrawn from the school and must re-enroll upon their return.
- M. Students must have permission to be out of class and have a responsibility to arrive at class on time. Students who are in attendance are expected to be in class unless given express permission to be in a specific alternate location.

Interventions and Consequences for Excessive Absenteeism

Upon 5th Unexcused Absence	Upon 7th Unexcused Absence	Upon 8th Absence (1st After Attendance Conference)	9 or More Absences (During a Semester)
School is required to attempt to make direct contact with the parent/guardian to develop a plan to improve attendance	School is required to attempt to schedule a conference to discuss a plan for improving the student's attendance. At this meeting, the school, the student, and the parent/guardian will develop an attendance contract.	If the procedures set forth at the attendance conference are not followed, a referral is made to Student Services and a scheduled conference will take place with the parent and student. School officials have the authority to file a criminal complaint against the parent/guardian or against a child who is deemed old enough to shoulder the responsibility for his or her own attendance or the parent/guardian for failure to abide by compulsory attendance laws.	Nine or more unexcused absences for a semester may result in loss of credit for a semester-long course and twenty unexcused absences for a year may result in grade-level retention or promotion.

Definitions

aggressor: Student who initiates negative behavior, whether that is physical contact, a verbal exchange, or some other act that has a negative impact on another student or a staff member.

altercations (verbal and physical): Confrontations between students; verbal altercations are often characterized by yelling and profanity; minor physical altercations are limited to pushing, grabbing, pinning against a floor or wall, or physically obstructing someone's movement. Physical altercations that are more severe than what is described as "minor" are the same as fights and assaults.

alternative placement: When a disciplinary decision requires a student to receive educational services from the Center for Community Learning, the Regional Alternative Program, homebound services, or through online classes, and the student is no longer permitted to attend his or her base school during the alternative placement.

appeal: Students/families can appeal 1) the decision of the school to suspend a student; 2) the decision of the school to assign a failing grade based on poor attendance; 3) the decision of the discipline review committee or hearing officer; and 4) the decision of the superintendent on disciplinary matters

arson: Setting fire to a structure; attempting to set fire to structure

assault: Intended to include both "putting someone in fear of physical contact" and the actual physical contact, which is also called "battery."

attendance conference: After a student has accumulated 7 unexcused absences in a year, the school and the student and a parent/guardian are to have a conference to discuss ways to improve the student's attendance. This is not a punitive meeting. At this meeting, all parties will participate in reviewing the prior attendance plan and developing new interventions if needed to improve attendance. If the parent/guardian does not participate in the meeting, the school will hold the conference and develop the interventions without the parent/guardian, and a copy of the documentation from the meeting will be sent to the student's home.

attendance plan: A plan that is developed after 5 unexcused absences with the intention of improving a student's attendance.

battery: Physical contact with a person that results in injury, no matter how great or small the injury.

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

bus stop: Includes a reasonable distance from where the bus stops or any location where students gather to wait for the bus.

campus: A general term used to include all areas of the school's property.

Center for Community Learning / CCL: An alternative education site.

cellular phone: Includes all types of mobile phones or devices, such as watches, that can be used to call, text, message, video chat, or post to social media.

chronic absenteeism: Missing ten percent of the school year (18 days out of 180 days) whether the absences are excused, unexcused, or due to suspensions.

communication device / electronic device: Includes all types of mobile phones or devices, such as watches, that can be used to call, text, message, video chat, or post to social media; also includes both personal and school-provided hand-held devices, such as tablets, iPads, Chromebooks, etc.

consumption: Taking of a drug or drinking of substance/beverage that contains alcohol.

continuum of services: (Special Education term) The span of settings and instructional supports that are available to students who have an Individualized Education Plan (IEP).

defiance: Characterized by being informed of an expected behavior or directive and choosing a behavior or course of action that runs contrary to the expectation.

disciplinary review committee: A committee that includes the Director of Student Support Services and a group of school administrators from various sites in the county; the committee conducts hearings to review student violations of the *Code of Student Conduct* that have resulted in 10-day out-of-school suspensions; the committee can reverse the school's decision, confirm it, lengthen it, or add supportive measures for the student, such as assigning the student to an alternative placement.

disciplinary review hearing: A formal hearing before the Discipline Review Officer or the Discipline Review Committee following a major violation of the *Code of Student Conduct*.

disrespect: Includes but is not limited to the following verbal violations: back-talking, cursing at a staff member, addressing a staff member inappropriately, or becoming belligerent in response to a reasonable request from a staff member; includes but is not limited to the following nonverbal violations: walking away from a staff member while being addressed, mocking a staff member, or showing total disregard for the instructions, directives, or materials given by a staff member.

disruptive demonstration: Any behavior that disrupts the orderly learning environment, creates the potential for violence, calls attention to offensive materials or language or depictions, or creates a concern for the health and safety of students and staff.

distribution (materials, alcohol, drugs): The act of giving, selling, sharing, or arranging for the exchange of prohibited materials, alcohol, or drugs.

drug: A general term intended to apply to illegal substances as well as controlled substances and over-the-counter medicines.

employee: A general term intended to include school administrators, teachers, counselors, aides, secretarial staff, custodial staff, and cafeteria staff as well as any volunteer who is working with students in an instructional setting.

expulsion: A consequence that 1) prohibits a student from receiving educational services from Henry County Public Schools; 2) prohibits a student from attending or participating in school-sponsored activities; and 3) exempts a student from compulsory attendance for the duration of the expulsion. When a student is expelled, he or she must appeal to the School Board for the expulsion to be lifted, and he or she may continue educational progress through home-schooling at the parent/guardian's expense.

extortion (also "blackmail" or "coercion"): Knowingly obtaining control over the property or possessions of another person by threat or intimidation; using a threat to compel someone to act in a dishonest or unethical manner; using a threat to compel someone to do something against his or her will.

fight: An exchange of punches or open-handed hitting, whether the student makes contact or not, or any hold or push or wrestling that exceeds what would be deemed as a minor physical altercation.

firearm: Applies to any instrument, device, or weapon that is capable of propelling a projectile by means of combustion or pneumatic device, whether loaded or unloaded, operative or inoperative at the time of discovery.

First Offender program: A program offered as an intervention for students who have violated the alcohol or drug policy. This program requires a student to participate in drug counseling. The student may not attend the base school until all components of the *First Offender* program have been satisfied.

gang activity: Using a real or perceived affiliation with a street gang as a means to intimidate a student or instigate an altercation; organizing or causing to be carried out a violation of the *Code of Student Conduct* or an act that violates the law or causes harm or injury to a person or a person's property.

harassment: Characterized by behavior or conduct that threatens or intimidates another person; or excessively annoys or demeans or reduces a person's self-image; or creates a hostile environment or effectively prevents a student from fully accessing the learning environment at school.

hazing: Recklessly or intentionally endangering the health, safety, or well-being of a student or students in connection with or for the purpose of initiation or continued membership in a group regardless of whether the recipient of the actions participated voluntarily.

hearing officer: Generally, an administrator from outside of the student's base school who has the authority to extend a suspension beyond ten days, assign a student to an alternative placement, or put in place services and supports that will benefit the student.

homebound instruction: An instructional setting available to students who are experiencing a prolonged absence from school of at least three weeks and who are expecting to return to school. Instruction is provided by an employee of Henry County Schools, and the student's teachers are responsible for assigning grades for student work.

home-based instruction: (Special Education term) Refers to an instructional setting within the continuum of Special Education services. Home-based instruction is the provision of Special Education services and access to the student's general curriculum at home or at a neutral location outside of the regular school building.

home instruction / homeschool: An agreement between the school division and the family whereby the family assumes the responsibility for providing instruction, assigning grades, and monitoring student achievement, and the school division reserves the right to continue to permit home instruction or to revoke permission to provide home instruction based on the family's compliance with state regulations for home instruction. Home instruction requires approval from the school division before a student is relieved of his or her compulsory attendance obligation.

in-school suspension / ISS: A minor consequence for violations of school rules; ISS is a setting in the school building that removes the student from his or her peers in order to prevent further disruptions or to provide a space for a student to continue to work while a violation or disturbance is being investigated.

incentive: A reward, big or small, that is attached to a desirable outcome regarding student behavior, attendance, or academic progress. Teachers, counselors, and administrators will use incentives as needed and will withhold an incentive if a student does not reach the level of performance the incentive was designed to produce.

Individualized Education Plan / IEP: When a student is deemed eligible for Special Education and Related Services, an IEP is created to identify instructional strategies that are aimed to benefit the student as well as various accommodations that the school will provide for the student to increase the student's ability to access and participate in his or her educational process.

ingestion: When a student has taken a drug or unauthorized substance orally.

instigation / instigating: Communicating a willingness or interest of another or oneself to engage in an altercation; encouraging an altercation through one's presence, gestures, actions, or words, whether delivered directly or via electronic communication devices.

insubordination: Failing to comply with a reasonable, direct instruction from someone in a supervisory or instructional role.

intervention: A strategy that aims to change a behavior from negative to positive.

intimidation: Using one's size, physical presence, actions, gestures, or demeanor to influence a change in someone else's behavior or to prevent someone from a course of action.

larceny: Theft of personal property

Least Restrictive Environment: (Special Education term) Refers to the amount of assistance a student with disabilities receives through the course of the day; this term often is used in connection with the use of resource teacher, inclusion classes, self-contained classes, and alternative placements.

look-alike: Something that could be mistaken for a real weapon, prohibited object, or prohibited substance.

Manifestation Determination Review: (Special Education term) A meeting held after a student with disabilities has been suspended for the tenth day in a given school year; the meeting aims to determine whether the violations that led to suspensions are attributable to the student's disability.

out-of-school suspension / OSS: An external suspension from school during which a student is not permitted to be on the school property or attend or participate in any school-sponsored activities. Out-of-school suspension, for attendance purposes, count the same as "excused" absences, which means that students will have an opportunity to make up assignments and assessments missed due to a suspension.

plagiarism: Intentionally or unintentionally using the words or thoughts of others without acknowledging the source of the information.

Positive Behavior Interventions and Supports (PBIS): A framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS *is not* a packaged curriculum, scripted intervention, or manualized strategy.

possession (materials, alcohol, drugs, weapons): Having a prohibited item or substance on one's person, in one's belongings, in one's locker or desk, or in one's vehicle. If a school official can reasonably discern that a student had been in possession of a prohibited item or substance, the student can face disciplinary consequences.

prohibited substance: General term intended to include tobacco, alcohol, drugs, or any other substance that has the potential to disrupt school operations or create a concern for students' health and safety.

Regional Alternative Program: An alternative placement site that operates in the evenings.

restitution: Paying in full or in part for damages to property, to replace lost property, or to repay the cost of resources used in the treatment of an injury or event.

school property, school grounds: General terms intended to cover not only the physical school building but also the playgrounds, athletic fields, parking lots, and school buses. The term "property" is intended to include textbooks, computers, calculators, lockers, furniture, etc. In short, these terms apply to that which is purchased and maintained by Henry County Public Schools.

School Resource Officer / SRO: A deputy of the Henry County Sheriff's Office assigned to work with schools, students, and families.

school-sponsored activities: General term intended to include athletic contests (onsite and offsite); school events such as dances, receptions, fundraising events, family nights, and academic contests; and field trips.

self-remediate: To take responsibility for one's actions by acknowledging a violation and taking action to move immediately into compliance with the expectations.

sexual harassment: Any unwelcome sexual advances, references to sexual orientation, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature that creates an intimidating, hostile, uncomfortable, or offensive environment for any student or employee.

stalking: Engaging in a pattern of behavior that places another person in fear of serious harm.

substantial disruption: Any act, commotion, or distraction that adversely affects or reasonably has the potential to adversely affect the orderly learning environment or prevents a group of students from being engaged in a lesson or places an excessive burden on school resources. A disruption becomes substantial when any one or more of the following conditions are met: 1) the disruption prevents the delivery of instruction for more than a moment, 2) multiple school personnel resources, such as teachers, counselor, administrators, and secretarial staff, are unable to attend to regular duties because they are involved with the settling of the disruption, and/or 3) the disruption results in the mobilization of outside resources or the initiation of emergency responses procedures in the school, such as evacuation, shelter-in-place, or lock down procedures.

tardiness: Being late to school or class, or not meeting the teacher's expectation for being prepared for instruction at the beginning of class.

technology: General term intended to include Internet access, computers, laptops, hand-held devices, calculators, etc.

theft / stealing: Acquiring another's possessions without right or permission; taking into one's own possession items that belong to someone else with no intention of returning the items to the rightful owner.

tobacco product: Includes cigarettes, smokeless tobacco, cigars, snuff, dip, chew; tobacco by any name or of any consistency; also includes e-cigarettes and vaping devices.

trespassing: Entering or accessing a place without permission or without proper supervision.

truancy: Failure to comply with compulsory attendance statutes set forth in §22.1-254 of the *Code of Virginia*.

use: (as related to prohibited substances) – Participated in the consumption or ingestion of a prohibited substance, or introduced a prohibited substance to the body in any manner; (as related to materials, objects, weapons, and technology) – Accessing, operating, or accepting assistance from or gaining an advantage from possessing the prohibited material, object, weapon, or technology.

vandalism: Marring, defacing, or destroying property through a willful act.

weapon: A general term intended to include knives and guns as well as any other object that is being used to inflict harm or being used with the intention of intimidating or threatening someone.

Appeal Process

In school disciplinary actions and bus suspensions of fewer than 3 days may not be appealed.

Out of school suspensions of up to ten(10)days, when issued by an assistant principal, may be appealed to the principal, whose decision will be final. Out-of-school suspension of up to ten (10) days issued by the principal may be appealed to the Director of Student Support Services, whose decision will be final. The request to appeal a decision must be submitted in writing to the appropriate person within two days of the issuance of the suspension. The appeal decision will be made within five days of receipt of the appeal request.

Out of school/longterm suspensions of over ten(10)days and recommendations for expulsion will be referred to the Disciplinary Review Officer. The Disciplinary Review Officer will hear the case and will notify the student's family of a recommendation for long-term suspension or expulsion. The parent/guardian may appeal in writing to the Superintendent within (5) days and must meet with the Superintendent before the appeal can be heard by the School Board. The School Board shall decide the appeal within 30 days of hearing the appeal.

Frequently Asked Questions about Discipline Review Proceedings

What is a DISCIPLINARY hearing?

Disciplinary hearings are meetings held with the Discipline Review Officer or the Discipline Review Committee (DRC) to determine whether the student's violation of school policy or the law warrants consequences or supports beyond the original decision of the school.

When will disciplinary hearings be held?

If the violation warrants review by the Discipline Review Officer, the hearing must be scheduled and held before the student's suspension expires and before the student can return to school.

Where will the hearing be held?

The **meeting** usually takes place at the School Board Office.

Who attends the closed hearing?

Student, parents or legal guardian, principal, assistant principal, and others as necessary at the discretion of the Discipline Review Officer. Because of the confidential nature of these hearings, siblings and non-custodial relatives will not be permitted to attend.

How does the hearing proceed?

1. The Disciplinary Review Officer will ask the administrator to explain why the student was referred to the hearing panel.
2. The Disciplinary Review Officer will ask the student to explain his/her side of the incident.
3. The Disciplinary Review Officer and others may ask other questions(including the student's record of behavior, attendance, academics, and other background information).
4. The Disciplinary Review Officer will ask the parent if he/she would like to make a statement.
5. The student, parent/legal guardian, and school administrator, involved in the incident, will leave the room while the Discipline Review Officer determines disciplinary actions based on the facts represented. The Disciplinary Review Officer may consult other school officials to reach a decision.
6. The student, parent(s), and school administrator return to the room to hear the decision.
7. The Discipline Review Officer may recommend/decide various forms of disciplinary action up to and including long term suspension or expulsion.
8. The Discipline Review Officer's recommendation/decision for long term suspension or expulsion will be reviewed by the Superintendent.

What if I disagree with the recommendation/decision by the Discipline Review Officer?

The parent/guardian may appeal in writing to the Superintendent within (5) days and must meet with the Superintendent before the appeal can be heard by the School Board. The School Board shall decide the appeal within 30 days of hearing the appeal.

How does my child continue his/her education during the long term suspension or expulsion?

Other school divisions may honor disciplinary actions of the Henry County Public School Board. Students may continue their education via correspondence courses, private schools or tutorial services at their own expense.

How does my child return to school from a long term suspension/expulsion?

The parents will receive a letter indicating the length of a long term suspension and the procedures to be followed to petition the School Board for readmission from an expulsion. Some expulsions are permanent with no readmission allowed.

Availability of Homebound Services

Medical Homebound

Students who have legitimate medical reasons for prolonged absences from school can request to receive homebound services during their absence. Students are eligible for medical homebound when they are unable to attend school or when treatment for a legitimate health concern prevents the student from regular attendance. In order to begin homebound instructional services, a doctor or clinical psychiatrist must complete a portion of the request form and submit that to the Director of Student Support Services.

Once the request form has been submitted in its entirety, the Student Support Services department will first decide whether to approve or deny the request. If the request is approved, a homebound instructor will be assigned to work with the student, and services will begin as soon as possible. This is not always a seamless process, as the availability of homebound instructors fluctuates throughout the year. On average, the passage of time between the receipt of the request and the start of instruction is one week.

Administrative Homebound (Alternative Placement)

Homebound services are made available in some cases when it becomes necessary to provide educational services in an alternative setting. In these cases, a decision by the Director of Student Support Services or the recommendation of either the Discipline Review Committee or the Discipline Review Officer initiates the services. Services begin as soon as possible and continue for a set duration. When possible, students remain enrolled in their current classes and may be given access to online curriculum so as not to diminish the academic opportunities available to the student. The alternative education programs offered at the Center for Community Learning and at the Regional Alternative Program are not available to elementary students. Therefore, when it is determined that an elementary student needs to be placed in an alternate setting, homebound services will be the alternative setting.

Home-based Instruction (Special Education)

Home-based instruction is a setting within the continuum of services available to students who receive Special Education services. Placement in a home-based instructional setting requires action by the student's Individualized Educational Plan (IEP) team.

Classroom Observation Procedures

Henry County Public Schools has procedures that all parents/legal guardians must follow when requesting to observe their child's classroom. The document entitled, Classroom Observation Procedures ,is available for review online at www.henry.k12.va.us. If you have questions regarding the procedures, please contact the building principal.

Legal Notices

§22.1-279.3 of the *Code of Virginia* - Parental responsibility and involvement requirements.

A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. 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.

D. 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 compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.

E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed 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.

F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

G. Upon the failure of a parent to comply with the provisions of this section, 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, as follows:

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or

2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

§ 18.2-308.1 of the *Code of Virginia* - Firearm, stun weapon, or other weapons on school property

A. If any person knowingly possesses any (i) stun weapon as defined in this section; (ii) knife, except a pocket knife having a folding metal blade of less than three inches; or (iii) weapon, including a weapon of like kind, designated in subsection A of § 18.2-308, other than a firearm; upon (a) the property of any public, private or religious elementary, middle or high school, including buildings and grounds; (b) that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place; or (c) any school bus owned or operated by any such school, he shall be guilty of a Class 1 misdemeanor.

B. If any person knowingly possesses any firearm designed or intended to expel a projectile by action of an explosion of a combustible material while such person is upon (i) any public, private or religious elementary, middle or high school, including buildings and grounds; (ii) that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place; or (iii) any school bus owned or operated by any such school, he shall be guilty of a Class 6 felony.

C. If any person knowingly possesses any firearm designed or intended to expel a projectile by action of an explosion of a combustible material within a public, private or religious elementary, middle or high school building and intends to use, or attempts to use, such firearm, or displays such weapon in a threatening manner, such person shall be guilty of a Class 6 felony and sentenced to a mandatory minimum term of imprisonment of five years to be served consecutively with any other sentence.

Student Directory Information

A school shall not release the address, phone number, or email address of a student unless the parent or legal guardian or eligible student has affirmatively consented in writing to the disclosure. This means that Henry County Public Schools, in compliance with new legislation, will no longer provide student directory information to post-secondary institutions of education, prospective employers, or military recruiters without written consent from the student's parent/legal guardian.

Disposal of Student Records

The Henry County Public Schools (HCPS) destroys all eligible records of previously enrolled students five (5) years after the student separates from HCPS. Separation may occur by graduation, program completion or withdrawal, whichever comes first.

Parents should be aware that the child or the parents may need information from school records at a later date for Social Security or other benefits. Depending on the location of the child's records, they should request copies of any needed information from the student's school or the Central Records Office.

Homeless Education Rights

All children and youth have the right to free, appropriate public education, including children and youth with: uncertain housing, a temporary address, or no permanent physical address. The federal *McKinney-Vento Act* guarantees school enrollment for child or youth, including migratory children, who *due to a lack of housing*, does not have a fixed, regular, and adequate night time residence. Examples include children residing in an emergency or transitional shelter, motel, hotel, car, campground, abandoned building, doubled up with relatives or friends, or a public place such as a park, bus or train station. Children and youth living in these settings meet criteria for the *McKinney-Vento* definition of homelessness and have special educational rights.

Where can a child or youth without a fixed, regular, and adequate residence attend school?

A child meeting the definition of "homelessness" may attend the school he/she was last enrolled before becoming homeless or the school in the attendance zone where the child is currently residing.

How can delays be avoided when enrolling a student experiencing homelessness in school?

Enroll the student immediately and contact the previous school to request records be sent electronically or shared over the phone. Contact the principal, school counselor, or local homeless education liaison with any concerns.

Henry County Public Schools
Homeless Education Liaison

Heather Cochran-Grogan, MSW
hgrogan@henry.k12.va.us
276-403-3541

Notice of Non-Discrimination

Henry County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following department has been designated to handle inquiries regarding the nondiscrimination policies:

**Henry County Public Schools
Office of Student Support Services
PO Box 8958
Collinsville, VA 24078**

Prohibition against Harassment

The Henry County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Henry County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

Henry County Public Schools
Harassment Compliance Officer

Tameia Easley
Communications and Compliance Coordinator
teasley@henry.k12.va.us
634-4742

Alternate Compliance Officer

Dawn McCray, Director of Human Resources
dawn.mccray@henry.k12.va.us
634-4708

Contact Information for Henry County Public Schools

Elementary Schools

Axton	1500 Axton School Rd., Axton, VA 24054	650-1193
Campbell Court	220 Campbell Court, Bassett, VA 24055	629-5344
Drewry Mason	45 Drewry Mason School Rd., Martinsville, VA 24112	956-4154
G.W.Carver	220 Trott Circle, Martinsville, VA 24112	957-2226
Meadow View	740 Figsboro Rd., Martinsville, VA 24112	634-0227
Mount Olivet	255 Lancer Lane, Martinsville, VA 24112	638-1022
Rich Acres	400 Rich Acres School Rd., Martinsville, VA 24112	638-3366
Sanville	19 Sanville School Rd., Bassett, VA 24055	629-5301
Stanleytown	74 Edgewood Dr., Stanleytown, VA 24168	629-5084

Middle Schools

Fieldale-Collinsville	645 Miles Rd., Collinsville, VA 24078	647-3841
Laurel Park	280 Laurel Park Ave., Martinsville, VA 24112	632-7216

High Schools

Bassett	85 Riverside Drive, Bassett, VA 24055	629-1731
Magna Vista	701 Warrior Road, Ridgeway, VA 24148	956-3147

Alternative Education Programs

Center for Community Learning	15 Primary School Road, Collinsville, VA 24078	647-8932
Regional Alternative Program	15 Primary School Road, Collinsville, VA 24078	647-8932
Career Academy	340 Ridgedale Drive, Martinsville, VA 24112	638-1668

School Board Office

Main Reception	3300 Kings Mountain Rd., Collinsville, VA, 24078	634-4700
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Henry County Public Schools

School Board

Mr. Teddy Martin II, Chairman
Reed Creek District

Mr. Ben Gravely, Vice Chairman
Iriswood District

Mrs. Sherry Vestal
Blackberry District

Mrs. Cherie Whitlow
Collinsville District

Mrs. Valeria Edwards
Horsepasture District

Mr. Champ Hardie
Ridgeway District

Mr. Jonathan Martin
Member-At-Large

Student Representative, Magna Vista High School

Student Representative, Bassett High School

Administrative Staff

Dr. Amy Blake-Lewis
Division Superintendent

Dr. Benjamin Boone
Assistant Superintendent – Operations and Administrative Services

Mrs. Lisa Millner
Assistant Superintendent – Teaching and Learning

Parent/Guardian Acknowledgement of Responsibility

This form is for parents/legal guardians of all students enrolled in Henry County Public Schools to ensure that they have received and reviewed the following important documents.

Student Name _____ Date of Birth _____

School _____

Homeroom Teacher _____ Grade _____

I have received and reviewed each of the following:

1. Code of Student Conduct
2. A copy of §22.1-279.3 of the *Code of Virginia* that sets forth the duty of each parent of a student enrolled in a public school to assist the school in enforcing the standards of student conduct and compulsory attendance.
3. A copy of §22.1-254 of the *Code of Virginia* pertaining to the compulsory attendance law.
4. A copy of the Acceptable Use of Internet and Technologies Policy.
5. Acceptable Dress Code
6. School Bus Offenses
7. Homeless Education Rights
8. Student Directory Information

The *Code of Student Conduct* applies to students at all times and in the following locations:

- In school buildings or on school property
- At school-related and school-sponsored activities, on and off school property
- At bus stops, on buses, and in other school vehicles
- Off school property and outside school hours if the conduct reasonably forecasts a material and substantial disruption to the school system, adversely affects school discipline, or results in criminal charges or a conviction.

My signature acknowledges receipt of the above-listed documents. By signing this statement of receipt, I do not waive, but expressly reserve, my rights protected by the constitution or laws of the United States or Commonwealth of Virginia. I retain the right to express disagreement with a school's or school division's policies or decisions.

Print Parent/Legal Guardian/Eligible Student Name _____

Signature of Parent/Legal Guardian* _____

_____ Date

Signature of Student Age 18 or above _____

_____ Date