

HIDDEN VALLEY HIGH SCHOOL

5000 Titan Trail
Roanoke, Virginia 24018
(540) 776-7320
<https://hvhs.rcps.us/>

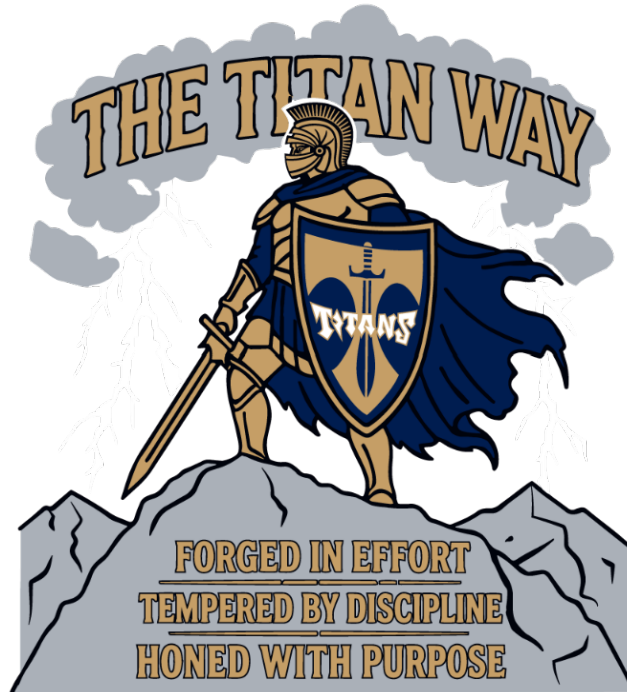
Student Handbook 2026-2027



Principal: Mr. Whitlow
Assistant Principals:
Ms. Waggoner (A-K)
Mr. Jablonski (L-Z)
Dean of Students: Mrs. Acker

For the latest school closing reports, check the RCPS webpage at <https://www.rcps.us/> OR call the RCPS Information Line at 562-6000.

Roanoke County Public Schools does not discriminate with regard to race, color, national origin, sex, or handicapping condition in an educational and/or employment policy or practice. Questions and/or complaints should be addressed to the Assistant Superintendent of Administration/Title IX Coordinator at (540) 562-3900 extension 10121 or the Director of Pupil Personnel Services/504 Coordinator at (540) 562-3900, ext. 10181.



THE TITAN WAY

Being a successful Titan requires hard work over time.

Like the skilled artisan who carefully forges the shield, helmet, and sword found within our school logo, excellence is never the product of talent alone. It is not determined by luck or circumstance. Instead, it is earned through attention to detail, dedication to one's craft, perseverance through challenges, and the humility to learn from both success and failure.

The same is true of life at Hidden Valley High School. Those Titans who choose to fulfill their potential, positively impact others, and leave a legacy worthy of our school community choose to live **THE TITAN WAY**. More concretely stated, they are...

FORGED IN EFFORT

Titans who continuously embrace the work required to learn, grow, and improve while traveling a path that is at times difficult stand to achieve goals they might not otherwise accomplish.

TEMPERED BY DISCIPLINE

Titans who show up every day with a mindset to do better, followed by deliberate action, build a capacity for achievement and resilience others are unlikely to experience.

HONED WITH PURPOSE

Titans who regularly challenge themselves sharpen their skills, develop new ones, and open a door to self-reflection that can in turn refine their sense of purpose while also expanding opportunities.

As we begin this school year, we challenge every Titan to commit to giving your very best each day. Following **THE TITAN WAY** will not always be easy. You will be challenged, stretched, and asked to persevere when the work becomes difficult.

Yet the reward is far greater than any single accomplishment. By living **THE TITAN WAY**, you can become the best version of yourself while also strengthening our school community and leaving a lasting legacy for those who follow.

STUDENT RIGHTS AND EXPECTATIONS

Students have a right to:

1. Expect a safe school environment that promotes learning
2. Expect courtesy, fairness, and respect from members of the staff and other students
3. Expect other students to respect their personal property
4. Expect an impartial hearing for alleged violation(s) of rules prior to the loss of any privileges

Students are expected to:

1. Respect the rights and property of other students
2. Abide by the rules in the Roanoke County [Student Conduct Code](#) (RCPS School Board Policy 7.11) AND the HVHS Student Handbook
3. Accept responsibility for their own behavior
4. Conduct themselves in a manner that promotes a positive atmosphere for learning
5. Demonstrate the Titan Traits

HIDDEN VALLEY HIGH SCHOOL BEHAVIOR EXPECTATIONS TITAN TRAITS HIDDEN VALLEY HIGH SCHOOL TITANS ARE RESPECTFUL, RESPONSIBLE, AND SAFE. RESPECTFUL - Be kind to all - Be truthful - Use appropriate language & volume - Respect people, privacy, property, & spaces RESPONSIBLE - Be prepared - Be helpful - Be on time & where you're supposed to be - Clean up after yourself SAFE - Be aware of your surroundings & secure belongings - Maintain personal space - Report concerns - Follow rules and instructions - Think before you click, post, and/or share	HIDDEN VALLEY HIGH SCHOOL BEHAVIORAL CONSEQUENCES FIRST OFFENSE: 1) Warning* & phone call home SECOND OFFENSE: 1) Referral completed by teacher 2) One 45-minute detention assigned & phone call THIRD OFFENSE: 1) Referral completed by teacher 2) Two 45-minute detentions assigned & phone call FOURTH OFFENSE: 1) Referral to administrator for consequences 2) Team phone conference with parent SOME BEHAVIORS HAVE MORE SPECIFIC CONSEQUENCES, SUCH AS THOSE ASSOCIATED WITH VAPING & CELL PHONES. *Regular reminders can count as the warning
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SCHOOL HONOR CODE

The following principles of value and the consequences for failing to uphold these principles are set forth in order to maintain a high level of integrity, to strive honestly in all endeavors, and to perpetuate an atmosphere of trust between peers, students, and faculty.

I. RCPS Student-Created Work Policy (Student Conduct Code pp. 40-41)

Definition of Student-Created Work

RCPS defines Student-Created Work, also referred to as Original Work, as a submitted product that reflects a student's unique knowledge, skills, and ideas. ***It must represent the student's individual effort and understanding, developed independently unless collaboration with others, technology, or any other resource is explicitly authorized by the instructor.***

Key Characteristics of Student-Created Work

- Independent Thought:** Original work should demonstrate the student's personal insights and understanding
- Plagiarism Awareness:** Students must avoid plagiarism by properly citing sources, including AI generated content, acknowledging ideas borrowed from other sources, and ensuring the final product is their original work
- Authorized Collaboration:** Collaborative work is permitted within the explicit guidelines provided by the teacher

Guidance on AI-Generated Content

While content generated by AI tools may appear original, it is not considered the student's original work. When AI is used to generate ideas or content, students must not submit it as their own creation. Instead, students are encouraged to use AI tools to support their learning—such as by gathering information or refining writing—but they must always disclose their use of AI, just as they would cite any other source. This transparency ensures that AI enhances the learning process without compromising the integrity of student-created work.

Violations of the Student-Created Work Policy

Level	Description	Escalation Process
Level One	The majority of the work is original; however, the student has failed to document at least one phrase, sentence, or idea.	1. Identify the undocumented content 2. Notify the student of the issue 3. Schedule a conference with parents, teacher, counselor, and student 4. Implement grade reduction as appropriate 5. Document the incident for future reference
Level Two	Significant portions of the work are clearly not the student's own and lack documentation.	1. Identify the plagiarized content 2. Notify the student of the issue 3. Schedule a conference with parents, teacher, counselor, student, and administrator 4. Assign a zero for the original assignment 5. Provide an opportunity to re-submit the assignment for a maximum of half credit 6. Document the incident for future reference
Level Three	Most or all of the work is clearly not the student's own.	1. Identify the extent of plagiarism 2. Notify the student of the issue 3. Schedule a conference with parents, teacher, counselor, student, and administrator 4. Assign a zero for the original assignment 5. Provide an opportunity to re-submit the assignment for a maximum of half credit 6. Consider additional administrative actions (detention, suspension, referral to school resource officer) 7. Document the incident for future reference
Level Four	Student has violated the plagiarism policy on more than one occasion and/or in more than one course.	1. Review the student's plagiarism history 2. Notify the student of the repeated offense 3. Schedule a conference with parents, teacher, counselor, student, and administrator 4. Assign a zero for the assignment with no opportunity for re-submission 5. Implement additional administrative actions (detention, suspension, referral to school resource officer)

		6. Document the incident and update the student's disciplinary record 7. Consider long-term interventions to prevent future occurrences
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Appeals Process

Students have the right to appeal any Student-Created Work Policy violation decision. The appeals process is as follows:

1. The student submits a written appeal to the school administration within 5 school days of the teacher's decision.
2. A review committee consisting of the building level principal and other staff selected by the principal examines the case.
3. The committee makes a final decision within 10 school days of receiving the appeal.
4. If the student is not satisfied with the decision of the school committee, they may submit a written appeal to the appropriate Executive Director of Instruction within 5 days of the committee's decision.

The appropriate Executive Director of Instruction will review the case and make a final decision within 10 days of receiving the written appeal. The decision of the Executive Director of Instruction is final.

II. STEALING (Levels 2-3)

Stealing is the deliberate act of taking dishonestly and/or secretly any property belonging to someone else. Any student caught stealing is subject to consequences afforded to school and/or local law enforcement officials.

III. VANDALISM (Levels 1-3)

Vandalism is detrimental to the appearance of our school and degrading to the reputation of our student body. Any student caught defacing or abusing school property is subject to consequences afforded to school and/or local law enforcement officials. (RCPS Policy 9.07)

IV. PROFANE, VULGAR, or ABUSIVE LANGUAGE (Levels 2-3)

Profane, vulgar, or abusive language has no place at Hidden Valley High School and will not be used out of respect for peers and teachers. Infractions may be addressed by any faculty, staff, or administrative member (in accordance with § 22.1-279.6. C. of the *Code of Virginia*).

SCHOOL COUNSELING

The goal of the school counseling program is to help individual students achieve the highest level of academic growth, social, and emotional development. Each student is assigned a school counselor who helps the student and his/her parent(s) or guardian(s) plan an academic program intended to meet his/her individual needs.

Mrs. Williams	A-G
Mrs. Bamber	H-N
Mrs. Laubach	O-Z
Mrs. Worrell	Life Counselor
Mrs. Nichols	Counseling Administrative Assistant

The School Counseling Office is open from 8:00am to 4:00pm each school day. The school counseling coordinator, or one of the counselors, will be present to answer questions or help with personal concerns. Counseling is offered by a well-trained staff for vocational and academic planning, employment skills development, and personal concerns. Students are urged to talk with their counselors and to use academic materials, which are available in the School Counseling Office and/or Career Center.

The **Career Center** provides materials regarding careers, occupations, technical schools, military branches, and colleges/universities. Students who wish to use the career center must be certain to acquire appropriate permission and visit at a time when the career center is open.

SCHEDULE CHANGES:

Scheduling adjustment policy (<https://www.rcps.us/parents-students/course-registration-guide>)

Changes from one course to another will be made **ONLY** under the following circumstances:

1. Failure of a course that is a prerequisite for a scheduled course or a graduation requirement. (School counselor will notify DBA)
2. Human or computer error (**If a student was NOT scheduled for his/her first or second choice, that is NOT an error. It means that choice did NOT fit based on his/her other course requests.**)
3. Grouping adjustments and/or balancing of class size. (DBA)
4. Recommendation of Child Study Committee or IEP Committee (Case manager or SpEd coordinator will notify DBA)
5. Acceptance or removal from an Apprenticeship (School counselor will notify DBA)

***Courses may not be adjusted from the date schedules are released through the first two weeks of the school year.**

- Any schedule change requests **MUST** go through counseling.
- **Students MUST follow their current schedule until the change is processed in Synergy.**
 - This includes Senior Study Hall Exemption Requests.

Dropping a credit-bearing course:

Students who withdraw from a course after the drop dates described below

will receive a failing grade for the course. In grades 9-12 a student must be enrolled in a minimum of five (5) credit-producing courses at all times.

COURSE TYPE	DROP DATE
Full-year course	When parents have been notified of grades at midpoint of the first nine weeks grading period.
Semester course	2 1/2 weeks after course has begun
2-3 credit block course	2 1/2 weeks after course has begun
RCPSOnline Academy	2 weeks after course has begun
Chemistry, Biology II, AP Biology, AP Chemistry, AP Physics, any mathematics course, any world languages course, any specialty center course of one or more credits, COE/Co-op portion of a CTE course	When the first report card is sent home for the first nine weeks grading period
Dual enrollment courses	Follow VWCC policy

Adding a credit-bearing course:

- No student may add a credit-bearing course after the drop period for the course.
- Exception: No student may add Chemistry, Biology II, AP Biology, AP Chemistry, AP Physics, any mathematics course*, any world languages course, or any specialty center course of one or more credits after parents have been notified of grades at **midpoint of the first nine weeks grading period.**
- *Students may add AFDA or College Algebra at the end of the first nine weeks grading period once report cards have been sent home.
- If transferring from one course to another in the same discipline, the student will have both grades counted in the nine-weeks in proportion to the time spent in each class.

ATTENDANCE (RCPS School Board Policy 7.07)

A. Purpose

Roanoke County Public Schools is committed to providing a high-quality education. To reinforce this commitment, standards for student attendance are developed to encourage punctuality, self-discipline, responsibility, and overall student success. The regulations set forth are for encouraging and monitoring student attendance and are the responsibility of the school staff, students, and parents.

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

B. Excused Absences, Tardies, and Early Dismissals

1. Parents of students who are absent, tardy, or dismissed early must inform the school in writing, by phone, email, or other electronic means of the reason for the absence, tardy, or early dismissal upon the student's return to school. School staff records the student's absence, tardy, or early dismissal for each day as "excused" or "unexcused". **Notification will not be accepted after three days upon the student's return to school.**

2. Absences, tardies, and early dismissals are excused for the following reasons when the parent/guardian provides the school with documented explanations for each absence, tardy, and early dismissal:

Absences	Documentation Required
Personal illness	Five (5) parent notes accepted each semester
Medical/therapist appointment	Statement from attending professional
Severe illness in the immediate family	Statement from attending physician or parent note
Death of immediate family	Memorial from funeral or parent note
Religious observance	Prearranged- contact school administrator
Pre-arranged college visits (maximum of 2 per school year for Juniors and Seniors only)	Verification from college or parent note
Student court appearance	Document from the court
Other extenuating circumstances or prior notification of absence	Prearranged- contact school administrator (The school administrator may require the student to attend before or after school remediation sessions if they have missed 15 or more cumulative days of school)
School sponsored activities	Approved by school administrator
Civic Engagement for middle and high school (1 per school year), 4-H (3 per school year) or state or federally recognized tribal nation headquartered in Virginia	Prearranged – contact school administrator (one day per school year)
Student suspensions	Assigned by school administrator

***Chronic absenteeism is defined by the Virginia Department of Education as missing ten percent or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions. Based on a 180-day school year, that means approximately 18 days per school year or 2 or 3 days per month.

If absences and tardies that are excused solely by parent explanation become excessive, the school will require additional documentation to ensure compliance with compulsory school attendance law.

Appropriate interventions will be followed as outlined below when a student engages in a pattern of absences for less than a full day with an explanation that would not be excused if it were a full-day absence.

Senior late arrival and early release may be removed from a student's schedule and replaced with a study hall for students who miss more than ten (10) days of school. Parking privileges may be removed from students who miss more than ten (10) days of school.

A student whose absence is excused due to the observance of a nationally recognized religious holiday is not deprived of any award or eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reasons of such absence.

Students shall attend school a full day unless excused by the principal or principal's designee.

Absences and tardies that do not meet the criteria for being excused absences or tardies are considered unexcused absences or tardies. Students in grades 9-12 may be denied full credit for assignments missed due to an unexcused absence, tardy, or early dismissal.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

An attendance officer, or a division superintendent or the superintendent's designee when acting as an attendance officer pursuant to Va. Code 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations court pursuant to Va. Code 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code 16.1-228.

C. Compliance with the Compulsory Attendance Law

1. For safety reasons, whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, or the parent provides a reason for the absence that is unacceptable to the school administration, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. Additionally, parents must provide a written note

upon the student's return to school. Early intervention with the student and parent or parents takes place for repeated unexcused absences.

2. Excessive Absences Without Parental Awareness and Support

a. Upon Fifth Absence Without Parental Awareness and Support:

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) a reasonable effort to notify the parent has failed, then the principal or the principal's designee makes a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices, to obtain an explanation for the student's absence and to explain to the parent the consequences of continued nonattendance. The school principal, the principal's designee, the student, and the student's parent shall jointly develop a plan to resolve the student's nonattendance. Such plan shall include documentation of the reasons for the student's nonattendance.

b. Upon Additional Absences Without Parental Awareness and Support:

If the student is absent for more than one additional day after direct contact with the student's parent and school personnel have received no indication that the student's parent is aware of and supports the student's absence, either the school principal or the principal's designee shall schedule a conference with the student, the student's parent and school personnel. Such conference may include the attendance officer and the other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether the student's parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstance in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code 18.2-371 or 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint custody pursuant to Va. Code 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

3. Excessive Absences or Tardies Solely Based on Parent Documentation

a. If absences, tardies, and early dismissals that are excused solely by parent explanation become excessive, more than five (5) a semester, the school will require additional documentation to ensure compliance with the compulsory school attendance law. The

school will accept five (5) days of medical absences that are justified by a parent note. After the fifth absence, official documentation will be required. Such additional documentation may include written documentation from a physician treating the student for a chronic or extended illness or court documentation resulting from student involvement in a legal matter.

School principals and school counselors regularly collaborate with school social workers to monitor student attendance and communicate with students, parents, and families regarding excessive absences unsupported by adequate documentation.

b. For the purposes of avoiding excessive tardiness to school that results in frequent loss of instructional time, five (5) tardies to school without adequate written documentation will be considered the equivalent of one (1) absence.

c. For the purpose of avoiding excessive early releases from school that result in frequent loss of instructional time, five (5) early releases from school without adequate written documentation will be considered the equivalent of (1) one absence.

d. The following procedures are followed when a student has been absent excessively solely based on parent documentation:

The following procedures are followed when a student has been absent excessively solely based on parent documentation. The absences counted in the total number of absences include:

- Absence Excused – Parent Note (illness)
- Absence Unexcused
- College Visitation
- Prior Notification (vacation, travel)
- Truant
- Tardy Excused – Parent Note
- Tardy Unexcused
- Early Dismissal Unexcused

i. First Notification Letter

If a student accumulates five absences excused solely based on parent explanation, without adequate documentation, the school will notify the parent of the student (First Notification Letter) and list the dates the student has been absent.

ii. Second Notification Letter

After the First Notification Letter has been sent to a parent as required in section (a)(i), the school will send a Second Notification Letter to the parent if the student accumulates ten (10) absences without adequate documentation. The Second Notification Letter will list the dates the student has been absent,

and the parent will be advised that the matter may be referred to the 23rd District Court Service Unit or Juvenile and Domestic Relations Court.

iii. Student Support Meeting

After the school has sent the First and Second Notification Letters and upon the eleventh (11th) absence without adequate documentation, the school will schedule a mandatory Student Support Meeting with the parent to address the excessive number of absences and develop a plan of support. The Student Support Meeting will include the parent, student, school-level administrator, school counselor, and school social worker.

If the parent has been adequately notified of the Student Support Meeting but fails to attend the meeting, the Executive Director of Administration will be notified and will reschedule the meeting to be held at the home school. The Student Support Meeting will include the parent, student, school level administrator, and social worker.

If the parent does not attend the second attempt to hold the Student Support Meeting, a referral will be made to the RCPS Truancy Intervention Program (TIPS) Show Up for Success meeting with the parent, student, school administrator, social worker, Executive Director of Administration, and other community providers. Failure to attend this meeting will result in a complaint filed with 23rd District Court Service Unit or Juvenile and Domestic Relations Court.

When a Student Support Plan is implemented, the plan is in effect for twelve (12) months after the date of implementation.

When a student returns to school the following year with an active Student Support Plan, the student will be referred to the RCPS TIPS Program upon receiving their First Notification Letter.

iv. Complaint filed with 23rd District Court Service Unit or Juvenile and Domestic Relations Court

After conferencing with the parent, if a student accumulates three (3) additional absences without adequate documentation, the school social worker will file a complaint with the 23rd District Court Service Unit or Juvenile and Domestic Relations Court.

D. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

E. Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public-school principal reports to the superintendent the number of students by grade level for whom a conference was scheduled pursuant to Part C above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

F. Dismissal Precautions

Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the student. Students are released only on request and authorization of the parent or guardian. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

G. Make-up Work

Students in grades K-12 are expected to make up all missed work from an absence **within 10 school days upon the student's return to school**. If the student does not complete the make-up work within that time frame, the student may be denied full credit.

Assignments made prior to an absence are due upon the return to school. Exceptions may be granted by individual teachers.

Teachers are expected to contact parents regarding the completion of make-up work in an effort to ensure that the student completes the work and meets the 10 school day deadline.

1. Excused Absence:

Students are required to request make-up work on the first day of return to class. Students will be given 10 school days to make up the work. Exceptions for a longer time period for make-up work may be granted by individual teachers.

2. Unexcused Absence:

Students in grades 9-12 may be denied full credit for assignments missed due to an unexcused absence.

3. Incomplete Work:

A grade of incomplete (I) will be entered on a student's report card when make-up work has not been completed, and the allowed make-up time extends across the end of the grading period into another. After make-up work is completed, a corrected grade will be submitted by the teacher. If make-up work is not completed by the established deadline, the

incomplete (I) will be changed to the grade average computed with the grade earned for the assignment.

4. Prior Notification of Absences

If the student is absent from school for a planned event (such as a vacation or travel) the parent must send the school written prior notification of the absence. These absences will count against exam exemption and chronic absenteeism. Make-up work for students with prior notification of absence that is not available to the student prior to the absence is given to the student upon the student's return to school. The student shall be responsible for contacting the teacher to arrange for completing the make-up work. The school administrator may require the student to attend before or after school remediation sessions if they have missed 15 or more cumulative days of school.

If a student becomes ill at school, he/she **MUST** go to the school nurse. If the nurse is not available, the attendance office will contact a parent/guardian or someone on the emergency card. All students **MUST** check out through the attendance office.

Students who leave school due to illness should not return on the same school day. Students should be free of fever for 24 hours before returning to school after an illness. Students should bring a doctor's note for absences for three or more days due to illness.

Students and, ultimately, parents should not schedule appointments, trips, etc. during final assessment and/or SOL testing time frames. Students are expected to remain in the testing area for the duration of the final assessment or SOL test.

Disciplinary Actions for Skipping Class (Levels 1-2)

1 st Offense	2 nd Offense	3 rd Offense
1-2 ASDs	½ day ISD	1 ISD and/or 1 month loss of parking privileges

Tardiness

Being late to class and/or school frequently impacts the educational progress of many students in a negative manner. (Tardy to Class = not being in the assigned classroom when the bell rings; Tardy to School = not being in the first classroom of the day when the bell rings) The school will take appropriate steps including, but not limited to detention, loss of driving privileges, referral to the school social worker, and/or school service in an effort to encourage punctuality. Students who are tardy (any time after the bell rings) will report to the attendance clerk

- The teacher will document the tardy to class for his/her records.
- Disciplinary action(s) for unexcused tardies will be handled by the attendance clerk and appropriate administrator(s). **Tardies reset at the SEMESTER.**

Occurrence	Consequence
1 st and 2 nd Tardy	Warning
3 rd and 4 th Tardy	One 30-Minute Lunch Detention (to be served the days issued if prior to lunches OR the following day if after lunch) Parent will be notified by email via eCampus

5 th and 6 th Tardy	Two 30-Minute Lunch Detentions (to be served the days issued if prior to lunches OR the following day if after lunch AND the following lunch) Parent will be notified by email via eCampus
7 th and 8 th Tardy	One 45-Minute Detention (before/after school) Must be served within 5 school days Parent will be notified by email via eCampus
9 th and 10 th Tardy	Two 45-Minute Detentions (before/after school) Must be served within 5 school days Parent will be notified by email via eCampus
11 th and 12 th Tardy	½ Day ISD Parent will be notified via eCampus
13 th Tardy or Greater	1 Day ISD Parent will be notified via eCampus

- Students who report tardy to class AND with a note from another teacher should be directed back to the attendance clerk.
- The attendance clerk will respond to tardies to school via the appropriate disciplinary protocol (administrator notification, etc.) ***For the purposes of avoiding excessive tardiness to school that results in frequent loss of instructional time, five (5) tardies to school without adequate written documentation will be considered the equivalent of one (1) absence.***

Early Dismissals

1. Students must bring a **dated** note from a parent/guardian stating **the time and the reason** the student is to be dismissed. A parent/guardian **must sign** the note. If the student is to be picked up by someone other than the parent/guardian, this must be stated in the note. The school may call to verify validity.
2. Students must take the note to the **Attendance Office** upon arrival to school in order to receive an **Early Dismissal slip**.
3. Students must present the early dismissal slip to the teacher of the class from which the students will be dismissed. The teacher will dismiss the student at the appointed time.
4. If a note is **NOT** sent with the student, the parent/guardian must come to the attendance office to check the student out of school. The parent/guardian **WILL** be required to present an ID and check in using our security monitoring system. If someone other than the parent/guardian plans to check the student out of school, the parent/guardian **MUST** call to inform the attendance person. ID **WILL** be required for check-in using our security monitoring system. Emergency cards may be reviewed to verify the status of the person picking the student up.
5. ***Five (5) early dismissals from school without adequate written documentation will be considered the equivalent of one (1) absence.***

SAFETY

Accountability of Students:

- Students **MUST** be accounted for at all times.
- Students **MUST** be on a pass to be in the halls during class (restroom, nurse, counseling, and other legitimate reasons). Please, see the e-hall pass section for instructions on how to make a pass.

- Being out of class on an expired pass for illegitimate reasons will result in consequences.
- Students are expected to be in school for the entirety of their scheduled time and may not leave grounds without a dismissal that has been processed through attendance. This means that students may not leave school for lunch.

- **Disciplinary Actions for Leaving School Grounds without Permission (Level 2)**

1 st Offense	2 nd Offense	3 rd Offense
1 ISD	2 ISDs	3 ISDs

Exterior Doors

- Exterior doors are to remain closed and locked at **ALL TIMES**.
- If you see a door propped open, close the door and report it to the closest staff member **IMMEDIATELY** so that he/she may contact the front office. Include the door number/location and time.
- If a student is found to have propped a door open or opened a door for others to enter, the following consequences apply:

- **Disciplinary Actions for Opening/Propping an Exterior Door (Levels 2-3)**

1 st Offense	2 nd Offense	3 rd Offense
1 ISD	2 ISDs	3 ISDs

Procedures for Student Withdrawal

1. Secure a withdrawal form from the counseling office.
2. Return all books to the classroom teachers and have the teachers sign the withdrawal form indicating all materials have been returned.
3. Return laptop and all accessories to the computer technician and have the technician sign the withdrawal form indicating all materials have been returned.
4. Have the withdrawal form signed by all other required staff.
5. Return the form to the counseling secretary.

CANVAS vs SYNERGY (StudentVUE/ParentVUE):

Canvas is a **learning** management system utilized by Roanoke County Public Schools which allows teachers to deliver content such as syllabus, contact information, lesson plans, notes, projects, assignments, assessments, instructional videos, etc. Teachers may have students submit assignments and test via Canvas. **Items graded in Canvas will be displayed in the Canvas gradebook but may NOT accurately reflect the student's official grade. SYNERGY (StudentVUE/ParentVUE) remains the OFFICIAL gradebook for RCPS.**

DISCIPLINE (Code Level Violation):

The faculty and administration believe helping students develop self-discipline must be a team effort. If the school is to achieve its goal of preparing students to succeed and become contributing members of society, it is the responsibility of the school and the parent(s)/guardian(s) to provide the necessary guidance. Students

must know the school and family are committed to working together in this endeavor. When a student displays behavior which is not acceptable, a response from the teacher or administrator involved should be expected. Several, but not necessarily all, disciplinary consequences are listed:

Detention (AM/PM/Lunch) - Morning and afternoon detention assignments are made by any staff member. AM/PM detention may be made up in the mornings from 7:30-8:15AM in the main office or after school from 3:30-4:15PM Monday-Thursday in the designated room.

A Days: Mrs. Preston Rm 124

B Days: Mr. Roshkovsky Rm 118

Lunch detention MAY also be assigned by **administration**. It is important to note two lunch detentions equal one full detention.

Failure to serve detention within 5 days of the assignment will result in additional disciplinary action.

In-School Detention (Rm 306) – In-School Detention (ISD) assignments are made by administration. Students are removed from their regular schedule and fulfill required assignments under the supervision of the ISD teacher.

Loss of driving privileges – Student driving is a privilege and not a right. Concerns regarding regular attendance and timeliness to school are but a few of the areas where this particular consequence may be used.

Out-of-School Suspension – Out-of-School suspension is invoked by administration. Generally speaking, students who have been assigned out-of-school suspension may make up missed assignments. Exceptions include, but are not limited to, those students who received 10-day out-of-school suspension for certain drug and/or alcohol policy violations and denied/refused an offer by RCPS to participate in the RCPS SAP program and contractual agreement (if available).

Leadership Position Suspension/Removal – Any student who holds an HVHS leadership position, is suspended from school for any reason, and/or meets criteria set forth within our cheating/plagiarism policy(ies) and practice(s), is subject to a minimum of a 30-day suspension up to removal from the position.

Teacher removal of students from class

Under certain conditions, students may be permanently removed from a class for disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment. (Code of Virginia, Section 22.1-276.2.) Prior to the removal of a student from class under this policy, the following criteria must be met:

- The student's behavior is disruptive as defined above.
- Removal of the student from the class is necessary to restore a learning environment free from interruptions/obstructions caused by student behavior.
- Teacher and/or administrative interventions have been attempted and failed to end the student's disruptive behavior.
- Notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators have been provided to the student's parents.

Discipline Review Team (DRT) Hearing – Serious student behaviors, based on severity and/or frequency, may result in the convening of a Discipline Review Team (DRT) Hearing involving the student in question, family, school administration, and central level leadership. Results of a DRT Hearing can include, but are not limited to student behavior contract, alternate educational setting, recommendation for expulsion by the School Board.

Expulsion - Expulsion is invoked by the School Board. The school is required to refer students to the Board for possible expulsion when the violated rule involves weapons or drugs.

Criminal Activity - In addition to school penalties, violations of law may be turned over to the Roanoke County Police Department.

Crime Line - If an individual has any information about a crime, he/she may call the Roanoke Valley Crime Line at (540) 344-8500 to report the information.

Drugs and Alcohol - Students shall not use, be under the influence of or have in their possession on school property or while engaged in or attending a school-sponsored activity, alcoholic beverages, marijuana, or any controlled substance or drug paraphernalia; nor shall they give, sell, distribute, or intend to distribute alcoholic beverages, marijuana, or any controlled substance. For additional information, including potential disciplinary action(s), please review the [Student Conduct Code](#) (RCPS Policy 7.11) AND policies [7.14](#) (Drugs in School) and [7.14aAR](#) (Substance Abuse)

First Offense – Parent/guardian(s) and law enforcement will be contacted immediately upon verification of the violation. From the day of the offense, the student will receive an out-of-school suspension for ten (10) school days and will be ineligible to participate in or attend all extracurricular activities for twelve (12) calendar months and will lose school parking privileges for up to twelve calendar months.

The building administrator may reduce the ten-day suspension to two (2) days of out-of-school suspension and three (3) days in-school suspension. Also, the twelve (12) month loss of attending or participating in extracurricular activities will be reduced to thirty (30) calendar days and the loss of parking privileges for up to thirty (30) school days if:

The consequences will include at a minimum:

1. The student will serve two (2) days of out-of-school suspension or three (3) days of in-school
2. The student will be ineligible to attend or participate in extracurricular activities for thirty (30) calendar days and parking privileges for up to thirty (30) school days.
3. The student and parent/guardian(s) must agree to participate in the LIFE/Substance Abuse Program.
4. The student must complete a urine drug screen within two business days of the date of a contract and release the results of that screen to the SAP Coordinator -- the expense being the responsibility of the parent/guardian(s).
5. The student must have an appointment for an evaluation for alcohol and other drug abuse within fifteen (15) calendar days from the date of a contract and release the results of that evaluation to the LIFE Counselor with the expense of such services being the responsibility of the parent/guardian(s); or complete an evaluation with the LIFE Counselor within fifteen (15) calendar days from the date of a contract, per parent request or identified financial need

6. The student must complete 4 outpatient counseling sessions related to substance use with a provider of the parent's choice or must complete 4 sessions of substance education and counseling with the LIFE counselor.
7. The student may be asked to complete drug testing if the student appears to be under the influence for up to one year at the expense of the parent/guardian
8. If recommended by the substance evaluation and with the consent of the student's parent/guardian(s), the student will participate in a substance abuse treatment program with the expense of such services being the responsibility of the parent/guardian(s).
9. The student shall be placed on probation on a twelve-month period from the date of this contract
10. Failure on the part of the student and/or parent/guardian(s) to comply with any of these conditions may result in a recommendation to the School Board for expulsion, as will any additional substance use policy violation.

The student has the right to make up missed work under the guidelines of the homework policy. The student will be responsible for gathering missed work.

Tobacco and Nicotine Vapor Products (Vapes)- (Levels 2-3) Possession, use, or transmission of tobacco or tobacco products, including vapes, while on school property or while engaged in or attending a school-sponsored activity is prohibited. Tobacco use is prohibited by Roanoke County School Board policy inside and outside all school buildings. ([Policy 3.29 - Use of Tobacco and Nicotine Vapor Products](#)) Possible actions include, but are not limited to:

1 st Offense	2 nd Offense	3 rd Offense
1 day of ISD and	2 days of ISD	1 day of OSS (day of offense), 2 days of ISD

Weapons - Students shall not possess, handle, or transmit any object that can be considered a weapon or dangerous instrument on school property or while attending any school activity. This applies to any firearm, any stun gun, or explosive (including firecrackers). This also applies to any **REPLICA** of a weapon or **TOY** representing a weapon. Violation of the weapons policy will result in charges being placed by the Roanoke County Police School Resource Office and referral to the School Board for expulsion.

Portable communication devices ([Policy 6.42a](#))

STUDENT CELL PHONE AND SMART DEVICE POSSESSION AND USE ([Policy 6.42a](#))

Student Cell Phones and Smart Devices on School Property

Students are permitted to use and possess cell phones and smart devices on school property before or after bell to bell, **subject to additional regulations as issued below**. Such permitted use must not result in distractions or disruptions to the learning environment, disruptive behavior, bullying, harassment, crime, or any other behavior that violates other policies, regulations or laws.

The following regulations apply specifically to the student use of personal mobile devices and are intended to supplement those set forth in the Acceptable Use Policy (AUP) regarding use of the School Division's computer system. Regulations regarding the use of personal mobile devices apply to use of such devices on

school property or at school-sponsored activities. From bell to bell, students are prohibited from using or possessing cell phones and smart devices on school property in accordance with this policy, issued regulations, and applicable laws. **The school division places restrictions on the student possession of cell phones and smart devices from bell to bell as outlined below.**

"Personal mobile devices" include but not limited to cell phones, smart watches, smart glasses, air pods/earbuds, and headphones when used in this policy.

"Bell to Bell" in this policy is defined as the first bell used to start the school day until the final bell of the school day used to dismiss students from school.

Students

The use, possession, or control of any personal mobile device, including but not limited to mobile phones and other communication devices, by persons under the supervision of school officials on school board property is subject to all School Board policies and procedures, school rules, and this regulation.

High School students may possess a personal mobile device on school property, provided that the device must *be turned 'off' (or in airplane mode), kept out of sight, and not on one's person*, meaning stored in a personal bag such as a bookbag during the school day from bell to bell. Students enrolled in high school photography or graphic design classes may use the camera feature on a mobile phone during photography class with permission of the teacher.

The use of the personal mobile device in violation of School Board policies and procedures, school rules, and this regulation will result in the following consequences. No student will be suspended or expelled solely for a violation of this policy. Any violation of this policy that involves, coincides with, or results in an instance of disruptive behavior, bullying, harassment, crime, or any other behavior that violates other policies, regulations or laws, is subject to discipline, addressed in accordance with the Standards of Student Conduct and applicable policies and regulations.

	Cell Phones / Mobile Devices
1st Offense	• Student will surrender their personal mobile device(s) to the teacher. • Teacher will return student's personal mobile device(s) at the end of class. • Student will be assigned one day of after school detention or silent lunch. • Teacher will notify the parent/guardian.
2nd Offense	• Teacher will make an office referral. School administration will suspend the student's personal mobile device privileges for 5 school days. • Student will be required to check their personal mobile device(s) into the main office at the upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. • Student will be assigned one day of after school detention or silent lunch. • School administration will notify the parent/guardian.
3rd Offense	• Teacher will make an office referral. • School administration will suspend the student's personal mobile device privileges for 10 school days.

	• Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. • Student will be assigned after school detention or silent lunch. • School administration will notify the parent/guardian.
4th Offense	• Teacher will make an office referral. • School administration will suspend the student's personal mobile device privileges for the remainder of the semester (a minimum of 30 days) and contact the parent/guardian for a required parent conference. • Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. • Student will be assigned after school detention or silent lunch. • School administration will notify the parent/guardian and schedule a required parent conference.
5th Offense	• Teacher will make an office referral. • School administration will suspend the student's phone privileges for the remainder of the school year. • Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. • Additionally, the student will be assigned after school detention or silent lunch. • School administration will notify the parent/guardian.

Failure to comply may result in additional consequences.

CODE VIOLATION LEVELS

LEVELS	Code violations may result in:
1	Classroom supports, interventions, or minor consequences
2	Minor consequences, before or after school detention, or an in-school suspension for a maximum of 5 days
3	A suspension between 1 and 5 days
4	A suspension between 1 and 10 days
5	Shall result in suspension between 11 and 45 days

SEARCHES

- **Personal Searches**

School administrators or designee may search any student's person and/or personal effects (e.g., purse, book bag, etc.) when there is a **reasonable suspicion** to believe that the student possesses an item which violates law, school policies and regulations, or which may be harmful to the school or its students.

- **Locker Searches**

Student desks, lockers, and other storage facilities are the property of and remain under the control of the school. The school administration has the right to search lockers, desks, and other storage facilities for items which

violate law, school policies and regulations, or which may be harmful to the school or its students, and any such items which are found may be confiscated. Items which violate the law may be turned over to law enforcement officials.

- **Automobile Searches**

Students are permitted to park on school premises as a matter of **privilege**, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that it contains an item which violates law, school policies and regulations, or which may be harmful to the school or its students. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

- **Canine Searches**

Police dogs trained to search for drugs and/or explosives may be brought onto school property to perform both classroom and parking lot searches multiple times throughout the school year. During classroom searches, students will leave the classroom and wait with the teacher in the hallway. If there is an alert on an item in the classroom, the school principal or designee will search the item. If there is an alert on a vehicle, the student will be asked to report to the vehicle and unlock the vehicle for the police to search it. The principal or designee will notify a parent/guardian as promptly as possible should a search occur. The principal or designee will also work with the school SRO where potential charges are concerned as well as assign discipline if in appropriate items are discovered not in alignment with the [Student Conduct Code](#) and/or law.

Refusal of Students to Cooperate with School Investigations

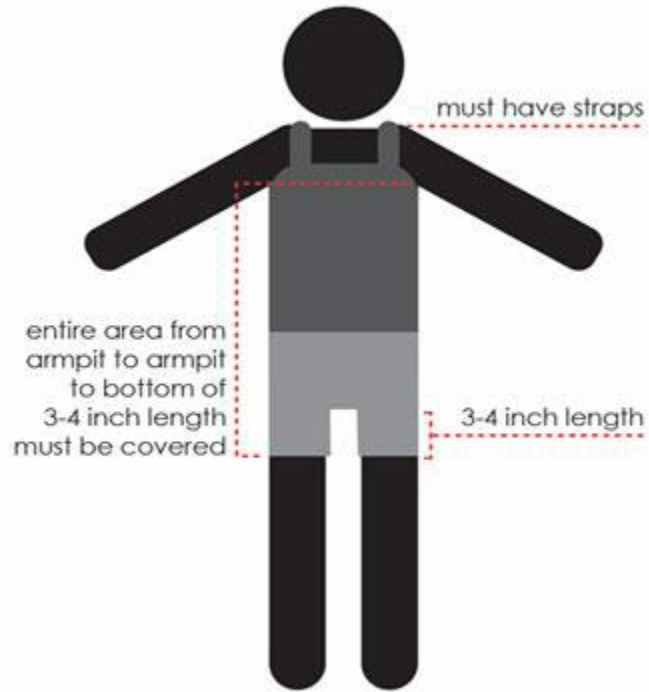
Students are expected to cooperate with school personnel who are investigating violations of school rules. This includes reasonable searches of the person and property of students. **Any student who refuses to permit a proper search under the conditions authorized by this policy after having been given a direct order to comply may be subject to assignment to an involuntary transfer, long- term suspension, or expulsion from school for open defiance of the authority of the principal or designee.**

STUDENT DRESS CODE (RCPS School Board Policy 7.11AR)

Roanoke County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

**Additional Requirements:**

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing. (Dress code violation – Level 2)

GRADING

Report cards will be sent home at the end of each nine weeks. At the midpoint of each grading period, electronic interim academic reports are made available for students and their parent(s)/guardian(s) via *Synergy*. The following symbols and numerical equivalents are used for indicating achievement in each course:

A (90-100) Superior student performance in mastery of material

B (80-89) Above-average student performance in mastery of material

C (70-79) Average student performance in mastery of material

D (60-69) Below-average student performance in mastery of material

F (0-59) Unsatisfactory student performance in mastery of material within the level assigned

Homework policy - Homework may be assigned at the discretion of the teachers and shall be in accordance with [Roanoke County School Board Policy 6.14](#).

Assessment Policy – No final assessments are given at the conclusion of the first semester. This does not exclude teachers from affording assessments related to content from the first semester.

Final Assessment Exemption Policy – Final assessment exemptions are granted to students who satisfactorily meet the criteria detailed in the RCPS School Board Policy 6.16.

Promotion requirements - Students are assigned a grade level based on the number of credits they have accumulated:

- Ninth (freshman) - 0-4 credits
- Tenth (sophomore) - 5-10 credits
- Eleventh (junior) - 11-16 credits
- Twelfth (senior) - 17+ credits

ACADEMIC INTEGRITY (Plagiarism / AI / Cheating) ([Student Conduct Code](#))

Students are expected to perform honestly on any assigned schoolwork or tests and to show respect for the belongings of others. The following actions are prohibited. Students shall not:

- Cheat on a test or assigned schoolwork by giving, receiving, offering, and/or soliciting information.
- Plagiarize by copying the language, structure, idea, and/or thoughts of another.
- Falsify statements on any assigned schoolwork, tests, or other school documents.
- Steal the personal property of another person.
- Use technology for any unauthorized use.

Students MUST adhere to the Student-Created Work Policy found on pp. 24-25 of the Student Conduct Code, which addresses plagiarism and the use of AI. Other forms of cheating will be addressed using the following:

Definition and Examples of Cheating

RCPS defines student-created work, also referred to as original work, as a submitted product that reflects a student's unique knowledge, skills, and ideas. Work must represent the student's individual effort and understanding, developed independently unless collaboration with others, technology, or any other resource is explicitly authorized by the instructor.

Relatedly, cheating constitutes the action of using work other than one's own to demonstrate and/or apply content knowledge and

skills. Examples of cheating include the items listed below; however, this is not meant to be an exhaustive list:

- **Copying another's work or giving someone else access to look or copy work (homework, test, computer files, answers, test image, etc.)**
- **Any unauthorized use of "cheat sheets", calculators, computers, books, formula sheets, formulas, notes, cell phones, PDA's, etc.**
- Attempting to gain, or gaining, any prior knowledge of a test/ exam not provided to the student directly by the teacher
- **Attempting to pass off someone else's work as your own (homework, scientific labs, answers to tests, computer programs, etc.) This includes paying someone else (or a company) for a paper, for answers, or to take a test for an individual**
- Talking, signaling (gestures), passing notes, etc. during a test, quiz, or exam
- Providing or receiving test/ quiz/ exam information during a class period, between class periods, or even from one day to the next to or from ANY other student
- **Submitting a pre-written assignment of any type when the assignment is supposed to be written in class**
- Exceeding time limits on timed assignments/quizzes/tests/exams without permission from the instructor
- Sabotaging the projects/experiments/ quizzes/tests/etc. of others.

First Offense

- Notify the student of the issue.
- Conference-face to face or phone-with parent/guardian.
- **Assign a zero for the original assignment.**
- Provide an opportunity to re-submit the assignment for a maximum of half credit.
- Document the incident and update the student's **disciplinary record**

Second and all Additional Offenses

- Notify the student of the issue.
- **Conference-face to face or phone-with parent/guardian.**
- **Assign a zero for the original assignment.**
- **Implement additional administrative actions: in-school detention, suspension, loss of privileges, and/or removal from leadership positions for the remainder of the school year.**
- Document the incident and update the student's disciplinary record

Appeals Process

Students have the right to appeal any Student-Created Work policy violation decision. The appeals process is as follows:

- The student submits a written appeal to the school administration within 5 school days of the teacher's **decision.**
- A review committee consisting of the building level principal and other staff selected by the principal examines the case.
- The committee makes a final decision within 10 school days of receiving the appeal.
- If the student is not satisfied with the decision of the school committee, they may submit a written appeal to the appropriate Executive Director of Instruction within 5 days of the committee's decision.
- The appropriate Executive Director of Instruction will review the case and make a final decision within 10 days of receiving the written appeal. The decision of the Executive Director of Instruction is final.

E-HALL PASS

- Students will use E-Hall Pass if they need to leave the classroom during the day for school business, bathroom, etc.
- Students may not leave class the first 10 minutes or last 10 minutes of class (10/10).
- HVHS will have limited passes during classes, so students may need to wait until a pass is available for them to leave.
- Students are limited to 3 passes per day.

Student Guidelines:

1. The student **MUST** ask for and be granted permission to leave class **PRIOR** to making a pass.
 - a. If the pass is to faculty/staff, wait for **THAT** person to approve your pass.
 - b. If the pass is to the restroom or water fountain: you may leave once you create your pass. **Student should only be out for 8 minutes or fewer.**
 - c. **If a student is out on an expired pass for illegitimate reasons, consequences will be issued.**
2. The student will turn laptop so that it faces the teacher.
3. The student is to go directly to the destination on his/her pass.
4. The student is to complete his/her task AND return directly to class.
5. The student may NOT have his/her personal mobile device(s) as this is classified as instructional time.

DANCES

Scheduled Dances:

- Dances may be scheduled by school-recognized organizations and must be approved by the administration.
- All participating individuals must be in good standing to include all pertinent fees—class dues, for

example—are paid in full.

Non-HVHS Attend Dances:

- Students may attend dances as guests of HVHS students
- Provided each guest is registered with HVHS and approved in advance, to include the completion and acceptance of a dance attendance application.
- No students in the 8th grade or lower may attend dances.
- All school rules are in effect at school dances.

Dance regulations:

- Students are reminded the use, possession, distribution and/or being under the influence of alcohol and/or drugs at a dance will not be tolerated.
- The ramifications of such actions may include but are not limited to disallowance of participation in graduation commencement exercises and/or other end-of-year activities.

Library / Computer Depot

Library Website: <https://hvhs.rcps.us/departments/library/about-the-library>

What - A collection of resources from online services, books, magazines and newspapers. Books are checked out for two weeks. Reference materials and magazines are checked out on an overnight basis.

When - During school hours and, occasionally, just prior to the start of the first class of the day.

Where - Located under the skylight near the main entrance.

How - Students have access to the Library Media Center through their classes, before school, and study halls.

Laptops

- 9th through 12th grade students will be issued a laptop computer for instructional use.
- Printers are located near the library for student educational use
- Student laptops that need repair can go to the Computer Depot
 - o Located in room 202.
 - o **Inappropriate use or misuse of the laptop may result in disciplinary action. [RCPS Policy 6.42 Acceptable Use Policy for Mobile Devices](#)**

Lockers

- Hall lockers are issued to students in grades nine through 12 upon request.
- PE lockers are assigned as needed.
 - o Lockers are the property of Roanoke County Schools and may be inspected at any time per Roanoke County School Board policy.
- Students will not be given the opportunity to switch lockers and may not switch lockers with other students.
- Exceptions are approved by administration on a case-by-case basis.

MEDICATION POLICY (RCPS Policy 7.13)

Prescription Medication – Certain school personnel may administer medication to students when all of the following conditions are met:

1. Parent(s)/Guardian(s) must complete a Medication Permission Form.
2. Parent(s)/Guardian(s) must bring the medication to school. Transportation of medication by students is

not permitted.

3. The medication must be stored in the container issued by the pharmacy, with the name of the student, prescribing physician or dentist, name of medication, and time/dosage to be given.
4. After receiving appropriate permission, students should report to the nurse's office to request individually specific medications. Students are not called to the nurse's office, in advance, for individually specific medications. Students **MAY NOT** keep prescription medications with them at school.
5. All other criteria identified within the Student Code of Conduct and School Board policy guidelines are adhered.

Non-Prescription Medication – Written permission must be provided indicating the following: name of the medication, dosage, time to be given, and the reason for taking the medicine and the parent/guardian's signature on the Medication Permission Form.

A handwritten note is acceptable if it provides the aforementioned information

OR: Parents who feel their child may self-administer non-prescription medication on their own must: Indicate on the Medication Permission Form the student has permission from the parent to transport and take medication AND allow the student to bring only the dosage to be used at school for that day.

Nurse's hours –

- The nurse's hours are typically 8:10am to 3:30pm, Monday through Friday.
- Students seeking medical attention should report to the attendance office when the clinic is closed.
- The Attendance Office may administer student medications present in the nurse's office but may not administer over-the-counter medication.

GENERAL RULES

Personal entertainment/electronic devices –

- All personal entertainment/electronic devices are solely the responsibility of the individual to whom they belong.
- Please refer to the Student Code of Conduct and School Board policy guidelines for specific directions in terms of their use.
- Such items may be confiscated if used out of context with the Student Code of Conduct and School Board policy guidelines.

Displays of Affection -

- Displays of affection are not appropriate for students during school/school-sponsored events and activities. Disciplinary measures may be taken for violations.

Posting signs in hallways -

- No signs may be posted in the hallways without first obtaining permission from administration and the appropriate school club sponsor (when applicable) of the involved organization.

Telephones -

- In general, all school telephones are for official school business only. Should an emergency situation arise, students are to see a school counselor or an administrator. **Using the telephone is not an excuse for tardiness.**

Valuables -

- Items of value should be left at home.
- The school cannot be responsible for items lost or stolen.
- Students should check ***“Lost and Found”*** in the attendance office for missing items.

Student Conduct Code

<http://go.boarddocs.com/vsba/roecnty/Board.nsf/goto?open&id=C4FM4T5955F6> (Roanoke County Policy 7.11)

- Each student will receive a copy of the Student Code of Conduct.
- The parents/guardian of each student **MUST** sign and return the corresponding form indicating the guidelines contained within the Student Code of Conduct have been read and are understood.

Emergency Evacuation and Retention Plans -

- ***Evacuation drills:***
 - Will be held weekly for the first month of school and once each month thereafter.
 - After hearing an appropriate audio announcement and a continuous alarm, each class will evacuate the building and proceed to the area designated by the instructions posted in each room.
- ***Retention drills:***
 - Will be held multiple times throughout the school year.
 - Upon hearing an intermittent alarm sound and/or appropriate audio announcement, each class will proceed to the designated area in the building.

Violent/Threatening Behavior –

- In the event that a student witnesses a violent or threatening behavior, the student should report it to a faculty or staff immediately so that administration may assess the situation and follow procedures as outlined in RCPS Policy 7.28AR.

Early closing of school -

- On occasion, it becomes necessary to close school early.
- This may be necessary due to weather conditions, electrical failure, etc.
- Students and parents should discuss the plan to be followed when schools are dismissed prior to the scheduled time.
- Appropriate school protocol with regards to early dismissals, absences, etc. should be adhered to where applicable.
- Once an early school closing has been announced, it is not logistically possible for students to call parents for directions.
- Parents can call the **Roanoke County Information Hotline - 562-6000** – for more information regarding the dismissal.
- Automated messages may also be used by the school and/or school system to relay information related to an emergency early dismissal.
- Additionally, information will very likely be posted on the Roanoke County Public Schools and/or Hidden Valley High School web site(s).

Transportation to School/Parking Regulations - *Since bus service is provided by taxpayers for all students who live over .6 miles from school, the driving of cars to school is unnecessary.* Qualifying student drivers who wish to use school parking facilities must observe these regulations:

1. Decals:

- a. A current school parking decal must be displayed. Students may not park on school grounds

without purchasing a school parking decal. **Decals must be displayed on the lower left rear of the back windshield.**

- b. Decals will be issued from the bookkeeper's office for **\$40.00** each. **STUDENTS MAY REGISTER ONLY ONE VEHICLE.**
- c. If a student drives a different car to school on a particular day, they must come to the office and sign-in the alternate vehicle.
- d. If a decal is lost or destroyed, students must purchase a replacement at a cost of **\$2.00**.

2. Parking locations:

- a. Students are to park only in designated spaces.
- b. **Students shall not park in the yellow faculty/staff spaces or in visitor parking.**
- c. Students without vehicle decals and/or those who park improperly may be subject to disciplinary action, car immobilization using a tire/vehicle-immobilization system, and/or vehicle towing.
- d. Students with more than one parking violation may have their parking privileges revoked.

3. Parking privileges and responsibilities:

- a. Students are expected to arrive on time, students who are tardy to school **five** times during a semester are subject to **revocation of their parking privileges**. Tardiness due to car problems will not be excused.
- b. The driver is responsible for the behavior and action of all students in their car while on school grounds.
- c. The driver of the car is responsible for the car **and its contents**, and the car is subject to search at the discretion of administration.
- d. ***All speed limits must be observed: 15 mph in the parking lot and 25 mph in a school zone.*** Reckless driving may cause the loss of parking privileges. The Roanoke County Police Department has jurisdiction over all school grounds.
- e. Students who fail to comply with these regulations will be subject to disciplinary action and/or revocation of parking privileges.

4. Upon arriving at school:

- a. Students are to come into the building and not remain in cars or in the parking lot. Students may not go to their cars during the school day without a pass from the front office.

5. BCAT/Governor's School:

- a. Students who drive are required to have a Hidden Valley High School parking decal.

Loss of parking privileges - Violations of school rules or failure to make up detention time could result in loss of parking privilege.

Student Assistance Program – Roanoke County Schools established a Student Assistance Program to provide support for students affected by their own or others' drug and alcohol-related problems. The Student Assistance Program provides:

- 1. Prevention services which enhance student resiliency in making the choice to refrain from tobacco, alcohol and other drug use and aggressive acts toward self and/or others.
- 2. Intervention services for students concerned about their own or another's drug and/or alcohol-related problems and for those who violate the [Student Conduct Code](#) regarding tobacco, alcohol, and other violations which place them or others at risk for not benefiting from the educational opportunity.
- 3. Please contact Monique Worrell, Life Counselor, at 776-7320 should you have any questions regarding the Student Assistance Program.

Clubs and Organizations - The following Student Organizations have been available at HVHS in past

years and/or may be available in coming years:

BETA	Amateur Radio Club	Archery Club
Debate	Art Club	Chess Club
DECA	Cancer Awareness	FCA
Drama	Diversity Club	Intl. Thespian Society
FBLA	FCCLA (FACS)	Oral History Club
Forensics	Film Society	Prevention Club
French Club	Fine Arts/Theatre Guild	RC Club
Key Club	Math Club	Table Tennis/Badminton
Latin Club	SADD	Science Club
Spanish Club	Spanish Honor Society	Titan Force

New clubs may be established with the approval of HVHS administration. A willing faculty member **MUST** serve as a sponsor, complete, and submit a Club Proposal Form.

ATHLETICS

Sports by seasons - HVHS sponsors the following sports in the seasons indicated:

Fall	Winter	Spring
Cheer Competition	Basketball *	Baseball
Cross Country *	Forensics	Debate
Esports	Indoor Track *	Lacrosse*
Football	Scholastic Bowl	Outdoor Track *
Golf	Swim/Dive *	Soccer *
One-Act Play	Wrestling	Softball
Competition		Tennis *
Volleyball		

* Indicates sponsorship of *separate* Men's and Women's teams.

Eligibility For Interscholastic Athletics- Participation in interscholastic athletics is a privilege earned by meeting the eligibility rules listed below including other standards set by the Virginia High School League (VHSL), district, and school. If a student or parent has a question regarding eligibility or is in doubt about the effect an activity might have on eligibility, check with the athletic director (AD) for interpretations and exceptions provided under VHSL rules. Meeting the intent and spirit of VHSL standards may prevent the individual, team, school, and community from being penalized.

Rules for Middle School and Virginia High School League Participants **School Board Policy 7.06**

To be eligible to represent your school in any VHSL athletic contest, you –

1. Must be a regular bona fide student in good standing of the school he/she represents.
2. Must be enrolled in the last 4 years of high school.
3. Must have enrolled no later than the 15th day of the current semester.
4. For the first semester, must be currently enrolled in no fewer than five credits/points, or their equivalent, offered for credit/points, and which may be used for graduation the immediate preceding year or the immediate preceding semester for schools that certify credits on a semester basis. (Take five credits/points - pass five credits/points)
5. For the second semester, must be currently enrolled in no fewer than five credits/points, or their equivalent, offered for credit/points, and which may be used for graduation and have passed five

- credits/points, or their equivalent, offered for credit/points and which may be used for graduation the immediate preceding semester.
6. Must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with an entire family move from the original residence. The original residence must be abandoned as a residence, that is sold, rented or otherwise disposed of as a residency, and must not be used as a residency by any family members. (VHSL Rule 28A-7-1)
 7. A transfer should be for the welfare of the student and/or school system and not for athletic and/or academic activity purposes. (VHSL Rule 28A-7-1)
 8. Starting in the 2026-2027 school year, 9th graders without a bona fide move must have attended the subsequent feeder school to each high school to be eligible as a freshmen. Students who did not attend the subsequent feeder school to each high school as an 8th grader will be ineligible for 365 consecutive calendar days. (VHSL Rule 28A-7-2)
 9. Cannot repeat and use a previously passed course for eligibility purposes.
 10. Must not have reached your 19th birthday on or before the first day of August of the current school year.
 11. Must not, after entering the ninth grade for the first time, have enrolled in or been eligible for enrollment in high school not more than eight consecutive semesters.
 12. Must have submitted to your principal before any kind of participation, including tryouts, or in-season or out-of-season practice or conditioning, an Athletic Participation/Parent Consent/Physical Examination form, completely filled in and properly attesting that you have been examined during this school year and found to be physically fit for athletic competition, and that your parents' consent to your participation.
 13. Must not be in violation of VHSL Amateur, Awards, All-Star, or College Team rules.
 14. This section does not apply to cheerleaders.
 15. A team meeting shall be held prior to the beginning of each season to discuss safety, team rules and VHSL rules changes and eligibility.
 16. The principal or athletic director will interpret and explain exemptions provided under VHSL rules.
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Insurance - Any participant in the athletic program, whether engaging in practice or interscholastic contests, must be properly covered for accidents that could occur in participation or in travel to and from contests. Participants in all activities must be covered by the student accident policy offered by the school or have on file a form, properly signed by the parent/guardian, stating that his/her son/daughter has sufficient insurance coverage and the insurance policy offered by the school is not desired.

Hidden Valley High School Athletic/Academic Training Rule

For Out-of-Season Athletes and Academic Team Participants

Potential Athletic/Academic Team Member and Parent/Guardian Pledge Card

Out of season athletic and academic team members who are planning to participate in a school sponsored sport or academic activity, must follow the Roanoke County Public School Board Substance Use Policy 7.14/7.14aAR. Failure to follow these policies will lead to the following disciplinary action set forth by the Hidden Valley High School Administration:

The potential athletic/academic team member will have a 30-day suspension beginning the first

day of the next activity season for the member. The potential athletic/academic team member will be allowed to participate in all practices, scrimmages, and team activities, but will not be allowed to attend any of his/her team contests during the 30-day period.

By signing this Pledge card, I acknowledge I have read and accepted the terms of the Hidden Valley High School Out-of-Season Training Rule.

As a potential Hidden Valley athletic/academic team member, I pledge not to use or possess alcohol or illegal drugs as outlined by Policy 3.22. I understand all consequences should I choose to break this pledge.

Participant Signature

Activity

As a parent of a potential Hidden Valley athletic/academic team member, I pledge to support the terms of the Hidden Valley High School Out-of-Season Training Rule. I understand all consequences, as stated in this policy, should my son/daughter break this pledge.

Parent/Guardian Signature

Activity

BELL SCHEDULE

Period Day A/B		Regular 8:15 – 5 min 8:19 - Warning	1-Hour Delay	2-Hour Delay	1-Hour Early Dismissal	2-Hour Early/Inservice	3-Hour Early Dismissal
1 / 2		8:20 - 9:55 9:59 Warning	9:20 - 10:40	10:20 - 11:20	8:20 - 9:40	8:20 - 9:25	8:20 - 9:10
3 / 4		10:00 - 11:35	10:45 - 12:05	11:25 - 12:30	9:45 - 11:05	9:30 - 10:35	9:15 - 10:05
1st Lunch	Lunch	11:35 - 12:05 11:39 Warning	12:05 - 12:35	12:30 - 1:00	11:05 - 11:35	10:35 - 11:05	10:05 - 10:35
	5 / 6	12:10 - 1:45	12:40 - 2:00	1:05 - 2:15	11:40 - 1:00	11:10 - 12:15	10:40 - 11:35
2nd Lunch	5 / 6 p1	11:40 - 12:25 Verbal Cafe Release 12:50	12:10 - 12:50	12:35 - 1:10	11:10 - 11:50	10:40 - 11:10	10:10 - 10:35
	Lunch	12:25 - 12:55	12:50 - 1:20	1:10 - 1:40	11:50 - 12:20	11:10 - 11:40	10:35 - 11:05
	5 / 6 p2	12:55 - 1:45	1:20 - 2:00	1:40 - 2:15	12:20 - 1:00	11:40 - 12:15	11:10 - 11:35
3rd Lunch	5 / 6	11:40 - 1:15 12:09 Warning	12:10 - 1:30	12:35 - 1:45	11:10 - 12:30	10:40 - 11:45	10:10 - 11:05
	Lunch	1:15 - 1:45 1:49 Warning	1:30 - 2:00	1:45 - 2:15	12:30 - 1:00	11:45 - 12:15	11:05 - 11:35
7 / 8		1:50 - 3:25 3:23 Senior Bell	2:05 - 3:25	2:20 - 3:25	1:05 - 2:25	12:20 - 1:25	11:40 - 12:25

Roanoke County Public Schools does not discriminate with regard to race, color, national origin, sex, or handicapping condition in an educational and/or employment policy or practice. Questions and/or complaints should be addressed to the Assistant Superintendent of Administration/Title IX Coordinator at (540) 562-3900 extension 10121 or the Director of Pupil Personnel Services/504 Coordinator at (540) 562-3900 ext. 10181.