



# *Code of Student Conduct 2017-2018*

**For Questions Contact:  
Student Support & Disciplinary Review Office  
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# TABLE OF CONTENTS

<b>Superintendent’s Message .....</b>	<b>3</b>
<b>Preface.....</b>	<b>4</b>
<b>Rights and Responsibilities of Students .....</b>	<b>5</b>
<b>Rights and Responsibilities of Parents/Guardians.....</b>	<b>6</b>
<b>Rights and Responsibilities of HCPS Employees .....</b>	<b>7</b>
<b>Dress Code .....</b>	<b>8-9</b>
<b>Cellular Phones and Electronic Devices .....</b>	<b>10-11</b>
<b>Technology &amp; the Internet .....</b>	<b>12-14</b>
<b>Student Activities Contract .....</b>	<b>15</b>
<b>Behavior Interventions and Responses .....</b>	<b>16-17</b>
<b>Code Violation Categories.....</b>	<b>18</b>
<b>Code Violation Categories, Interventions, and Responses.....</b>	<b>19-20</b>
<b>Elementary Code Violations .....</b>	<b>21-40</b>
<b>Secondary Code Violations .....</b>	<b>41-60</b>
<b>Definitions.....</b>	<b>61-65</b>
<b>Procedures .....</b>	<b>66-71</b>
<b>School Addresses and Telephone Numbers .....</b>	<b>72-73</b>
<b>Acknowledgment of Receipt and Review.....</b>	<b>74</b>

# Superintendent's Message

Dear Henrico Community Members,

One of the responsibilities that I hold most seriously is the obligation to provide a safe and secure environment for all young people and adults who participate in our school programs. We expect our students and families to take full advantage of their educational opportunities when they fully understand the community expectations and receive consistent support in meeting those expectations at both home and school. Students, parents, and school personnel all have a role in helping to achieve student success both behaviorally and academically.

As role models, parents and school staff should exhibit the behaviors which they would like to see students emulate. To ensure that parents become active and involved partners in promoting a safe and supportive school environment, parents must be familiar with the 2017-2018 *Code of Student Conduct*. Educators are responsible for informing a parent about their child's behavior and for nurturing the skills students need to succeed in school and in society. Parents are encouraged to discuss with their child's teacher and other school staff issues that may affect student behavior and strategies that might be effective in working with the student. It is important that there be maximum consultation and communication between the school and the home.

The cooperation of students, parents, school staff, and the community remains essential in providing an appropriate environment for learning to take place. Our schools are assisted in this effort by a strong and consistent disciplinary policy which outlines the rights and behavioral expectations for every student. Together, as partners, we can continue to keep schools among the safest places in the community for children to grow and learn.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick C. Kinlaw". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dr. Patrick C. Kinlaw  
Superintendent of Schools

# Preface

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The purpose of this publication is to provide students, parents, school personnel, and the public with a concise and comprehensive description of the minimum standards of behavior for all students enrolled in the public schools of Henrico County. It defines appropriate student conduct and presents a menu of alternative interventions and responses to be employed by teachers and/or school administrators to address individuals who exhibit inappropriate behavior. Emphasis is placed upon behavioral expectations of Henrico students in clear and consistent language for common understanding and support in meeting the expectations.

This *Code of Student Conduct* applies to all Henrico County Public School students. It is enforced when they are:

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at school or at any school-sponsored activity.

In addition, this *Code* applies to incidents off school property as referred to in *Definitions - Alternative Placements/Suspensions/Expulsions*. This *Code* also applies to a student's conduct which interferes with the orderly operation of the school system or the safety/welfare of students, employees, or volunteers. Students who observe or are subjected to inappropriate actions as described in this *Code* are expected to report such incidents to their school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment.

The School Board of Henrico County, Virginia, complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Improvement Act of 1990, and the Individuals with Disabilities Education Act. The School Board does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in any of its programs and activities. The Superintendent of Schools, his/her designee, or the Director of Student Support & Disciplinary Review Office (SSDRO) are responsible for the coordination of compliance with these provisions.

This *Code of Student Conduct* specifically outlines fifteen major categories of behavior and states consequences which may occur as a result of misconduct. The following factors are used in determining the consequences for a specific violation of the *Code*:

- Age, health, and disability or special education status of the student.
- Appropriateness of student's academic placement.
- Student's prior conduct and record of behavior.
- Student's understanding of the impact of his/her behavior and attitude.
- Student's willingness to repair the harm caused by his/her behavior.
- Seriousness of the behavior offense and the degree of harm caused.
- Impact of the incident on overall school community.
- Whether the student's violation threatened the safety of any student or staff member.
- The possibility that a lesser intervention would adequately address the violation.

When enforcing this *Code*, students and their property, including but not limited to, backpacks, purses, other containers, automobiles, lockers, desks, computers, and electronic devices may be searched. Metal detectors, surveillance cameras, and detection dogs may be used on school property and at school-sponsored activities in order to maintain a safe and productive learning environment. Search and seizure is defined in more detail in the definitions section of this *Code*.

# **Rights and Responsibilities of Students**

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## **Students' rights include, but are not limited to:**

- Attending school where your parent or legal guardian lives and receiving a free and appropriate public education.
- Expecting that your school will be a safe and orderly place that is focused on providing equitable educational opportunities.
- Being respected and treated courteously and fairly by other students and school staff.
- Expressing your ideas verbally and/or in writing in accordance with HCPS policies and procedures.
- Dressing in a way that expresses your personality while following the HCPS dress code.
- Having appropriate opportunities to participate in school activities.
- Having access to relevant information concerning drug and alcohol abuse.
- Learning in an environment free from intimidation, harassment, or discrimination by employees or students on school property or at a school sponsored event, function, or activity.

## **Students' responsibilities include, but are not limited to:**

- Attending school daily, regularly, and on time, performing to the best of your ability, being prepared to learn and taking advantage of educational opportunities.
- Being aware of all expectations regulating behavior and conducting yourself in accordance with these guidelines.
- Expressing opinions and ideas, as well as, treating everyone in the school community with respect in accordance with HCPS policies and procedures.
- Dressing appropriately in accordance with the school division's dress code.
- Seeking information and services that can help you with personal problems.
- Helping create a school environment that is free from intimidation, harassment, or discrimination.
- Reporting and encouraging others to report any incidents of intimidation, harassment, or discrimination.

# **Rights and Responsibilities of Parents/Guardians**

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## **Parents'/Guardians' rights include, but are not limited to:**

- Being actively involved in their children's education.
- Being treated courteously, fairly and respectfully by all HCPS employees.
- Receiving information about the policies and procedures of the Henrico County Public School Board that relate to your children's education.
- Receiving regular reports (written or oral) from school staff regarding your children's academic progress or behavior, including but not limited to report cards, behavior progress reports, and conferences.
- Receiving information and prompt notification of inappropriate or disruptive behaviors by your children and any disciplinary actions taken by administrators or school staff.
- Receiving information about due process procedures for disciplinary matters concerning your children, including information on conferences and appeals.
- Receiving information from school staff about ways to improve your children's academic or behavioral progress.
- Receiving information about services for students with disabilities and English language learners, when applicable.
- Receiving communication through provided translators.

## **Parents'/Guardians' responsibilities include, but are not limited to:**

- Having children regularly attend school on time, and communicating reasons for absences and tardiness.
- Informing HCPS staff about any concerns and/or complaints in a respectful and timely manner.
- Working with school administrators and teachers to address any academic or behavioral problems your children may experience.
- Supporting Henrico County Public Schools by communicating with your children about acceptable and expected school behavior.
- Becoming familiar and complying with the policies of the Henrico County Public School Board, administrative regulations and the *Code of Student Conduct*.
- Providing and maintaining updated contact information to Henrico County Public Schools and your children's individual school(s).
- Supporting student completion of homework and participation in offered academic support programs.
- Being respectful and courteous to staff, other parents, guardians and students at all times.

# **Rights and Responsibilities of HCPS Employees**

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## **HCPS Employees' rights include, but are not limited to:**

- Working in a safe and orderly environment.
- Being treated courteously, fairly, and respectfully by students, parents/guardians, and other school staff.
- Communicating concerns, suggestions, and complaints to appropriate HCPS administration or Central Office without fear of intimidation, reprisal, retaliation, etc.
- Receiving appropriate professional development and training.
- Receiving the necessary resources to deliver quality instruction.
- Modifying instruction, if consistent with the policies of the Henrico County Public School Board and other applicable laws and regulations.
- Working in an environment free from intimidation, harassment, or discrimination by employees or students on school property or at a school sponsored events, functions, or activities.

## **HCPS Employees' responsibilities include, but are not limited to:**

- Attending work daily, being punctual, and implementing well-planned, differentiated, rigorous, and engaging instructional plans daily according to the standards for professional practice.
- Maintaining safe and orderly schools by using prevention and intervention strategies, and by following the *Code of Student Conduct*.
- Being respectful and courteous to students, parents and guardians, serving as role models for students.
- Being knowledgeable about the policies of the Henrico County Public School Board and other applicable laws and regulations, and enforce them fairly and consistently.
- Being knowledgeable about federal and state laws, as well as, regulations about the disciplinary process for students with disabilities.
- Communicating proactively and regularly with parents about student progress, HCPS policies, building expectations, and responding to complaints or concerns in a timely manner.

# Dress Code

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While most students dress appropriately and safely for school, the School Board and school staff rely on students and parents to exercise judgment in promoting modesty, decency, and a sense of decorum so as not to disrupt the learning environment. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate.

Students must dress modestly and in a manner that neither distracts from nor substantially disrupts the learning environment; therefore, a student's appearance that is disruptive, distracting, or hazardous is prohibited.

The administration of every school has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

Students **may not wear** the following items unless otherwise stated:

- Hoods, hats, face masks, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
- The following items on school grounds during regular school hours: bandanas, do-rags, head scarves (with the exception of head garments for religious reasons), hair picks, wave caps, large combs, brushes, and rollers.
- Sunglasses, unless prescribed by a physician.
- Dresses, skirts, shorts, athletic shorts, and other similar clothing must reach the tip of the thumb when hands placed at the sides (arms straight with palms flat). When wearing leggings, tights, or similar apparel as an outer garment, tops must also reach the tip of the thumb.
- Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity, or that could cause a substantial disruption to the learning environment.
- Spiked jewelry, chains, and items which could cause student injury.
- Beachwear (which includes bathing suits and trunks) and sleepwear.
- Clothing that reveals undergarments.
- Cut-off jeans, cut-off sweat pants, or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
- Bedroom slippers or shoes with wheels, also known as "Heelys."
- Clothing that reveals the midriff while sitting or standing.
- Clothing that is tight, skimpy, or with plunging necklines.
- Clothing that is see-through, revealing, or resembles undergarments.
- Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (tops must be at least two inches wide at the shoulder).
- High heels or flip flops at the elementary level (Elementary students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess).
- Coats inside the school building during the school day as determined by the administrative staff depending on the school design and administrative ability to provide storage for coats.



# Dress Code

(cont.)

Students must wear clothing as designed (buttoned, zipped, etc.) Students must wear pants on the hips, secured above the buttocks.

Students **may not**:

- Drape towels, shirts, or shorts around the neck.
- Roll down waistbands on shorts, pants, and skirts.
- Wear clothing in any manner that reveals undergarments at any time.
- Wear athletic basketball jerseys without wearing a t-shirt beneath the jersey.

<b>Recommended Consequences</b>	
The administrative team in each school shall have discretion regarding dress code decisions.	
<b>Elementary</b>	<b>Secondary</b>
Parents of students who violate the dress code will be contacted to provide appropriate clothing for their children, if necessary.	All secondary schools will follow these disciplinary guidelines:  <b>First Offense</b> - Warning with Opportunity to Change Clothes to Correct Dress Code Violation; Parent Notification  <b>Second Offense</b> - Administrative After-School Detention or Saturday Detention  <b>Third Offense</b> - One (1) Day In-School Suspension  <i>Continued infractions will result in additional consequences.</i>

# Cellular Phones and Electronic Devices

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HCPS recognizes that student access to cell phones and other electronic devices is common in 21<sup>st</sup> Century society; however, it is imperative that students and parents understand that there are appropriate and inappropriate times for the use of such devices. Students using cell phones or other electronic devices to record anything or anyone without authorization on school property or at school events is strictly prohibited.

Failure to adhere to this policy will result in a minimum consequence of the device being confiscated and used as evidence. Other consequences may apply pending the investigation as to the intent and reason for the willful disregard of the *Code of Student Conduct*.

**By administrative discretion, cell phones or electronic devices may be retained until the following school day prior to retrieval by parents/guardians.** Teachers who confiscate devices must store the device in a safe place until the first available opportunity to give it to an administrator for safe keeping and documentation. Confiscated devices can be retrieved during normal school office hours as designated by school staff.

Cell phones and said devices may be used during class at the teacher's direction for instructional purposes only (i.e. researching on the Internet, Edmodo, Poll Everywhere, Poll Daddy, Remind101, etc.).

## Use of Cellular Phones or other Electronic Devices during Assessments

Test administration procedures are developed in order to help reduce measurement error and to increase the likelihood of fair, valid, and reliable assessments. Procedures that protect the security of the assessment help to maintain the meaning and integrity of the score scale for all students; therefore:

- Any student using an unauthorized electronic device during testing shall be deemed to have violated the Test Administration Procedures. For the purpose of this policy, "use" shall be defined as having any electronic device out and/or in sight, whether on or off (including asleep), without direct authorization from the classroom instructor.
- Any student found in breach of the Test Administration Procedures, by using an unauthorized electronic device, shall receive a zero on the assessment. Furthermore, the device in use shall be confiscated and turned in to the student's grade level administrator with a written referral, in accordance with the *Code of Student Conduct*.

## Elementary and Middle School

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Cell phones are required to be off, and out of sight, during regular school hours, unless used for instructional purposes, with the teacher’s permission.

When students are attending instructionally related after-school activities (tutoring, homework help, make-up work, etc.) cell phones and electronic devices should not be used. When students are released from these sessions, cell phone and electronic device usage is allowed.

Cell phones and electronic devices may be used when students are attending non-instructional after-school events/activities as long as the cellular phone or electronic device is not creating a problem or distraction.

Recommended Consequences	
<b>First Offense</b>	Confiscation of phone, parent contacted by person confiscating the phone, verbal warning, parent must retrieve the phone.
<b>Second Offense</b>	Confiscation of phone, parent contacted by administrator, parent must retrieve the phone, detention or In-School Suspension.
<b>Third Offense</b>	Insubordination disciplinary consequence.
<b>Fourth Offense</b>	Contact the appropriate Instructional Director to discuss further consequence.

## High School

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In accordance with Henrico County Public School’s *Code of Student Conduct* policy, the school division will strictly enforce the ban on student cell phone usage during **scheduled class time**. This will be done to ensure a learning environment free of unnecessary disruption. The list of unauthorized electronic devices includes, but is not limited to, cell phones.

Cell phones are required to be turned off and out of visible sight during **scheduled class time**. Failure to comply with the policy mentioned above will result in the following actions:

Recommended Consequences	
<b>First Offense</b>	Confiscation of phone, parent contacted, verbal warning, and parent must retrieve the phone from the school.
<b>Second Offense</b>	Confiscation of phone, parent notification, and a disciplinary infraction entry will be placed into the student’s conduct record.
<b>Third Offense</b>	The student will receive either in-school suspension or Saturday detention. Confiscation of phone, parent contact, and a disciplinary infraction entry will be placed into the student’s conduct record.
<b>Fourth Offense</b>	The student <i>may</i> be suspended out-of-school for one (1) day for insubordination. In addition, the student shall be banned from possessing a cell phone or electronic device at school for the remainder of the school year.

# Technology & the Internet

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## A. General Terms and Conditions of Use

1. Henrico County Public Schools provides all students access to the Internet and other digital resources, as a means to enhance their education. All secondary students are provided with laptop computers to enhance their education. All technology resources are provided under the expectation and restrictions delineated in this document.
2. The laptop that is issued for secondary student use is the property of Henrico County Public Schools and must be returned at the end of the academic year, within three (3) school days of withdrawal from a Henrico school, or immediately upon the request of a teacher or administrator.
3. Transmission or creation of any material in violation of Federal, State, or local law, ordinance, School Board policy, regulation or the *Code of Student Conduct* is prohibited.
4. The Internet filtering provided through HCPS exceeds the Children's Internet Protection Act (CIPA) requirements. Access to the Internet is filtered through a commercial filtering system.
5. Henrico County Public Schools may provide students with access to online educational services. A list of these educational services can be found at <http://henricoschools.us/online-services/>. HCPS makes every reasonable effort to ensure that educational service providers are in compliance with all federal and state laws regarding student privacy. Students may be provided with a username and password to access educational content on these websites. Such websites may collect personally identifiable information from students including usernames and passwords. Specific website company/vendor privacy policies should be consulted regarding collection of information, including information for students under the age of 13. Please contact Henrico County Public Schools at any time regarding privacy questions or concerns or to request to review what personally identifiable information has been provided by the school and/or division. As requested, Henrico County Public Schools can also provide contact information for the educational service providers' websites so parents may contact them directly to request that they delete the personally identifiable information of their child and disallow further access. Please note that this removal could prevent the student from having access to critical instructional materials.
6. HCPS has the right to inspect any provided computer or other electronic device and the contents contained therein on demand with or without notice to the user. Remote monitoring of computers on the network at each school site, occurs at the discretion of the administrator.
7. Students may connect a personal, non-school-district-owned device into the HCPS network with written authorization from their building administrator. If this approval is granted, personal devices may be connected to the HCPS network for the purpose of accessing the Internet for instructional purposes only. Technology staff cannot install or configure programs or software on personal devices. Use of these devices while connected to the school network will be governed by the same rules and regulations that apply to HCPS-provided technology.

## B. Acceptable Use and Internet Safety

1. Students will use technology with responsibility, integrity, and for educational purposes.
2. Students will take responsibility for the choices they make and the actions they take while using technology.
3. Students must manage the personal data on their computers. This includes backing up educational material regularly. Appropriate non-educational files are allowed, but should not negatively impact instructional use nor degrade device performance.

4. Files and data on student computers must adhere to the following guidelines:
    - a. All files and data must be legally obtained and distributed under United States copyright laws.
    - b. All files and data sought, possessed, or distributed must be acceptable in a school setting. This forbidden content includes, but is not limited to: hacking tools, computer viruses, violent content, pornographic content, vulgar content, and obscene content.
  5. Students will maintain the security and integrity of their usernames and passwords.
    - a. Students must keep their usernames and passwords confidential.
    - b. Students will only log in with their own usernames and passwords.
  6. Students will maintain the integrity of the computer hardware and software.
    - a. Students will not dismantle or otherwise physically alter computers. This includes affixing stickers or other decorations.
    - b. Students are prohibited from altering or deleting files that are not in their 'home' directory.
    - c. Students are prohibited from installing additional software or altering existing software in any way.
  7. Students are responsible for obeying all HCPS standards for conduct when communicating using technology.
    - a. Students may use HCPS or school approved communications mediums under teacher direction.
    - b. Communications will be clear and precise. Intentionally obscuring communication through code words or other means is not permissible.
    - c. Students will adhere to rules regarding cyber bullying, harassment, hate speech, and other forms of verbal assault.
    - d. Students must understand that content published online is public, visible, and representative of the author.
  8. Students will respect the rights, privacy, property, and work of all users.
    - a. Students will neither seek nor reveal personal information about others.
    - b. Students will not attempt to access, alter, or use another user's files, or computer without their permission.
  9. Students will operate within established HCPS filtering and security environments.
    - a. Students will not attempt to evade or bypass HCPS Internet filters.
    - b. Students will not attempt to conceal, disguise, or change their user information, nor the identity of their computer.
    - c. Students will not attempt to disable any security or monitoring software.
  10. The use of HCPS technology for commercial activities is prohibited unless explicitly permitted by the School Board. Commercial activity includes, but is not limited to, the following:
    - a. Any activity that generates revenue for the user;
    - b. Product advertisement or political lobbying;
    - c. Any activity that requires entry into an area of services for which the school will be charged a fee.
- C. With Teacher and/or Administrator Approval and for Instructional Purposes, Students may:**
1. Use approved email, chat rooms, instant messaging, message boards, and other communication methods;
  2. Publish or edit web pages;
  3. Wear headphones;
  4. Share files;
  5. Play educational games/activities;
  6. Connect student computers to Ethernet jacks.

**D. Students are PROHIBITED from:**

1. Using technology for any illegal purpose;
2. Creating unauthorized networks of any kind;
3. Downloading, uploading, importing, or intentionally viewing material that promotes the use of illegal drugs, alcohol, pornography, or illegal and/or violent behavior;
4. Introducing non-approved software, hardware, or resources into the HCPS network or clients. Approval can be sought through the Department of Technology.
5. Saving, transferring, or loading non-school related material on a school file server;
6. Running software applications from a USB device.

Failure to honor the above regulations may result in the restriction of Internet privileges and/or the restriction of other technology access in addition to disciplinary action up to and including criminal charges. Examples of dual violation are (i) computer hacking or trespassing, (ii) harassment, threats, or cyber bullying via computer, and (iii) computer fraud (see Title 18.2 of the *Code of Virginia*).

# Student Activities Contract

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Participation in athletics and other student activities is a privilege and, as such, requires that students adhere to certain rules. One of those rules states: “the use or possession of tobacco, alcohol, or other illegal drugs is prohibited.”

A violation of this rule will involve penalties as listed in this contract agreement and requires student and parent/guardian signatures.

I understand:

If I use or possess alcohol and/or drugs as defined in the Henrico County Public Schools *Code of Student Conduct*, on or off school property, the penalty for use or possession will affect my participation in student activities as follows:

**First Offense:** mandatory 30-calendar-day suspension from all VHSL team participation and extracurricular activities.

**Second Offense:** mandatory 365-calendar-days suspension from all VHSL team participation and extracurricular activities.

**Third Offense:** mandatory high school career suspension from all VHSL team participation and extracurricular activities.

I may be required to complete the Alcohol and Drug Awareness Intervention Program.

# **Behavior Interventions and Responses**

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Behavior modification is a useful tool for staff and parents in helping students to change an undesired behavior in order to start a desired behavior. While supporting students who exhibit undesired behavior, Henrico County Public Schools considers the ABC's of behavior in an effort to provide the student with Positive Behavior Interventions and Supports, also known as PBIS. The ABCs of behavior are:

**Antecedent** - what is triggering or going on prior to the behavior?

**Behavior** - what behavior is actually occurring?

**Consequences** - what consequence or event is occurring following the behavior?

The PBIS philosophy of Henrico County Public Schools is based on the premise that student behavior can be changed by focusing on the positives. HCPS staff are encouraged to reduce negative behavior by using positive reinforcement; which can be done by employing appropriate interventions and responses. The strategies and interventions that are implemented in HCPS are based on information from collected data and should decrease the number of negative behavior incidents through prevention.

Below is a list of some interventions and responses that are available to students, as well as, examples of interventions that may be implemented to support students who are exhibiting behaviors that violate this *Code of Student Conduct*.



## INTERVENTIONS & RESPONSES

The list below is neither exclusive nor all-encompassing, but reflective of the range of options available and utilized in changing student behavior.

<b>Apology/ Restitution</b>	Student makes amends for negative actions by taking responsibility to correct the problem created by the behavior through verbal or written declaration of remorse.
<b>FBA/BIP</b>	Functional Behavioral Assessment to determine the root causes of student behavior followed by a Behavior Intervention Plan to address those root causes and outline clear, measurable action steps for teaching alternative behaviors.
<b>Check In/Check Out</b>	Daily contact with an assigned adult on campus. Student should see the adult before school starts each day as well as at the end of the day.
<b>Conference with Parent</b>	Teacher communicates with student's parent(s) by phone, email, written notes, or in person about behavior.
<b>Conference with Student</b>	Private time with a student to discuss behavior interventions/ solutions. This can include direct instruction in or modeling of expected or desirable behaviors.
<b>Corrective Assignment/ Restitution</b>	Student completes a task that compensates for the negative action and triggers a desire not to revisit the negative behavior. (i.e., clean-up, helping another person).
<b>Daily Progress Sheet</b>	Teacher documents student behaviors daily on pre-determined format which includes both positive and corrective notation.
<b>Detention</b>	Required attendance for a monitored period of time, generally after school, during lunch or on a Saturday. Recess should not be utilized except in special situations.
<b>Home/School Plan</b>	Parent(s) and teacher agree on a consistent approach. The plan should be consistent, emphasizing teaching and rewarding of appropriate behaviors and shared with the student by the teacher and parents.
<b>In-class separation from peers</b>	Predetermined consequence for breaking classroom rules of short duration (five minutes or less, usually separated from group, but remains in class) or brief withdrawal of attention and other reinforcers (a time for student to reflect on his or her action).
<b>Mentoring</b>	An agreed-upon adult or student who provides consistent support, guidance, and concrete help to a student who is in need of a role model.
<b>Morning Meeting</b>	Regularly scheduled structured class meeting to build student social skills and develop relationship under guided leadership from the teacher.
<b>Privilege Loss</b>	Incentives given for positive behavior are lost, (i.e., five minutes off computer time).
<b>Reflective Assignment</b>	Help student realize why his/her misbehavior was wrong by asking him/her to compose a reflective essay.
<b>Response to Intervention</b>	Referral to the Response to Intervention team to review data on performance and make recommendations on programmatic and individual responses.
<b>Teacher/ Re-teach Model</b>	Teach and model behavioral expectation that students are having difficulty with adherence.

# Code Violation Categories

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Code Violation Categories offer school administrators guidance when determining the appropriate interventions, supports, and/or responses for student misconduct. Each category represents the maximum consequence permitted for specific code violations; however, depending on the circumstances, administrators *may* provide an intervention, support, or consequence from a lesser category.

## **Category 1:**

Code violations under this category *shall* result in classroom supports, interventions, or minor consequences (ISS/RESET).

## **Category 2:**

Code violations under this category *may* result in minor consequences, or a suspension for a maximum of three (3) days.

## **Category 3:**

Code violations under this category *may* result in a suspension between one (1) and five (5) days.

## **Category 4:**

Code violations under this category *may* result in a suspension between six (6) and 10 days.

*For elementary students and students with disabilities, administrators may consider between one (1) and 10 days.*

## **Category 5A:**

Code violations under this category *shall* result in suspension for more than 10 consecutive days, but less than 365 consecutive days.

## **Category 5B:**

Code violations under this category *shall* result in a recommendation for expulsion.

In this *Code of Student Conduct*, each of the Code Violations include the *Code of Virginia's* offense code, the Henrico County Public Schools' Code Violation Category, as well as, the name of the actual violation/offense. School and district administrators will use these codes and categories to make decisions regarding student discipline, as well as, to document and analyze discipline data. Additionally, this *Code of Student Conduct*, contains separate Code Violation sections dedicated to elementary and secondary students. HCPS believes that different levels of development warrant different levels of responsibility; therefore, the consequence may vary. See select examples below:

<b>Level(s)</b>	<b>Code of Virginia Offense Code</b>	<b>Code Violation Category</b>	<b>Violation/Offense</b>
Elementary	TF1	Cat. 3	Theft of School Property
Secondary	TF1	Cat. 4	Theft of School Property
Elementary & Secondary	AIT	Cat. 1	Excessive Absences

## CODE VIOLATION CATEGORIES, INTERVENTIONS & RESPONSES

These interventions aim to teach appropriate and alternative behavior, so students can learn and demonstrate safe and respectful behavior. The examples below are neither all-inclusive nor required to be exhausted. In every case the staff should consider revisions to plans supporting students with special needs (Response to Intervention, Child Study, IEP or 504).

<b>Category 1</b>	<b>Examples of Classroom Interventions and Responses</b> Teachers are encouraged to try a variety of teaching and classroom management strategies.	
	<ul style="list-style-type: none"> <li>* Establish relationships with students</li> <li>* Pair or group students into positive peer groups</li> <li>* Involve student in alternate activity</li> <li>* Verbal correction</li> <li>* Move to separate instructional area within classroom</li> <li>* Reminders and redirection (e.g. role play)</li> <li>* Establish buddy teacher system</li> <li>* Loss of classroom privileges</li> <li>* Seat change</li> </ul>	<ul style="list-style-type: none"> <li>* Contact parent via telephone, email or text message to discuss concerns</li> <li>* Daily progress sheet on behavior (for student and/or parent)</li> <li>* Parent or guardian brings student to school or class for informal pre-class refocusing</li> <li>* Teacher/student conference outside class time</li> <li>* Parent/teacher conference</li> <li>* Refer to office</li> <li>* Lunch detention</li> </ul>
	<b>Examples of Student Support Team Interventions and Responses</b> These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student's inappropriate or disruptive behavior.	
<b>Category 2</b>	<ul style="list-style-type: none"> <li>* Parent or guardian notification</li> <li>* Referral to after-school program</li> <li>* Community service</li> <li>* Mentoring program</li> <li>* Conflict resolution</li> <li>* Peer mentoring</li> <li>* In-school suspension w/restorative practices</li> </ul>	<ul style="list-style-type: none"> <li>* Referral to school-based health clinic</li> <li>* Referral to community resources (Henrico Mental Health; service organizations)</li> <li>* Develop behavioral contract</li> <li>* Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP).</li> <li>* Develop Behavior Support Plan (BSP) for GenEd</li> </ul>
	<b>Examples of Administrative Interventions and Responses</b> These interventions involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. These interventions may involve the short-term removal of a student from the classroom environment because of the severity of the behavior. The duration of any short-term suspension is to be limited as much as possible while adequately addressing the behavior, but may not exceed three (3) school days.	
<b>Category 3</b>	<b>Examples of Suspension and Responses</b> These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of any short-term suspension is to be limited as much as possible while adequately addressing the behavior, but may not exceed 5 school days.	
	<ul style="list-style-type: none"> <li>* Parent or guardian notification by administrator</li> <li>* Short-term suspension (1 to 5 days)</li> <li>* Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP).</li> <li>* Develop Behavior Support Plan (BSP)</li> <li>* Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc.</li> </ul>	<ul style="list-style-type: none"> <li>* Referral to substance abuse counseling</li> <li>* Referral to community resources (Henrico Mental Health; service organizations)</li> <li>* Referral to the Credit Recovery Program</li> <li>* Referral to alternative program (ESIP, PACE, SUCCESS, etc.)</li> </ul>
<b>Category 4</b>	<b>Example of Extended Suspension and Responses</b> These interventions involve the removal of a student from the school environment because of the severity and/or frequency of the behavior(s). They may involve the placement of the student in a safe environment that provides additional structure to address behavior. These interventions focus on monitoring the safety of the school community and ending self-destructive and dangerous behavior. Short-term suspension within this category is reserved for 1-10 days and may not exceed 10 consecutive days.	
	<ul style="list-style-type: none"> <li>* Parent or guardian notification</li> <li>* Alternative education placement</li> <li>* Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP).</li> <li>* Develop Behavior Support Plan (BSP)</li> </ul>	<ul style="list-style-type: none"> <li>* Short-term suspension (1-10 days) for elementary-age and students with disabilities</li> <li>* Short-term suspension (6-10 days) for secondary.</li> <li>* Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc.</li> </ul>

<b>Referral to the SSDRO: Long-term Suspension or Expulsion</b>	
<b>Category 5A</b>	<ul style="list-style-type: none"> <li>* Long-term Suspension in excess of 10 consecutive days but less than 365 days.</li> <li>* Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc.</li> <li>* Return to school setting with additional supports.</li> </ul>
<b>Category 5B</b>	<ul style="list-style-type: none"> <li>* Expulsion Hearing before School Board</li> <li>* Placement in alternative education setting</li> <li>* Additional supports may be provided throughout the expulsion period.</li> </ul>

# **ELEMENTARY**

## **CODE VIOLATIONS**

# 1

## Attendance

(Elementary)

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**A1T/Cat. 1: Excessive Tardiness and/or Absences**

**A2T/Cat. 1: Truancy**

**A3T/Cat. 1: Leaving Without Permission**

Students are expected to arrive at school and all classes on time every day.

### **A. Excessive and Unexcused Tardiness or Absences to School or Class**

Students are expected to attend all assigned classes every day. Absence from class includes late arrival, early dismissal or being missing from any class. Justifiable reasons for non-attendance should be submitted to the school for each absence, late arrival, or class absence. Absences from class require approval from an administrator. Unexcused tardiness and/or skipping class are considered violations of compulsory attendance.

When a student accumulates five (5) unexcused absences, the parent will be contacted and a plan will be developed to resolve the student's nonattendance.

When a student accumulates six (6) unexcused absences, the school social work supervisor will report the attendance status to the commonwealth's attorney's office.

When a student accumulates seven (7) unexcused absences, the school social worker will file a complaint against the student and/or parents through Henrico Juvenile & Domestic Relations Court.

### **C. Truancy**

All student absences are considered unexcused unless the parent either calls the school or sends a written note to provide a justifiable reason for the absence within 24 hours of the absence. Acceptable excuses include the following:

- Illness of student.
- Serious illness in family which necessitates absence of student.
- Death in family.
- Special and recognized religious holidays.
- Other reasons approved by principal.

**A written statement by a physician may be required when a student misses more than 10 days during the school year because of illness.**

### **D. Leaving School Property without Permission**

Once a student arrives on school property, he/she may not leave without administrative permission prior to the end of the regularly scheduled day. Students with early dismissals must sign out prior to leaving school. High school students with written authorization from a parent or legal guardian, may sign themselves out; however, elementary/middle school students must be signed out by a parent or legal guardian who must present a pictured ID card when picking a student up from any school.

# 2

## Substance Abuse

(Elementary)

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*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

### A. Alcohol

#### 1. Use/Possession of Alcohol

**AC1/Cat.3: Alcohol Use**

**AC2/Cat. 2: Alcohol Possession**

Students shall not use, be under the influence of, or have in their possession any alcoholic beverages on school property or at any school-sponsored event.

#### 2. Possession with Intent to Sell or Distribute

**AC3/Cat. 3: Alcohol Sales/Distribution**

Students shall not possess alcohol or alcoholic beverages on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

### B. Drugs

#### 1. Possession/Use

**DG1/Cat.3: Schedule I & II Drug Use (e.g., heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, Oxycontin®, etc. including controlled substance analogs and cannabimimetic agents)**

**DG2/Cat.3: Schedule I & II Drug Possession (includes controlled substance analogs and cannabimimetic agents)**

**DG5/Cat. 2: Synthetic Marijuana Use or Possession**

**DG7/Cat. 3: Marijuana Use**

**DG8/Cat. 2: Marijuana Possession**

**D10/Cat. 3: Other Drug Use/Possession (includes cannabimimetic agents)**

**D11/Cat. 2: Other Drug or Paraphernalia Possession (includes cannabimimetic agents)**

**D15/Cat. 2: Possession of Inhalants**

**D16/Cat. 3: Use of Inhalants**

**D17/Cat. 2: Substances Represented as Drugs (Look-alikes)**

**D20/Cat. 3: Anabolic Steroid/Use and Possession**

Students shall not use, be under the influence of, or have in their possession any alcohol, drugs and/or drug paraphernalia on school property or at any school-sponsored event.

Certain circumstances will warrant a recommendation for expulsion; however, the following consequences will apply:

### **First Offense Consequence**

Refer the incident to an administrative school hearing chaired by the building principal and/or designee.

- (a) Absences as a result of out of school suspension will be unexcused, with no right to make up missed work; however, if the student successfully completes the school division's Awareness and Intervention Program and if the student and parent participate in one meeting with Program staff, the student will be allowed to complete missed assignments. Any student participating in extracurricular activities must comply with stipulations of the Student Activities Contract on page 15.
- (b) The parents may enroll the student in a community drug counseling program of their choice and sign permission to share information between the school and the program. In this case the provisions of paragraph 1(d) shall apply.

### **Subsequent Drug and/or Alcohol Abuse Offenses Consequence (Cumulative within 3 years)**

In addition to any of the penalties described under possession, the following **will be** implemented:

- (1) Referral to Student Support & Disciplinary Review Office
- (2) **POSSIBLE RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION**

*A prior drug and/or alcohol offense that resulted in expulsion will be regarded as a "First Offense" for the purposes of determining whether the consequence for a "Subsequent Drug and/or Alcohol Offense" is applicable.*

## **2. Possession with Intent to Sell or Distribute**

**DG3/Cat. 5A: Schedule I & II Drug Sale/Distribution**

**DG6/Cat. 5A: Synthetic Marijuana Distribution and Sale**

**D6G/Cat. 4 or 5A: Over-the-Counter/Prescription Medication/Sale/Distribution**

**DG9/Cat. 5A: Marijuana Sale/Distribution**

**D12/Cat. 5A: Other Drug Sale/Distribution (includes cannabimimetic agents)**

**D17/Cat. 4: Substances Represented as Drugs (Look-Alikes)**

**D19/Cat. 5A: Anabolic Steroid Sale/Distribution**

**DR3/Cat. 5A: Drug violations of prescription drugs, theft, or attempted theft of prescription drugs**

Students shall not possess drugs or drug paraphernalia on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

Students shall not manufacture, distribute, intend to distribute, or possess on school property or at a school-sponsored event, any of the following: drugs (including anabolic steroids and includes cannabimimetic agents, chemicals, or look-alike/imitation drugs, or chemicals).



**3. Possession or use of Medication and Prescription Drugs**

**D4G/Cat. 3: Over-the-Counter Medication Use**

**D5G/Cat. 2: Over-the-Counter Medication Possession**

**DR3/Cat. 3: Drug violations of prescription drugs, theft, or attempted theft of prescription drugs**

In order that school authorities will know what medicine a student is taking in case of an emergency and in order to prevent trafficking of drugs, no student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use. Medication and prescription drugs shall not be taken to school by the student. A parent or guardian is required to take all such items to the school's clinic for documentation.

# 3

## Dangerous Objects and Firearms

(Elementary)

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

W1P/Cat. 2:	Possession of Ammunition
W2P/Cat. 3:	Possessing or Bringing to School or a School-Sponsored Event any Substance Used as a Weapon (Mace, Tear Gas, or Pepper Spray)
WP0/Cat. 3:	Possession of Pneumatic Weapon (BB Gun, Paintball Gun, or Pellet Gun)
WP1/Cat. 5A:	Possession of Firearm
WP2/Cat. 5A:	Possession of a Shotgun or Rifle
W3P/Cat. 3:	Bringing a Toy/Look-alike Gun to School or School Event
WP4/Cat. 4:	Possession of Weapon That Expels a Projectile
WP5/Cat. 4:	Possession of a Knife (Blade 3 inches or longer)
W9P/Cat. 3:	Bringing Fireworks, Firecrackers or Stink Bombs to School or School Event
WP6/Cat. 4 or 5A:	Possession of Explosive Device or a Bomb
WP7/Cat. 4 or 5B:	Use of Explosive Device or a Bomb
WP8/Cat. 5A:	Possession of Other Firearms
WP9/Cat. 4 or 5A:	Possession of Other Weapons
W8P/Cat. 3:	Bringing Razor Blades/Box Cutter to School or School Event
WS1/Cat. 4:	Possession of Stun Gun
WT1/Cat. 4:	Possession of Taser

In accordance with § 22.1-277.07 of the Code of Virginia, a student who is determined to have possessed a firearm or an air rifle or BB gun on school property, in a school division vehicle, or at a school-sponsored event may be expelled for no less than one calendar year (365 days). The Superintendent, his designee, or the School Board may determine, based on the facts of the particular case, that special circumstances exist and no disciplinary action or another disciplinary action is appropriate.

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's resource officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

Each student who attends school in Henrico County has the right to learn in a safe environment with others who respect his/her well-being. The following categories are considered extremely serious violations which threaten a suitable and secure learning environment:

- A. The possession of dangerous objects is prohibited. Dangerous objects include the representation of items commonly understood to be inappropriate to school activities. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, knives, box cutters, other sharp objects, Chinese stars, mace, firecrackers, fireworks, stink bombs, etc. Also included is the misuse of commonplace objects, including but not limited to keys, locks, etc. Violation of this rule may result in a recommendation for expulsion.
- B. The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property.
- C. The objects noted in A and B used or intended to intrude on the security and safety of fellow students and school personnel **WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- D. The possession, use, or representation of a firearm, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity, is prohibited unless specifically authorized by school officials. Firearms which meets the definition of firearm in the *Code of Virginia*. **VIOLATION OF THIS WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**

- E. The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials.
- F. Possession of a Pneumatic Weapon (includes pellet guns, BB guns, CO<sub>2</sub> air pistols, stun weapons, paint ball guns, and any other device utilizing air driven projectiles) **may result in a recommendation for expulsion.**

# 4

## Disruptive Behavior

(Elementary)

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<b>D5C/Cat. 1:</b>	<b>Classroom or Campus Disruption</b>
<b>D6C/Cat. 1:</b>	<b>Using Obscene or Inappropriate Language or Gestures</b>
<b>D8C/Cat. 1:</b>	<b>Minor Insubordination</b>
<b>GA1/Cat. 2:</b>	<b>Gang Activity (Cat. 3 - for a subsequent offense)</b>
<b>G1B/Cat. 1:</b>	<b>Gambling</b>
<b>RG1/Cat. 4:</b>	<b>Inciting a Riot</b>
<b>RG2/Cat. 3:</b>	<b>Attempting to Incite a Riot</b>
<b>S1V/Cat. 2:</b>	<b>Inappropriate Personal Property</b>
<b>S3V/Cat.1:</b>	<b>Other School Code Violation</b>
<b>BO4/Cat. 3:</b>	<b>Setting Off False Fire Alarm</b>
<b>C1M/Cat. 1:</b>	<b>Electronic Devices</b>
<b>C2M/Cat.1:</b>	<b>Cellular Telephones</b>
<b>D1C/Cat. 1:</b>	<b>Disrespect (walking away, etc.)</b>
<b>D2C/Cat. 1:</b>	<b>Defiance (refuses to follow directives)</b>
<b>D3C/Cat. 1:</b>	<b>Disruptive Demonstrations</b>
<b>D4C/Cat. 1:</b>	<b>Possession of Obscene or Disruptive Literature</b>

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities is prohibited. Any communication or activity committed outside of the school setting that interrupts or interferes with the school day is also prohibited, and subject the *Code of Student Conduct*.

- A. Any event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others is gambling. This violation includes exchanging items of value, as well as currency, and extends to keeping score for later settlement.
- B. The possession or distribution of print or electronic materials which are obscene, violent, inappropriate, or significantly disruptive to the educational process is prohibited. Included are inappropriate student expression, sexting, threats, hit lists, distribution of non-authorized literature, and illegal assembly.
- C. Verbal assault is cursing, threatening, or using abusive language or written remarks intended to demean or harm a student, staff member, or visitor and is prohibited. This violation includes, but is not limited to: actions, displays, or written material of an obscene, violent, or inappropriate nature and the wearing of clothing or adornments, including inappropriate jewelry, which themselves convey either violent or sexually suggestive messages or offensive statements towards school personnel and/or students (i.e., vulgar language).
- D. Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/ volunteers, or law enforcement officers is considered insubordination. Also included is disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers.
- E. Other activities which disrupt the orderly functions of the school include, but are not limited to: demonstrating hostile or disruptive behavior, repeated offenses/violations of the *Code of Student Conduct*, unauthorized fraternities or secret societies, unauthorized sales by students, possession of inappropriate toys, inappropriate use of school lockers and facilities, and setting off false fire alarms.
- F. Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). Section 16.1-260.G. of the *Code of Virginia* requires an intake officer to report to the division superintendent any student against whom a petition is filed for certain offenses including, prohibited criminal street gang activity pursuant to § 18.2-46.2. and recruitment of other juveniles for a criminal street gang activity pursuant to § 18.2-46.3.

# 5

## Assault/Fighting/Threats

(Elementary)

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>BA1/Cat. 5B:</b>	<b>Battery/Assault (Staff with Weapon)</b>
<b>BA2/Cat. 4 or 5A:</b>	<b>Battery/Assault (Staff no Weapon)</b>
<b>BA3/Cat. 5A:</b>	<b>Battery/Assault (Student with Weapon)</b>
<b>BA4/Cat. 4 or 5A:</b>	<b>Battery/Assault (Student no Weapon)</b>
<b>BA5/Cat. 5A:</b>	<b>Malicious Wounding (No Weapon)</b>
<b>BA6/Cat. 4:</b>	<b>Battery/Assault (No Injury)</b>
<b>BO1/Cat. 3:</b>	<b>Bomb Threat</b>
<b>BO2/Cat. 3:</b>	<b>Chemical/Biological Threat</b>
<b>BO3/Cat. 3:</b>	<b>Terrorist Threat</b>
<b>ET1/Cat. 2:</b>	<b>Extortion</b>
<b>ET2/Cat. 2:</b>	<b>Attempted Extortion</b>
<b>FA2/Cat. 2:</b>	<b>Fighting - No/Minor Injury (Multiple offenses may result in consequences up to a Cat. 3)</b>
<b>F1T/Cat. 2:</b>	<b>Minor Physical Altercation</b>
<b>H1Z/Cat. 3:</b>	<b>Hazing</b>
<b>ST1/Cat. 2:</b>	<b>Stalking</b>
<b>TI1/Cat. 4:</b>	<b>Threat/intimidations (Staff)</b>
<b>TI2/Cat. 4:</b>	<b>Threat/intimidations (Student)</b>

Students and school personnel are entitled to a school environment free from threat, aggression, and assault.

- A. Actions, comments, or written messages intended to cause others to fight or which may result in a fight are prohibited.
- B. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.
- C. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a student of his/her rights is prohibited.
- D. Fighting involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to either party, bystanders, or school property.
- E. The willful use of physical violence which is intended to result in bodily injury or the use of a dangerous object in an effort to cause bodily injury is prohibited.
- F. Assault upon a School Board employee, School Resource Officer, Police Officer, School Security Officer, or volunteer is prohibited. **VIOLATION OF THIS RULE MAY RESULT IN A RECOMMENDATION FOR EXPULSION.**
- G. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a School Board employee, School Resource Officer, Police Officer, School Security Officer, or volunteer, of his/her rights, or demonstrating hostile acts, is prohibited.
- H. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- I. Cursing, threatening, using abusive language, bullying and cyber-bullying (as further defined in this Code), teasing, hazing, or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, electronic (through any social chat rooms, web space, telephones, or text messaging), physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.
- J. Unsafe conduct which endangers either oneself or others is prohibited.

# 6

## Integrity/Honesty

(Elementary)

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**S2V/Cat. 1: Misrepresentation**

**IT1/Cat. 1: Cheating**

**IT2/Cat. 1: Plagiarism**

**IT3/Cat. 1: Falsification**

Henrico County Public Schools students are expected to perform honestly through the production of their own work. They should also demonstrate respect for the belongings and rights of others, including, but not limited to, staff members and volunteers.

The following acts are prohibited:

- A.** Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- B.** Plagiarism includes using or copying the language, structure, idea, and/or thought of another and representing it as one's own original work.
- C.** Falsification includes, but is not limited to, a verbal, written, or electronic transmission (i.e., emails, images), including the production or use of forgery or counterfeiting.
- D.** Attempting any of the above infractions may be treated in the same manner as if the infraction had been completed.
- E.** Unauthorized use of technology and information accessed through technology without permission is prohibited as specified in Section 13, "Technology and the Internet." Student files may be subject to search.
- F.** Willful or malicious false accusations/reports against school personnel or other students.

# 7

## Larceny/Theft

(Elementary)

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*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>BK1/Cat. 3:</b>	<b>Actual Burglary</b>
<b>BK2/Cat. 3:</b>	<b>Attempted Burglary</b>
<b>RB1/Cat. 5A:</b>	<b>Actual Robbery</b>
<b>RB2/Cat. 4 or 5A:</b>	<b>Attempted Robbery</b>
<b>TF1/Cat. 3:</b>	<b>Theft of School Property</b>
<b>TF2/Cat. 3:</b>	<b>Theft of Staff Property</b>
<b>TF3/Cat. 3:</b>	<b>Theft of Student Property</b>
<b>TF4/Cat. 3:</b>	<b>Possession of Stolen Property</b>
<b>TF6/Cat. 3 or 4:</b>	<b>Attempted Theft or Theft of Motor Vehicle</b>

Henrico County Public School students are expected to respect the rights and property of others.

**The following acts are also prohibited:**

- A.** Stealing another person's possessions without right or permission. The possession of stolen property is considered theft.
- B.** Any theft of money or personal or public property of significant value and/or theft involving breaking and entering, including lockers (includes unauthorized or illegal use of computer services).

# 8

## Transportation

(Elementary)

**TN1/Cat. 1: Motor Vehicle Regulations (Bus)**

**TN3/Cat. 1: Improper Use of Bicycle**

**TN4/Cat. 1: Walkers/Property/Rights**

Proper behavior is required to, from, and at bus stops (i.e. door to door) and while riding the bus to assure that the rights of others, residential or otherwise, are respected. School bus stops are considered school property. **Students are required to listen to and follow the directions of the bus driver.** Students must ride the bus to which they are assigned. Temporary permission to ride an alternate bus must be granted, in writing, by the principal or designee.

### **The School Bus**

Riding a school bus is a privilege. Students who violate the *Code of Student Conduct* and designated bus rules on the school bus may lose the privilege of riding the bus for a specified period of time or permanently. In addition, other consequences may apply. When the driver requires assistance to resolve a potentially harmful situation on the bus, the principal or designee of the school served by the driver will provide assistance.

Glass containers, inflated balloons, live animals, water guns, skateboards, toy weapons, or weapons of any type are not allowed on the bus or at the bus stop. Only band instruments, school projects, and backpacks that may be held in the student's lap may be carried on the bus. All provisions of this Code are in full effect on the school bus and include the following bus rules:

- Follow all directions from the driver and bus assistant
- Remain in your seat and keep all body parts inside of the bus
- No pushing, shoving, fighting or loud noises at any time
- No cursing, abusive or disrespectful language or yelling out of the window
- No eating, drinking or smoking on the bus (see tobacco products definition)
- Do not litter, write on or damage the bus in any way
- Do not throw objects

### **Improper Use of Bicycle**

Bicycles may be ridden to school. The safety of the riders and the securing of their bicycles is the responsibility of the riders. Improper use of bicycles, such as riding in bus-loading areas, constitutes grounds for the loss of bicycle parking privileges at school. Bicycle riders are prohibited from violating the rights of homeowners, apartment dwellers, and businesses on their way to and from school.

### **Walkers/Property/Rights**

Students in elementary, middle, and high schools who live within the designated non-transportation zones are required to arrive promptly at school. Parents are encouraged to identify and assist in the choice of a safe route. Student walkers are prohibited from violating the rights of others including homeowners, apartment dwellers, and businesses on their way to or from school.

***Reminder: The Bus Stop is considered Henrico County Public School property; therefore, all Code of Student Conduct offenses committed at the bus stop shall receive the same consequence(s) as if committed in school.***

***Additionally, the Code of Student Conduct is enforceable from “door-to-door”, which means the authority of HCPS begins the moment the student leaves home until the student returns home.***



# 9

## Tobacco Products

(Elementary)

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**TC1/Cat. 2: Tobacco Use**

**TC2/Cat. 2: Tobacco Possession**

**TC3/Cat. 3: Tobacco Sales/Distribution**

**T4B/Cat. 2: Bringing Tobacco Paraphernalia to School or School Event**

The law requires all school buildings to be smoke-free.

All students are PROHIBITED from the use and possession of tobacco products, to include smokeless tobacco, matches, electronic cigarettes and vaporizers, and lighters on school property. This prohibition includes all school-related locations and activities (i.e., bus stops, school buses, extracurricular activities, school-sponsored events, etc.).

# 10

## Trespassing

(Elementary)

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### TR1/Cat. 2: Trespassing

Students, patrons, and school personnel are expected to have the appropriate authorization to be on School Board property.

- A. Any student who has been suspended or expelled from attendance may be considered a trespasser if he/she appears on any Henrico County Public Schools property, or at any Henrico County Public Schools activity, during the suspension/expulsion period. Violation of this section will be considered an additional infraction and will require a separate consequence.
- B. Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate authorization and supervision may be considered trespassers.
- C. Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so may be considered trespassing.
- D. No student or other person may attend or visit a Henrico County school as a guest during the regular school day without authorization from the school's administration.

# 11

## Vandalism

(Elementary)

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**VN1/Cat. 2: Vandalism of School Property (Cat. 3, depending on cost of repair/replacement)**

**VN2/Cat. 2: Vandalism of Private Property (Cat. 3, depending on cost of repair/replacement)**

**VN3/Cat. 2: Graffiti (Cat. 4, if gang related)**

Members of the school community are entitled to enjoy property free from the abuse of others.

Vandalism is the willful marring, defacing, or destruction of School Board property, including leased property or any employee's or other person's property. This section includes, but is not limited to: the buildings, both exteriors and interiors thereof, books, computer equipment and software, school buses, private automobiles, school grounds, and property as designated above.

# 12

## Sexual Harassment/Inappropriate Sexual Behavior (Elementary)

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*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>SX0/Cat. 4:</b>	<b>Sexual Harassment - (Cat. 5A for subsequent offenses)</b>
<b>SX1/Cat. 4:</b>	<b>Offensive Sexual Touching - Staff (Cat. 5A for subsequent offenses)</b>
<b>SX2/Cat. 4:</b>	<b>Offensive Sexual Touching - Student (Cat. 5A for subsequent offenses)</b>
<b>SX3/Cat. 5B:</b>	<b>Forcible Assault/Rape (Staff)</b>
<b>SX4/Cat. 5B:</b>	<b>Forcible Assault/Rape (Student)</b>
<b>SX5/Cat. 5B:</b>	<b>Attempted Forcible Assault/Rape (Staff)</b>
<b>SX6/Cat. 5B:</b>	<b>Attempted Forcible Assault/Rape (Student)</b>
<b>SX7/Cat. 4:</b>	<b>Sexual Offenses (Consensual)</b>
<b>SX8/Cat. 5A:</b>	<b>Aggravated Sexual Battery</b>
<b>SB1/Cat. 5A:</b>	<b>Sexual Battery (Staff)</b>
<b>SB2/Cat. 5A:</b>	<b>Sexual Battery (Student)</b>

It is the policy of the Henrico County School Board to maintain a working and learning environment which provides for fair and equitable treatment, including freedom from sexual harassment, for all its employees and students.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

It is prohibited for any student or employee, male or female, to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature. Conditions may include, but are not limited to:

- (1) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
- (2) such conduct creates an intimidating, hostile, or offensive working or learning environment; or
- (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Examples of activities which *could* constitute sexual harassment include, but are not limited to:

- (1) unwelcome leering, sexual flirtations, or propositions;
- (2) unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- (3) graphic comments about an individual's body or overly personal conversation;
- (4) targeted sexual jokes, stories, drawings, pictures, or gestures toward others;
- (5) spreading sexual rumors;
- (6) inappropriate or suggestive sexual gestures;
- (7) cornering or blocking of normal movements;

- (8) displaying sexually suggestive objects in an educational environment; or
- (9) displaying sexually explicit behavior.

Any student who believes that he or she has been subjected to sexual harassment by another student should immediately file a complaint of the alleged act with the principal. The principal shall request that the complaint be in writing. The principal shall investigate the complaint and work towards a resolution of the matter. The principal must immediately report the complaint of the alleged incident to the Student Support & Disciplinary Review Office. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report summarizing the investigation and stating any conclusions or recommendations shall be documented at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any student who is found after an investigation to have engaged in sexual harassment of another student will be subject to disciplinary action appropriate to the offense from a short-term suspension up to a recommendation for expulsion.

# 13 Technology and the Internet

(Elementary)

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**T1C/Cat. 1: Unauthorized Use of Technology or Information**

**T2C/Cat. 2: Causing/Attempting to Cause Damage to Computer Software or Files**

**T3C/Cat. 1: Violations of Acceptable Usage Policy**

**T4C/Cat. 2: Violations of Internet Policy**

Technology includes, but is not limited to: computers, electronic devices, software, the Internet, social networks, email, and web pages. All HCPS users are responsible for the appropriate use of all technology to which they have access, even if such use takes place off school property or after school hours.

Technology is constantly in flux; yet the security, safety of, and opportunity for our students and staff is paramount. Students and staff are encouraged to use school division technologies in support of teaching and learning, recognizing that there is an inherent responsibility to protect one's self, others, and property in the process. To minimize risk, HCPS employs a number of tools and monitoring technologies, such as filters, designed to comply with relevant laws as well as to create a reasonable expectation of safety. It is ultimately up to each individual student or staff member to be responsible for his or her use of these networks and to understand the specific policies herein as they pertain to computer, network and Internet use.

**Refer to pages 12-14 for guidelines on the use of Technology & the Internet.**

# 14

## Arson: Actual/Attempted

(Elementary)

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AS1/Cat. 5A or 5B:	Arson: Actual
AS2/Cat. 5A:	Arson: Attempted
AS3/Cat. 5A:	Lighted Firecrackers, Cherry Bombs, Stink Bombs (That Contribute to a Damaging Fire)

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's resource officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

- A. The use, intent to use, or threat to use an explosive, including but not limited to: fireworks, cherry bombs, smoke/stink bombs, or any device contributing to a fire or representation of an explosive device, including a bomb threat, is prohibited. These actions include bringing, receiving, and/or storing the items on school property or at a school-sponsored event.
- B. The use or intent to use any material (matches, lighters, etc.) which may result in a fire on school property or setting fire to the property of students, staff, or volunteers is prohibited unless specifically authorized by school officials.

# 15

## Bullying/Harassment

(Elementary)

*HCPS takes bullying seriously; therefore, additional offenses under this category may warrant more serious consequences.*

- BU1/Cat. 2 or 3: Bullying**  
**BU2/Cat. 2 or 3: Cyber Bullying**  
**HR1/Cat. 2 or 3: Harassment (Non-Sexual) - physical, verbal, or psychological**

### (Sexual Harassment refer to *Code Violation 12*)

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to: physical, verbal, or written intimidation, taunting, name-calling, insults, lies, rumors, social exclusion or isolation, threatening body posture, money or possessions taken or damaged, being threatened or forced to do things, and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or physical abilities or characteristics, or intellectual ability, or associates of the targeted person or group. Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength is considered bullying and will not be tolerated.

- A.** Repeated, unwanted negative overtures and actions over time toward a person or persons are prohibited.
- B.** Bullying methods (repeated) such as verbal abuse, social exclusion or isolation, physical abuse, intimidation, lies, rumors, sexual inferences, robbery, damaged personal items, threats, racial attacks, and bullying through electronic devices will not be tolerated.
- C.** Electronic bullying and/or cyber bullying related activity of any nature and that which is obscene, pornographic, threatening, or otherwise inappropriate, including (but not limited to) email, instant messaging, web pages, and use of hardware and/or software which substantially disrupts or interferes with the safety and welfare of the school and its students, are strictly prohibited, even if such uses/actions take place off school property (i.e., home, business, private property, etc.) Refer to cyber bullying definition on page 65.
- D.** The principal or his/her designee is directed to notify the parent(s) of any student involved in an alleged incident of bullying and of the status of any investigation within five (5) school days of the allegation of bullying.
- E.** All aspects of the Acceptable Use Policy/Regulation apply to this section on bullying; which can be found at the following link: <http://blogs.henrico.k12.va.us/it/parents/> and <http://webapps.henrico.k12.va.us/policy/> for the full online Henrico County Public Schools policy manual.
- F.** Conveying by gestures, notes, or verbal comments with the intent to cause bodily/emotional injury or to deprive a student of his rights is prohibited.
- G.** The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- H.** Cursing, using abusive language, teasing, hazing (as further defined on page 61), or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.



# **SECONDARY CODE VIOLATIONS**

# 1

## Attendance

(Secondary)

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**A1T/Cat. 1: Excessive Absences**

**A2T/Cat. 1: Truancy**

**A3T/Cat. 1: Leaving Without Permission**

Students are expected to arrive at school and all classes on time every day.

### **A. Excessive and Unexcused Tardiness or Absences to School or Class**

Students are expected to attend all assigned classes every day. Absence from class includes late arrival, early dismissal or being missing from any class. Justifiable reasons for non-attendance should be submitted to the school for each absence, late arrival, or class absence. Absences from class require approval from an administrator. Unexcused tardiness and/or skipping class are considered violations of compulsory attendance.

### **B. Compulsory Attendance**

When a student accumulates five (5) unexcused absences, the parent/guardian will be contacted and a plan will be developed to resolve the student's nonattendance.

When a student accumulates six (6) unexcused absences, the school social work supervisor will report the attendance status to the commonwealth's attorney's office.

When a student accumulates seven (7) unexcused absences, the school social worker will file a complaint against the student and/or parents through Henrico Juvenile & Domestic Relations Court.

### **C. Truancy**

All student absences are considered unexcused unless the parent either calls the school or sends a written note to provide a justifiable reason for the absence within 24 hours of the absence. Acceptable excuses include the following:

1. Illness of student
2. Serious illness in family which necessitates absence of student
3. Death in family
4. Special and recognized religious holidays
5. Other reasons approved by principal

**A written statement by a physician may be required when a student misses more than 10 days during the school year because of illness.**

### **D. Leaving School Property without Permission**

Once a student arrives on school property, he may not leave without administrative permission prior to the end of the regularly scheduled day. Students with early dismissals must sign out prior to leaving school. High school students, with written authorization from a parent or legal guardian, may sign themselves out; however, elementary/middle school students must be signed out by a parent or legal guardian who must present a pictured ID card when picking a student up from any school.

# 2

## Substance Abuse

(Secondary)

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

### A. Alcohol

#### 1. Use/Possession of Alcohol

**AC1/Cat.4: Alcohol Use**

**AC2/Cat. 4: Alcohol Possession**

Students shall not use, be under the influence of, or have in their possession any alcoholic beverages on school property or at any school-sponsored event.

#### 2. Possession with Intent to Sell or Distribute

**AC3/Cat. 5B: Alcohol Sales/Distribution**

Students shall not possess alcohol or alcoholic beverages on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

### B. Drugs

#### 1. Possession/Use

**DG1/Cat. 5B: Schedule I & II Drug Use (e.g., heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, Oxycontin®, etc. includes controlled substance analogs and cannabimimetic agents)**

**DG2/Cat. 5B: Schedule I & II Drug Possession (includes controlled substance analogs and cannabimimetic agents)**

**DG5/Cat. 4: Synthetic Marijuana Use or Possession**

**DG7/Cat. 4: Marijuana Use**

**DG8/Cat. 4: Marijuana Possession**

**D10/Cat. 4: Other Drug Use/Possession (includes cannabimimetic agents)**

**D11/Cat. 4: Other Drug or Paraphernalia Possession (includes cannabimimetic agents)**

**D15/Cat. 4: Possession of Inhalants**

**D16/Cat. 4: Use of Inhalants**

**D17/Cat. 4: Substances Represented as Drugs (Look-alikes)**

**D20/Cat. 4: Anabolic Steroid/Use and Possession**

Students shall not use, be under the influence of, or have in their possession any drugs and/or drug paraphernalia on school property or at any school-sponsored event.

The possession of a Schedule I & II Drug (e.g. heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, Oxycontin®, etc., includes controlled substance analogs and cannabimimetic agents as further described in the Definitions section of this Code).

**FOR ANY SECONDARY STUDENT POSSESSING A SCHEDULE I OR II DRUG WITHOUT A VALID PRESCRIPTION - WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION. Certain circumstances will warrant a recommendation for expulsion; however, the following consequences will apply:**

**First Offense Consequence**

- Refer the incident to an administrative school hearing chaired by the building principal and/or designee.
- (a) A minimum out-of-school suspension of 6-10 school days is mandatory.
  - (b) A mandatory 30-calendar-day suspension from all VHSL team participation and extracurricular activities.
  - (c) If a student has an illegal substance in a motor vehicle, parking permit privileges will be revoked for 20 school days.
  - (d) Absences as a result of out of school suspension will be unexcused, with no right to make up missed work; however, if the student successfully completes the school division's Awareness and Intervention Program and if the student and parent participate in one meeting with Program staff, the student will be allowed to complete missed assignments. Any student participating in extracurricular activities must comply with stipulations of the Student Activities Contract on page 15.
  - (e) The parents may enroll the student in a community drug counseling program of their choice and sign permission to share information between the school and the program. In this case the provisions of paragraph 1(d) shall apply.

**Subsequent Drug and/or Alcohol Abuse Offenses Consequence (Cumulative within 3 years)**

In addition to any of the penalties described under possession, the following **will be** implemented:

- (1) Referral to Student Support & Disciplinary Review Office
- (2) **RECOMMENDATION TO THE SCHOOL BOARD FOR EXPULSION**

*A prior drug and/or alcohol offense that resulted in expulsion will be regarded as a "First Offense" for the purposes of determining whether the consequence for a "Subsequent Drug and/or Alcohol Offense" is applicable.*

**2. Possession with Intent to Sell or Distribute**

- DG3/Cat. 5B: Schedule I & II Drug Sale/Distribution**
- DG6/Cat. 5B: Synthetic Marijuana Distribution and Sale**
- D6G/Cat. 5A or 5B: Over-the-Counter/Prescription Medication/Sale/Distribution**
- DG9/Cat. 5B: Marijuana Sale/Distribution**
- D12/Cat. 5B: Other Drug Sale/Distribution (includes cannabimimetic agents)**
- D17/Cat. 5A: Substances Represented as Drugs (Look-Alikes)**
- D19/Cat. 5B: Anabolic Steroid Sale/Distribution**
- DR3/Cat. 5B: Drug violations of prescription drugs, theft, or attempted theft of prescription drugs**

Students shall not possess drugs or drug paraphernalia on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take orders for, or arrange for a sale to occur before, during, or after school.

Students shall not manufacture, distribute, intend to distribute, or possess on school property or at a school-sponsored event, any of the following: drugs (including anabolic steroids and cannabimimetic agents), chemicals, or look-alike/imitation drugs, or chemicals.

### **3. Possession or use of Medication and Prescription Drugs**

**D4G/Cat. 4: Over-the-Counter Medication Use**

**D5G/Cat. 3: Over-the-Counter Medication Possession**

**DR3/Cat. 4: Drug violations of prescription drugs, theft, or attempted theft of prescription drugs**

In order that school authorities will know what medicine a student is taking in case of an emergency and in order to prevent trafficking of drugs, no student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use, unless his parent or guardian has requested and received permission from the school for the student to possess and self-administer prescribed medication in accordance with School Board policy. Medication and prescription drugs shall not be taken to school by the student. A parent or guardian is required to take all such items to the school's clinic for documentation. "Medication" shall mean any drug or other substance used in treating illnesses, disorders, healing, or relieving pain, including over-the-counter drugs, such as aspirin, cough syrups, gargles, cold tablets, and the like.

# 3

## Dangerous Objects and Firearms (Secondary)

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*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

W1P/Cat. 3 or 4:	Possession of Ammunition
W2P/Cat. 4 or 5A:	Possessing or Bringing to School or a School-Sponsored Event any Substance Used as a Weapon (Mace, Tear Gas, or Pepper Spray)
WP0/Cat. 4:	Possession of Pneumatic Weapon (BB Gun, Paintball Gun, or Pellet Gun)
WP1/Cat. 5B:	Possession of Firearm
WP2/Cat. 5B:	Possession of a Shotgun or Rifle
W3P/Cat. 4:	Bringing a Toy/Look-alike Gun to School or School Event
W9P/Cat. 4:	Bringing Fireworks, Firecrackers or Stink Bombs to School or School Event
WP4/Cat. 5A:	Possession of Weapon that Expels a Projectile
WP5/Cat. 5A:	Possession of a Knife (Blade 3 inches or longer)
WP6/Cat. 4 or 5A:	Possession of Explosive Device or a Bomb
WP7/Cat. 5a or 5B:	Use of Explosive Device or a Bomb
WP8/Cat. 5A:	Possession of Other Firearms
WP9/Cat. 4 or 5A:	Possession of Other Weapons
W8P/Cat. 4:	Bringing Razor Blades/Box Cutter to School or School Event
WS1/Cat. 4:	Possession of Stun Gun
WT1/Cat. 4:	Possession of Taser

In accordance with § 22.1-277.07 of the Code of Virginia, a student who is determined to have possessed a firearm or an air rifle or BB gun on school property, in a school division vehicle, or at a school-sponsored event may be expelled for no less than one calendar year (365 days). The Superintendent, his designee, or the School Board may determine, based on the facts of the particular case, that special circumstances exist and no disciplinary action or another disciplinary action is appropriate.

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's resource officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

Each student who attends school in Henrico County has the right to learn in a safe environment with others who respect his/her well-being. The following categories are considered extremely serious violations which threaten a suitable and secure learning environment:

- A. The possession of dangerous objects is prohibited. Dangerous objects include the representation of items commonly understood to be inappropriate to school activities. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, knives, box cutters, other sharp objects, Chinese stars, mace, firecrackers, fireworks, stink bombs, etc. Also included is the misuse of commonplace objects, including but not limited to keys, locks, etc. Violation of this rule may result in a recommendation for expulsion.
- B. The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property.
- C. The objects noted in A and B used or intended to intrude on the security and safety of fellow students and school personnel **WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- D. The possession, use, or representation of a firearm, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity, is prohibited unless specifically authorized by school officials. Firearms which meets the definition of firearm in the *Code of Virginia*. **VIOLATION OF THIS RULE WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**

- E. The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials.
- F. Possession of a Pneumatic Weapon (includes pellet guns, BB guns, CO<sub>2</sub> air pistols, stun weapons, paint ball guns, and any other device utilizing air driven projectiles) **does not require, but may result in a recommendation for expulsion.**

# 4

## Disruptive Behavior

(Secondary)

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D5C/Cat. 3:	Classroom or Campus Disruption
D6C/Cat. 2 or 3:	Using Obscene or Inappropriate Language or Gestures
D8C/Cat. 1:	Minor Insubordination
GA1/Cat. 4 or 5A:	Gang Activity (Cat. 5B - for a subsequent offenses)
G1B/Cat. 2:	Gambling
RG1/Cat. 4 or 5A:	Inciting a Riot
RG2/Cat. 4:	Attempting to Incite a Riot
S1V/Cat. 4:	Inappropriate Personal Property
S3V/Cat.1 or 2:	Other School Code Violation
BO4/Cat. 5A:	Setting Off False Fire Alarm
C1M/Cat. 2:	Electronic Devices
C2M/Cat.2:	Cellular Telephones
D1C/Cat. 1 or 2:	Disrespect (walking away, etc.)
D2C/Cat. 1 or 2:	Defiance (refuses to follow directives)
D3C/Cat. 2:	Disruptive Demonstrations
D4C/Cat. 2:	Possession of Obscene or Disruptive Literature

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities is prohibited. **Any communication or activity committed outside of the school setting that interrupts or interferes with the school day is also prohibited, and subject the *Code of Student Conduct*.**

- A. Any event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others is gambling. This violation includes exchanging items of value, as well as currency, and extends to keeping score for later settlement.
- B. The possession or distribution of print or electronic materials which are obscene, violent, inappropriate, or significantly disruptive to the educational process is prohibited. Included are inappropriate student expression, sexting, threats, hit lists, distribution of non-authorized literature, and illegal assembly.
- C. Verbal assault is cursing, threatening, or using abusive language or written remarks intended to demean or harm a student, staff member, or visitor and is prohibited. This violation includes, but is not limited to: actions, displays, or written material of an obscene, violent, or inappropriate nature and the wearing of clothing or adornments, including inappropriate jewelry, which themselves convey either violent or sexually suggestive messages or offensive statements towards school personnel and/or students (i.e., vulgar language).
- D. Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/volunteers, or law enforcement officers is considered insubordination. Also included is disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers.
- E. Other activities which disrupt the orderly functions of the school include, but are not limited to: demonstrating hostile or disruptive behavior, repeated offenses/violations of the *Code of Student Conduct*, unauthorized fraternities or secret societies, unauthorized sales by students, possession of inappropriate toys, inappropriate use of school lockers and facilities, and setting off false fire alarms.
- F. Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). Section 16.1-260.G. of the *Code of Virginia* requires an intake officer to report to the division superintendent any student against whom a petition is filed for certain offenses including, prohibited criminal street gang activity pursuant to § 18.2-46.2. and recruitment of other juveniles for a criminal street gang activity pursuant to § 18.2- 46.3.



# 5 Assault/Fighting/Threats

(Secondary)

*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

BA1/Cat. 5B:	Battery/Assault (Staff with Weapon)
BA2/Cat. 5A or 5B:	Battery/Assault (Staff no Weapon)
BA3/Cat. 5A:	Battery/Assault (Student with Weapon)
BA4/Cat. 5A or 5B:	Battery/Assault (Student no Weapon)
BA5/Cat. 5B:	Malicious Wounding (No Weapon)
BA6/Cat. 5A:	Battery/Assault (No Injury)
BO1/Cat. 5A:	Bomb Threat
BO2/Cat. 5A:	Chemical/Biological Threat
BO3/Cat. 5A:	Terrorist Threat
ET1/Cat. 3:	Extortion
ET2/Cat. 2:	Attempted Extortion
FA2/Cat. 3:	Fighting - No/Minor Injury (Multiple offenses may result in consequences up to a Cat. 4)
F1T/Cat. 2:	Minor Physical Altercation
H1Z/Cat. 4:	Hazing
ST1/Cat. 4:	Stalking

Students and school personnel are entitled to a school environment free from threat, aggression, and assault.

- A. Actions, comments, or written messages intended to cause others to fight, which may result in a fight, or that obstruct staff from trying to break up a fight/altercation are prohibited.
- B. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.
- C. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a student of his/her rights is prohibited.
- D. Fighting involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to either party, bystanders, or school property.
- E. The willful use of physical violence which is intended to result in bodily injury or the use of a dangerous object in an effort to cause bodily injury is prohibited.
- F. Assault upon a School Board employee, School Resource Officer, Police Officer, School Security Officer, or volunteer is prohibited. **VIOLATION OF THIS RULE SHALL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- G. Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a School Board employee, School Resource Officer, Police Officer, School Security Officer, or volunteer, of his/her rights, or demonstrating hostile acts, is prohibited.
- H. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- I. Cursing, threatening, using abusive language, bullying and cyber-bullying (as further defined in this Code), teasing, hazing, or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, electronic (through any social chat rooms, web space, telephones, or text messaging), physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.
- J. Unsafe conduct which endangers either oneself or others is prohibited.

# 6 Integrity/Honesty

(Secondary)

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**S2V/Cat. 3: Misrepresentation**

**IT1/Cat. 3: Cheating**

**IT2/Cat. 3: Plagiarism**

**IT3/Cat. 3: Falsification**

Henrico County Public Schools students are expected to perform honestly through the production of their own work. They should also demonstrate respect for the belongings and rights of others, including, but not limited to, staff members and volunteers.

The following acts are prohibited:

- A.** Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- B.** Plagiarism includes using or copying the language, structure, idea, and/or thought of another and representing it as one's own original work.
- C.** Falsification includes, but is not limited to, a verbal, written, or electronic transmission (i.e., emails, images), including the production or use of forgery or counterfeiting.
- D.** Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.
- E.** Unauthorized use of technology and information accessed through technology without permission is prohibited as specified in Section 12, "Technology and the Internet." Student files may be subject to search.
- F.** Willful or malicious false accusations/reports against school personnel or other students.

# 7

## Larceny/Theft

(Secondary)

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*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>BK1/Cat. 4:</b>	<b>Actual Burglary</b>
<b>BK2/Cat. 4:</b>	<b>Attempted Burglary</b>
<b>RB1/Cat. 5B:</b>	<b>Actual Robbery</b>
<b>RB2/Cat. 5A or 5B:</b>	<b>Attempted Robbery</b>
<b>TF1/Cat. 4:</b>	<b>Theft of School Property</b>
<b>TF2/Cat. 4:</b>	<b>Theft of Staff Property</b>
<b>TF3/Cat. 4:</b>	<b>Theft of Student Property</b>
<b>TF4/Cat. 4:</b>	<b>Possession of Stolen Property</b>
<b>TF6/Cat. 4 or 5A:</b>	<b>Attempted Theft or Theft of Motor Vehicle</b>

Henrico County Public School students are expected to respect the rights and property of others.

**The following acts are also prohibited:**

- A.** Stealing another person's possessions without right or permission. The possession of stolen property is considered theft.
  
- B.** Any theft of money or personal or public property of significant value and/or theft involving breaking and entering, including lockers (includes unauthorized or illegal use of computer services).

# 8

## Transportation

(Secondary)

**TN1/Cat. 1: Motor Vehicle Regulations (Bus)**

**TN2/Cat. 1: Drivers**

**TN3/Cat. 1: Improper Use of Bicycle**

**TN4/Cat. 1: Walkers/Property/Rights**

Proper behavior is required to, from, and at bus stops (i.e. door to door) and while riding the bus to assure that the rights of others, residential or otherwise, are respected. School bus stops are considered school property. **Students are required to listen to and follow the directions of the bus driver.** Students must ride the bus to which they are assigned. Temporary permission to ride an alternate bus must be granted, in writing, by the principal or designee.

### **The School Bus**

Riding a school bus is a privilege. Students who violate the *Code of Student Conduct* and designated bus rules on the school bus may lose the privilege of riding the bus for a specified period of time or permanently. In addition, other consequences may apply. When the driver requires assistance to resolve a potentially harmful situation on the bus, the principal or designee of the school served by the driver will provide assistance.

Glass containers, inflated balloons, live animals, water guns, skateboards, toy weapons or weapons of any type are not allowed on the bus or at the bus stop. Only band instruments, school projects and backpacks that may be held in the student's lap may be carried on the bus. All provisions of this Code are in full effect on the school bus and include the following rules:

- Follow all directions from the driver and bus assistant
- Remain in your seat and keep all body parts inside of the bus
- No pushing, shoving, fighting or loud noises at any time
- No cursing, abusive or disrespectful language or yelling out of the window
- No eating, drinking or smoking on the bus (see tobacco products definition)
- Do not litter, write on or damage the bus in any way
- Do not throw objects

### **Drivers**

Motorized vehicles of any type are not permitted as a means of transportation to and from school when driven by students enrolled in the elementary or middle schools of Henrico County. High school students who meet the requirements and accept the responsibilities of driving vehicles to school are permitted to do so. This privilege depends upon the student's compliance with the parking and vehicle regulations as prescribed by the individual high school, including consent to search. Students are assumed to have knowledge of and will be held responsible for all items in their vehicles. Failure to adhere to these regulations could result in disciplinary action as listed in the recommended consequences of the *Code of Student Conduct*, including loss of driving privilege and having one's vehicle booted or towed from the premises at the operator's expense.

**Improper Use of Bicycle** Bicycles may be ridden to school. The safety of the riders and the securing of their bicycles is the responsibility of the riders. Improper use of bicycles, such as riding in bus loading areas, constitutes grounds for the loss of bicycle parking privileges at school. Bicycle riders are prohibited from violating the rights of homeowners, apartment dwellers, and businesses on their way to and from school.

### **Walkers/Property/Rights**

Students in elementary, middle, and high schools who live within the designated non-transportation zones are required to arrive promptly at school. Parents are encouraged to identify and assist in the choice of a safe route. Student walkers are prohibited from violating the rights of others including homeowners, apartment dwellers, and businesses on their way to or from school.

***Reminder: The Bus Stop is considered Henrico County Public School property; therefore, all Code of Student Conduct offenses committed at the bus stop shall receive the same consequence(s) as if committed in school.***

***Additionally, the Code of Student Conduct is enforceable from "door-to-door", which means the authority of HCPS begins the moment the student leaves home until the student returns home.***

# 9

## Tobacco Products

(Secondary)

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**TC1/Cat. 2: Tobacco Use**

**TC2/Cat. 2: Tobacco Possession**

**TC3/Cat. 4: Tobacco Sales/Distribution**

**T4B/Cat. 2: Bringing Tobacco Paraphernalia to School or School Event**

The law requires all school buildings to be smoke-free.

All students are PROHIBITED from the use and possession of tobacco products, to include smokeless tobacco, matches, electronic cigarettes and vaporizers, and lighters on school property. This prohibition includes all school-related locations and activities (i.e., bus stops, school buses, extracurricular activities, school-sponsored events, etc.).

# 10 Trespassing

(Secondary)

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**TR1/Cat. 4: Trespassing (A)**

**TR1/Cat. 3: Trespassing (B, C, D)**

Students, patrons, and school personnel are expected to have the appropriate authorization to be on School Board property.

- A.** Any student who has been suspended or expelled from attendance may be considered a trespasser if he/she appears on any Henrico County Public Schools property, or at any Henrico County Public Schools activity, during the suspension/expulsion period. Violation of this section will be considered an additional infraction and will require a separate consequence.
- B.** Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate authorization and supervision may be considered trespassers.
- C.** Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so may be considered trespassing.
- D.** No student or other person may attend or visit a Henrico County school as a guest during the regular school day without authorization from the school's administration.

# 11

## Vandalism

(Secondary)

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**VN1/Cat. 3: Vandalism of School Property (Cat. 4, depending on cost of repair/replacement)**

**VN2/Cat. 3: Vandalism of Private Property (Cat. 4, depending on cost of repair/replacement)**

**VN3/Cat. 3: Graffiti (Cat. 4, if gang related)**

Members of the school community are entitled to enjoy property free from the abuse of others.

Vandalism is the willful marring, defacing, or destruction of School Board property, including leased property or any employee's or other person's property. This section includes, but is not limited to: the buildings, both exteriors and interiors thereof, books, computer equipment and software, school buses, private automobiles, school grounds, and property as designated above. Causing, intent to cause, or attempt to cause damage to school or personal property of others is prohibited.

**Senior pranks that damage property are strictly PROHIBITED and will be considered a Category 4 Offense.**

# 12 Sexual Harassment/Inappropriate Sexual Behavior (Secondary)

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*Some offenses under this section must be reported to the School Resource Officer by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.*

<b>SX0/Cat. 4 or 5A:</b>	<b>Sexual Harassment (Cat. 5B for subsequent offenses)</b>
<b>SX1/Cat. 5A:</b>	<b>Sexual Touching - Staff (Cat. 5B for subsequent offenses)</b>
<b>SX2/Cat. 4 or 5A:</b>	<b>Sexual Touching - Student (Cat. 5B for subsequent offenses)</b>
<b>SX3/Cat. 5B:</b>	<b>Forcible Assault/Rape (Staff)</b>
<b>SX4/Cat. 5B:</b>	<b>Forcible Assault/Rape (Student)</b>
<b>SX5/Cat. 5B:</b>	<b>Attempted Forcible Assault/Rape (Staff)</b>
<b>SX6/Cat. 5B:</b>	<b>Attempted Forcible Assault/Rape (Student)</b>
<b>SX7/Cat. 5A:</b>	<b>Sexual Offenses (Consensual)</b>
<b>SX8/Cat. 5B:</b>	<b>Aggravated Sexual Battery</b>
<b>SB1/Cat. 5B:</b>	<b>Sexual Battery (Staff)</b>
<b>SB2/Cat. 5B:</b>	<b>Sexual Battery (Student)</b>

It is the policy of the Henrico County School Board to maintain a working and learning environment which provides for fair and equitable treatment, including freedom from sexual harassment, for all its employees and students.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

It is prohibited for any student or employee, male or female, to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature. Conditions may include, but are not limited to:

- (1) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
- (2) such conduct creates an intimidating, hostile, or offensive working or learning environment; or
- (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Examples of activities which *could* constitute sexual harassment include, but are not limited to:

- (1) unwelcome leering, sexual flirtations, or propositions;
- (2) unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- (3) graphic comments about an individual's body or overly personal conversation;
- (4) targeted sexual jokes, stories, drawings, pictures, or gestures toward others;
- (5) spreading sexual rumors;
- (6) inappropriate or suggestive sexual gestures;
- (7) cornering or blocking of normal movements;



- (8) displaying sexually suggestive objects in an educational environment; or
- (9) displaying sexually explicit behavior.

Any student who believes that he or she has been subjected to sexual harassment by another student should immediately file a complaint of the alleged act with the principal. The principal shall request that the complaint be in writing. The principal shall investigate the complaint and work towards a resolution of the matter. The principal must immediately report the complaint of the alleged incident to the Student Support & Disciplinary Review Office. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report summarizing the investigation and stating any conclusions or recommendations shall be documented at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any student who is found after an investigation to have engaged in sexual harassment of another student will be subject to disciplinary action appropriate to the offense from a short-term suspension up to a recommendation for expulsion.

# 13

## Technology and the Internet

(Secondary)

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**T1C/Cat. 2: Unauthorized Use of Technology or Information**

**T2C/Cat. 5A: Causing/Attempting to Cause Damage to Computer Software or Files**

**T3C/Cat. 2: Violations of Acceptable Usage Policy**

**T4C/Cat. 3: Violations of Internet Policy**

Technology includes, but is not limited to: computers, electronic devices, software, the Internet, social networks, email, and web pages. All HCPS users are responsible for the appropriate use of all technology to which they have access, even if such use takes place off school property or after school hours.

Technology is constantly in flux; yet the security, safety of, and opportunity for our students and staff is paramount. Students and staff are encouraged to use school division technologies in support of teaching and learning, recognizing that there is an inherent responsibility to protect one's self, others, and property in the process. To minimize risk, HCPS employs a number of tools and monitoring technologies, such as filters, designed to comply with relevant laws as well as to create a reasonable expectation of safety. It is ultimately up to each individual student or staff member to be responsible for his or her use of these networks and to understand the specific policies herein as they pertain to computer, network and Internet use. Refer to pages 12-14 for guidelines on the use of Technology & the Internet.

# 14

## Arson: Actual/Attempted

(Secondary)

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**AS1/Cat. 5A or 5B:** Arson: Actual

**AS2/Cat. 5A:** Arson: Attempted

**AS3/Cat. 4 or 5A:** Lighted Firecrackers, Cherry Bombs, Stink Bombs (That Contribute to a Damaging Fire)

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's resource officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

- A.** The use, intent to use, or threat to use an explosive, including but not limited to: fireworks, cherry bombs, smoke/stink bombs, or any device contributing to a fire or representation of an explosive device, including a bomb threat, is prohibited. These actions include bringing, receiving, and/or storing the items on school property or at a school-sponsored event.
- B.** The use or intent to use any material (matches, lighters, etc.) which may result in a fire on school property or setting fire to the property of students, staff, or volunteers is prohibited unless specifically authorized by school officials.

# 15 Bullying/Harassment

(Secondary)

*HCPS takes bullying seriously; therefore, additional offenses under this category may warrant more serious consequences.*

**BU1/Cat. 4 or 5A: Bullying**

**BU2/Cat. 4 or 5A: Cyber Bullying**

**HR1/Cat. 4 or 5A: Harassment (Non-Sexual) - physical, verbal, or psychological**

**(Sexual Harassment refer to Code Violation 12)**

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to: physical, verbal, or written intimidation, taunting, name-calling, insults, lies, rumors, social exclusion or isolation, threatening body posture, money or possessions taken or damaged, being threatened or forced to do things, and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments regarding the race, gender, religion, physical abilities, sexual orientation or characteristics of a person or group, or associates of the targeted person or group. Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength is considered bullying and will not be tolerated.

- A. Repeated, unwanted negative overtures and actions over time toward a person or persons are prohibited.
- B. Bullying methods (repeated) such as verbal abuse, social exclusion or isolation, physical abuse, intimidation, lies, rumors, sexual inferences, robbery, damaged personal items, threats, racial attacks, and bullying through electronic devices will not be tolerated.
- C. Electronic bullying and/or cyber-bullying-related activity of any nature and that which is obscene, pornographic, threatening, or otherwise inappropriate, including (but not limited to) email, instant messaging, web pages, and use of hardware and/or software which substantially disrupts or interferes with the safety and welfare of the school and its students, are strictly prohibited, even if such uses/actions take place off school property (i.e., home, business, private property, etc.) Refer to cyber bullying definition on page 65.
- D. The principal or his/her designee is directed to notify the parent of any student involved in an alleged incident of bullying and of the status of any investigation within five (5) school days of the allegation of bullying.
- E. All aspects of the Acceptable Use Policy/Regulation apply to this section on bullying; which can be found at the following link: <http://blogs.henrico.k12.va.us/it/parents/> and <http://webapps.henrico.k12.va.us/policy/> for the full online Henrico County Public Schools policy manual.
- F. Conveying by gestures, notes, or verbal comments with the intent to cause bodily/emotional injury or to deprive a student of his rights is prohibited.
- G. The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- H. Cursing, using abusive language, teasing, hazing (as further defined on page 61), or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

## **Definitions** - of terms related to the disciplinary process.

**Alternative Placements** - In accordance with section 22.1-277.2:1 of the *Code of Virginia*, a student who has been (1) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, regarding weapons, alcohol, drugs, or intentional injury to another person, (2) charged, found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, drugs, a crime that resulted in or could have resulted in injury to others, or with an offense that is required to be disclosed to the Superintendent pursuant to subsection G of section 16.1-260 of the *Code of Virginia*, (3) found to have committed a serious offense or repeated offenses in violation of school board policies; (4) suspended or expelled pursuant to sections 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.08, or subsection B of 22.1-277 of the *Code of Virginia*, the Student Support & Disciplinary Review Office ("SSDRO"), at the direction of the Superintendent, shall determine whether the student shall be required to attend an alternative education program in lieu of a regular education program with the general student population. This section applies regardless of the location of the incident. Refer also to policy and regulation 6-06-008, "Reassignment of Students in Alternative Education Program Following a Criminal Charge or Conviction."

**Alternative School Program** - An instructional program on school sites for students who require an administrative intervention for certain violations of the *Code of Student Conduct*. This allows for the continuation of the academic program while counseling and/or other interventions may be employed.

**Appeal** - To make a request to a higher authority for the review of a disciplinary case.

**Arson** - Deliberately setting a fire on school property which endangers life, limb, or property.

**Assault/Battery** - An actual offensive and intentional touching or striking of an individual, with or without use of a dangerous object or weapon, against his or her will, causing or intending to cause bodily harm.

**Bodily Injury** - (A) a cut, abrasion, bruise, burn, or disfigurement; (B) physical pain; (C) illness; (D) impairment of the function of a body part or mental faculty; or (E) any other injury to the body, no matter how temporary.

**Bomb/Explosive Device** - Any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion in accordance with §22.1-279.3:1 of the *Code of Virginia*.

**Bullying** - A person is being bullied or victimized when he or she is exposed repeatedly and over time to negative actions on the part of one or more persons. Two main components of bullying are aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength. Different forms of bullying are verbal, social exclusion or isolation, physical, lies and rumors, money or possessions taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber bullying via cell phone or Internet (as further defined on page 65). The person who inflicts such activity upon another or others is considered the bully and will be disciplined accordingly. Bullying does not include ordinary teasing, horse-playing, arguing, or peer conflicts.

**Burglary** - Unlawfully entering or attempting to enter a building or other structure with the intent to commit a crime.

**Community Service** - Authorized work in the building, grounds, and/or other appropriate services provided by the student to the school or the community.

**Confiscation** - Any item prohibited by the *Code of Student Conduct* or the law will be removed from the student's possession.

**Consequences** - Recommended actions administrators are to use in handling alleged infractions of the *Code of Student Conduct*.

**Controlled Substance Analogs & Cannabimimetic Agents** - Substances prohibited by *Code of Virginia* §18.2-250 and defined by the *Code of Virginia* §54.1-3446, as amended from time to time (formerly known as “synthetic cannabinoids”, including substances such as “bath salts” and “spice”, now included among Schedule I & II drugs as defined further herein).

**Court Referral** - Violations of the law must be reported to law enforcement in accordance with the *Code of Virginia*, including but not limited to drug offenses, assaults, weapon possession, truancy, or other violations of the *Code of Virginia*. Violations of the law will be reported to the School Resource Officer or other appropriate authority, who will initiate appropriate legal action.

**Criminal Street Gang** - Any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.

**Detention** - A consequence (not to exceed an hour) employed by any teacher or administrator to keep a student before or after school hours or on Saturdays in hope of correcting inappropriate behavior. Parents must be notified.

**Distribution** - The selling, giving, sharing, passing on to, taking orders for, and/or arranging for selling or sharing of a controlled substance to occur.

**Drug Paraphernalia** - Those items described in Section 18.2-265.1 of the *Code of Virginia*, including but not limited to items such as pipe fittings, stems, bowls, bongs, etc.

**Expulsion/Exclusion** - The termination of a student’s privilege to attend school within the school division by a vote of the Henrico County School Board, or the exclusion of a student expelled or withdrawn from admission by a public or private school in or outside Virginia. An expelled or excluded student is ineligible for readmission for 365 calendar days and may only be readmitted upon petition in accordance with School Board policy and procedures as outlined in this Code, in accordance with the *Code of Virginia*, Sections 22.1-277.06, 22.1-277.07, 22.1-277.08, and 22.1-277.2.

**Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)** - The FBA is a process to determine the underlying causes or functions of a child’s behavior that interferes with the learning of the child with a disability or the learning of his or her peers. A BIP uses positive behavioral interventions and supports to address behaviors that interfere with the learning of the child with a disability; interfere with the learning of others; and/or require disciplinary actions.

**Harassment** - Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile educational or work environment.

**Hazing** - Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school, at which hazing that causes bodily injury occurs, shall report the hazing to the Superintendent or the Student Support & Disciplinary Review Office, who shall report it to the local Commonwealth’s Attorney.

**Instructional Support Services Intervention** - When a student experiences repeated problems in school, the school personnel may refer this student to the child study team or other appropriate team or individual for instructional or behavioral support. The student may also be counseled and, if necessary, evaluated for alternative placement and educational program modifications.

**Jurisdiction** - The *Code of Student Conduct* and these related policies apply to any Henrico County Public Schools student. It is enforced when he/she is on school property, while traveling to school or from school, to, from, and at bus stops, in School Board vehicles, and in attendance at school or at any school-sponsored activity. In addition, the *Code of Student Conduct* applies to incidents off school property as referred to in *Definitions - Alternative Placements*. The *Code* also applies to a student's conduct which interferes with or obstructs the orderly operation of the school system or the safety or welfare of students, employees, or volunteers. Students who observe or are subjected to inappropriate actions as described in the *Code* are expected to report such incidences to their school administration. In addition, all students must report to a school staff member any information concerning threats or disruptions involving the safety of students, staff, or the school environment.

**Larceny** - The crime of taking and carrying away the personal property of someone else with the intent to permanently deprive the owner of that property.

**Law Enforcement Agencies** - In cases of serious violations of the law and/or when required by the *Code of Virginia*, the Henrico County Police (to include School Resource Officers), Child Protective Services, and Juvenile Probation Departments may be contacted, consulted, or included in the consequence of student matters. The School Resource Officer usually serves as a liaison for these activities.

**Long-Term Suspension** - A disciplinary action whereby a student is not permitted to attend school for a period of more than 10 school days but less than 365 days.

**Look-alike/Imitation Drugs** - A pill, capsule, tablet, or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana, but which by overall dosage unit, appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet, or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.

**Mediation/Conflict Resolution** - Mediation/Conflict Resolution is a process led by either student and/or staff mediators in which disputants in a conflict are encouraged to meet and resolve their dispute.

**Medication** - any drug or other substance used in treating illnesses, disorders, healing, or relieving pain, including over-the-counter (OTC) drugs such as aspirin, cough syrups, throat lozenges, cold tablets, and the like. OTC drugs are medicines sold directly to a consumer without a prescription from a healthcare professional.

**Minor Consequences** - Minor Consequences include, but are not limited to, lunch detention, after school detention, time out, loss of privileges, assignment of work projects, in-school suspension, etc.

**Parent/Guardian** - A parent is considered a natural parent, parent by legal adoption, or court appointed legal custodian. Teachers, counselors, and administrators are expected to contact parents by phone or letter in an effort to keep them informed of their child's conduct.

**Possession** - Includes bringing, receiving, and/or storing items on school property or at a school-sponsored event. This includes, but is not limited to, items found in personal vehicles parked on school property.

**Restitution** - The replacement of or payment for property taken, damaged, or destroyed will be required.

**Robbery** - Taking, or attempting to take, anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

**Schedule I and II Drugs** - Controlled substances included in Schedules I and II of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812 and further defined in the Code of Federal Regulations, 21 C.F.R. Sections 1300.11 through 1300.15, and the Virginia Drug Control Acts, as further defined in *Code of Virginia* Sections 54.1-3446 and 54.1-3448, all as amended from time to time (includes controlled substance analogs and cannabimimetic agents).

**School Conference with Parent** - Parents are encouraged to set up an appointment with any teacher, school counselor, or administrator to discuss their son's or daughter's progress or problems. If a student is suspended, a parent/guardian may be asked to come to school to initiate reinstatement of the student.

**School Grounds and Property** - Includes land, school facilities, and school vehicles used for the provision of academics, extracurricular programs, and administration by the district. School grounds include parking lots, playgrounds, and recreational places. School grounds also include that portion of the land, school facilities, and other facilities owned by municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

**School Property and Activities** - Includes real and personal property owned, leased, or operated by or on behalf of the School Board. It also includes any school-sponsored event, bus stops, and activity to and from school and bus stops.

**School Resource Officers** - A Henrico County Police Officer is assigned to each middle and high school to assist with the maintenance of safe school environments and to support administration, staff, and students regarding law related topics, and provide informal counseling and role modeling.

**Serious Bodily Injury** - Bodily injury which involves (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a body part or mental faculty.

**Short-term Suspension** - A disciplinary action whereby a student is not permitted to attend school for a period not to exceed 10 school days of in accordance with the *Code of Student Conduct*.

**Student Conference** - The first line of discipline is with the classroom teacher. Formal and informal conferences are held between the student and teacher. If problems become more serious, the grade level administrator will hold a conference with the student in an attempt to improve behavior. The student's counselor often will be included in this conference.

**Student Support & Disciplinary Review Officer (SSDRO)** - The Student Support & Disciplinary Review Officer is the Superintendent's designee. He/she coordinates and enforces the school division's efforts to maintain safe, healthy learning environments in each school. The SSDRO conducts interviews and hearings that are required due to the severity of a student's behavior.

**Suspension** - According to adopted School Board policy, a student may be suspended from school attendance for violations of the *Code of Student Conduct*. Suspensions of students with disabilities shall be consistent with federal and state laws and regulations, as well as School Board policy. A principal or his/her designee may suspend a student up to 10 school days. (A "school day" is defined as any day that schools are open and students are expected to be in attendance.) Prior to suspension, the principal and/or designee should meet with the student. A letter shall promptly be mailed informing the parent of the violation of the *Code of Student Conduct* and the details of the suspension. Suspensions to a disciplinary hearing and recommendations for expulsion may be issued by the principal. Refer also to policy and regulation 6-06-003, "Suspension and Expulsion."

**Suspension Intervention Program** - Under *Codes* 4 (Disruptive Behavior) and 5 (Assaults/Fighting//Threats) of the *Code of Student Conduct* for suspensions of three (3) or more school days, a student in grades K-5 may participate in this program, which allows the maintenance of the core academic subjects in addition to providing anger/conflict management and other problem-solving strategies. This is considered an in-school disciplinary action and may be appealed accordingly. Refer also to policy and regulation 06-06-003, "Suspension and Expulsion."

#### **Technology-Related Terms:**

- **Application** - A program that helps the user accomplish a specific task. Examples include word processing programs or spreadsheet programs.



- **Cyber Bullying** - Abusive behavior including, but not limited to: taunting, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated using information and communication technologies, such as cell phone text messages, pictures, Internet email, social networking sites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile behavior intended to harm others.
- **Extensions** - Small programs that add to or extend the capabilities of the computer's system software.
- **Hacker** - One who uses programming skills to gain illegal or unauthorized access to computers, computer networks, or files.
- **Preferences** - Settings that are altered by the user to personalize the computer. Examples include track pad, date, time, Internet settings, and network settings.
- **Proxy** - Proxy is a computer system or router that can be used to bypass firewall rules, web filters, and/or security policies.
- **Sexting** - The act of sending and receiving sexually explicit messages or photos electronically, primarily through use of cellular phones. This includes consensual and nonconsensual exchange, distribution, or possession of graphic images or messages.
- **Software Image** - The pre-set software image is defined as the configuration of the system software, preferences, and extensions that reside on the computer.
- **System Software** - The programs and routines that control the functioning of the hardware and direct its operation.

**Theft** - The crime of taking and carrying away the personal property of someone else with the intent to permanently deprive the owner of that property.

**Tobacco Products** - Any lit or unlit cigarette, including candy cigarettes, cigar, pipe, and any other smokeless tobacco, dip, chew, and snuff in any form. This includes electronic devices, including electronic cigarettes and vaporizers that emit nicotine vapor, cigarette packages, smokeless tobacco containers, lighters, and any other items containing or reasonably resembling tobacco, tobacco product images and tobacco company logos, such as key chains, t-shirts, ash trays, and coffee mugs.

**Tobacco Use** - Includes smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe, or other object giving off or containing any substance giving off smoke; chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff in any form. This includes electronic devices, including electronic cigarettes and vaporizers that emit nicotine vapor. The term 'use' means the chewing, dipping, lighting, smoking and any other usage of any tobacco product.

**Verbal Assault** - The act of cursing, threatening, or using abusive language or written remarks, intended to demean or harm a student, staff member, or visitor.

**Web Space** - A series of best practices oriented toward assisting people to create dynamic websites. These websites serve as online platforms to allow individuals to use various methods of communication as well as to easily connect various services, personal information, and social activities which utilize web tools. (Example of web tools include: blogs, music, hosting, photo sharing, instant messaging, bulletin boards, online chat rooms, etc.).

## Procedures in the Disciplinary Process

### Appeals:

A decision to suspend a student may be appealed by the student or parent/guardian. An appeal of any suspension shall not hold the suspension in abeyance; meaning, **a student shall remain on out-of-school suspension while awaiting the appeal.** Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A student or parent/guardian may appeal a suspension to the principal of the school, then to the Superintendent's designee, the Director of Student Support & Disciplinary Review Office (SSDRO), in the following manner:

- **In-School Suspensions/Bus Suspensions** - In-school disciplinary actions and bus suspensions taken by a school administrator other than the principal may be appealed in writing, within two (2) working days of verbal or written notification (to include electronic notification) of the suspension, to the principal, *whose decision shall be final*. The principal shall render a decision within three (3) working days of receiving the appeal. If the initial action is taken by the principal, parents may appeal in writing to the SSDRO, within two (2) working days of notification of the principal's decision.
- **Out-of-school suspensions of 10 days or less**
  - A student or parent/guardian shall submit a written letter of appeal, which should include all supporting documentation, to the principal of the school within two (2) working days of verbal or written notification (to include electronic notification) of the suspension. The student or parent/guardian should state specifically the reason(s) for the appeal and consider the following before appealing a suspension: (A) do the facts warrant the suspension; (B) were the consequences appropriate for the behavior; and (C) were school and County procedures followed. The principal shall review the suspension, along with all of the evidence, and render a written decision within three (3) working days.
  - To appeal further, the student or parent/guardian shall submit written notice to the principal within two (2) working days of the principal's decision to uphold the suspension, requesting that the principal forward the letter of appeal and all documentation to the SSDRO for review. The principal shall review the appeal letter and forward the letter and documentation to the SSDRO within two (2) working days. The SSDRO shall review the information, gather additional information, and/or conduct a hearing if necessary, and render a decision. *For suspensions of 10 days or less, the decision of the SSDRO shall be final.*
- **Out-of-school suspensions of more than 10 days (long-term suspensions and recommendations for expulsion)** - The SSDRO may suspend students from school in excess of 10 school days or recommend expulsion to the School Board after the principal has provided to the student or the parent/guardian written notice of the proposed action, the reason therefore, and of the right to a hearing. A decision to suspend a student in excess of 10 days or the recommendation for expulsion may be appealed by the student or the student's parent/guardian. **A student shall remain on out-of-school suspension while awaiting the appeal.** The student or parent/guardian should state specifically the reason(s) for the appeal and consider the following before appealing a suspension:
  - (A) do the facts warrant the suspension;
  - (B) were the consequences appropriate for the behavior; and
  - (C) were school and County procedures followed.

A student or parent/guardian may appeal a suspension in excess of 10 days or a recommendation for expulsion in the following manner:

**Long-Term Suspension:**

- When a student has been suspended by the SSDRO for more than 10 days, but less than 365 days, the student or his or her parent/guardian may appeal that decision to the Assistant Superintendent of Instructional Support. Such an appeal must be in writing and must be filed within three (3) calendar days of the decision to suspend in excess of 10 days. Failure to submit a letter within three (3) calendar days will constitute a waiver of the right to appeal.
- When a student or parent/guardian has requested a hearing with the Assistant Superintendent of Instructional Support in his/her written appeal, the student or parent/guardian will be contacted by the SSDRO with the date, time, and location of the hearing.
- The Assistant Superintendent of Instructional Support shall render a decision based on the record, the written appeal, and any information presented in the hearing and shall inform all parties of the decision within two (2) administrative days. *The decision of the Assistant Superintendent of Instructional Support shall be final.*

**Recommendation for Expulsion:**

- When a student has been recommended for expulsion by the SSDRO, the student or his or her parent/guardian may appeal that decision first to the Assistant Superintendent of Instructional Support. Such an appeal must be in writing and must be filed within three (3) calendar days of the decision to recommend expulsion. Failure to submit a letter within three (3) calendar days will constitute a waiver of the right to appeal.
- If the student or his or her parent/guardian are not satisfied with the decision reached by the Assistant Superintendent of Instructional Support; they have the right to a final appeal to the School Board; which shall be in writing. The SSDRO shall record the date that the appeal is received and provide copies of the appeal to the Assistant Superintendent of Instructional Support and the School Board Clerk.
- The School Board shall, at its monthly meeting or work session, render a decision based on the record, the written appeal, and any information presented in a hearing before the Board.
  - When a student or parent/guardian has requested a hearing before the School Board in his/her written appeal, the student or parent/guardian will be contacted by the School Board Clerk with the date, time, and place of the meeting or work session when the School Board will be acting on the appeal.
  - The School Board shall consider the written appeal and any information presented in the hearing at its monthly meeting or work session and shall inform all parties of its decision within five (5) administrative days of the final vote.

Reference: *Code of Virginia 22.1-277.*

### **Reassignment of Students Following a Criminal Charge or Conviction:**

The Superintendent or his designee shall have authority to reassign a student who has been charged with, or found guilty of, a criminal offense relating to weapons, alcohol or drugs, or intentional injury to another person, to an alternative educational program pursuant to the provisions of section 22.1-277.1:1 of the *Code of Virginia*.

Upon finding that a student has been (1) charged with an offense relating to the Commonwealth's laws regarding weapons, alcohol or drugs, or intentional injury to another person, or (2) found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the Superintendent pursuant to subsection G of section 16.1-260 of the *Code of Virginia*, the Director of Student Support & Disciplinary Review Office (SSDRO), at the direction of the Superintendent, shall determine whether the student shall be required to attend an alternative education program in lieu of a regular education program with the general student population. If the SSDRO determines that an alternative education placement is warranted, the following procedures shall apply:

- The SSDRO shall notify the student and his/her parents in writing of the requirement to attend the alternative education placement. The written notice shall contain (1) the reason for the alternative placement; (2) the anticipated duration of the alternative placement or the conditions necessary for the return to the general student population; (3) the right to request a hearing on the alternative education placement decision within five days of the notice. The student shall not be allowed to attend school with the general student population at any time that the placement decision is under review. However, the student may attend the alternative program, without waiving his/her right for a review of the placement decision.
- Upon receipt of a timely request, the SSDRO shall, within 10 days, conduct a hearing on the alternative placement decision. The purpose of the hearing shall be for the student or his/her parents to state the reasons why they disagree with the alternative placement decision. Written statements or reports relevant to the placement decision shall be added to the hearing record at the discretion of the SSDRO. The presentation of witnesses shall not be allowed. The student or his/her parents shall have the right to bring legal counsel to the hearing.
- The student and his/her parents may, upon request, appear before the Superintendent, or his designee, the Assistant Superintendent for Instructional Support, in advance of the decision whether to sustain the SSDRO's alternative placement decision. The student or his/her parents shall have the right to bring legal counsel to the meeting with the Superintendent or his designee. Based on a review of the written record developed by the SSDRO and any information received in any in-person hearing, the Superintendent, or the Assistant Superintendent for Instructional Support, if the Superintendent is unavailable, shall decide within five (5) days whether to sustain the alternative placement decision or allow the student to return to his/her current placement.
- If the alternative placement decision is sustained, the student and his/her parents shall be notified in writing of the decision. The written notice shall inform the student and his/her parents of their right to request a review of the placement decision by the School Board within five (5) days of the Superintendent's notification.

- Upon receipt of a timely request for a School Board review, the Superintendent shall forward a copy of the entire record to the School Board for review at its next Work Session. Upon review of the record, the School Board shall decide whether to sustain the placement decision or allow the student to return to the general student population. The decision of the School Board shall be final.

### **Enrollment Hearing:**

**Detention, long-term suspension, expellable offense, charge, or violation of the law** - A hearing must be initiated with the Student Support & Disciplinary Review Office for any student seeking enrollment in Henrico County Public Schools who has been discharged from a detention facility; long-term suspended, who committed an expellable offense while attending another school, public or private; or been charged or found guilty of a violation of the law. The hearing will determine if the student will be allowed to enroll in HCPS. The SSDRO's decision will be final unless the parent files a written request for review by the School Board within 10 calendar days of the SSDRO's written decision. The School Board will make a determination based on the record. Exceptional education students will be enrolled/re-enrolled at their home school in compliance with state and federal special education law.

- Students currently enrolled in HCPS will only need an enrollment hearing by the SSDRO if the time served in a detention facility is 31 days or more.
- The enrollment hearing will be held by the building principal or his/her designee for 30 days or fewer.

### **Readmission Hearing:**

A hearing must be initiated with the Student Support & Disciplinary Review Office for any student who has been expelled and seeks readmission. The parent may initiate contact with the Student Support & Disciplinary Review Office to schedule the hearing 60 calendar days prior to the expiration of the 365-calendar-day expulsion time frame. The review will be based on written information only unless otherwise requested by the School Board. In the event approval for readmission is granted, the Superintendent/designee will determine appropriate school placement and the date of reentry. Refer also to policy and regulation 6-06-003, "Suspension and Expulsion."

### **Search and Seizure:**

School authorities reserve the right to conduct random searches of lockers, desks, computers, computer hardware and software, and other property, as well as individuals and their personal belongings. This action will be taken to protect the safety and security of the school environment. School authorities may also conduct a search when there is reasonable suspicion for believing that items will be found that violate the law or school policy, rules, and regulations. The search should be reasonable in scope, duration, and intensity in relation to the item being sought. Students shall be held responsible for all items in their lockers and vehicles. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored activity. If articles violate school policy, rule, regulation, or the law, they will be taken by an administrator. Illegal articles will be turned over to a police officer.

**Automobiles** - Parking on school grounds is a privilege. All personal vehicles parked on school property may be searched as a part of a random search or with reasonable suspicion. Parking on school property shall be deemed a consent to such search.

**Canines** - In an effort to ensure that each school maintains a safe environment, police dogs may be brought onto school property to inspect school premises, including, but not limited to, students, lockers, desks, backpacks, instrument cases, handbags and vehicles.

**Metal Detectors** - School officials may conduct random metal detector searches at any regular or extracurricular school event. School authorities may also use metal detectors for searches when there is reasonable suspicion that the search will disclose the possession of items which violate law or school policy, rules, and regulations. A uniform procedure described in School Board regulation will be used for all metal detector searches. Refer to policy and regulation 6-04-003, "Search and Seizure."

**Surveillance Cameras** - Surveillance cameras may be used on buses, in school facilities, and around school grounds in order to monitor and maintain order, discipline, and school safety.

**Student Records:**

For questions regarding student records, please refer to the *Annual Notice to Students/Parents in Reference to Student Education Records*; which is provided to every student at the beginning of each school year.

**Interim Educational Opportunities:**

For students who have been suspended, and are awaiting a long-term suspension hearing or an expulsion hearing, the following educational opportunities *may* be available:

- Class work sent home
- Home-based Instructional Services
- Home-based Instructional Services with self-directed online learning opportunities
- Temporary alternative placement

**Alternative Placement of Students:**

Students who have been long-term suspended by the SSDRO, or expelled by the School Board are not without educational opportunities during that period. These students are generally placed at an alternative environment where they are able to continue with their academics. The following alternative learning settings *may* be available to HCPS students who have been long-term suspended and/or expelled:

- Home-based Instructional Services
- Home-based Instructional Services with self-directed online learning opportunities
- The Academy at Virginia Randolph (AVR)
- The Generating Recovery of Academic Direction (GRAD) Center - Middle & High Schools
- The Dooley Center for Alternative Education (DCAE)

**ELEMENTARY SCHOOLS**

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Jacob L. Adams	600 S. Laburnum Ave., Henrico, VA 23223	226-8745
Arthur Ashe	1001 Cedar Fork Rd., Henrico, VA 23223	343-6550
George F. Baker	6651 Willson Rd., Henrico, VA 23231	226-8755
Ruby F. Carver	1801 Lauderdale Rd., Henrico, VA 23233	750-2640
Chamberlayne	8200 St. Charles Rd., Henrico, VA 23227	261-5030
Colonial Trail	12101 Liesfeld Farm Dr., Glen Allen, 23059	364-0055
Crestview	1901 Charles St., Henrico, VA 23226	673-3775
Jackson Davis	8801 Nettlewood Dr., Henrico, VA 23229	527-4620
Cashell Donahoe	1801 Graves Rd., Sandston, 23150	328-4035
David A. Kaechele	5680 Pouncey Tract Rd., Glen Allen, 23059	364-8080
Dumbarton	9000 Hungary Spring Rd., Henrico, VA 23228	756-3030
Echo Lake	5200 Francistown Rd., Glen Allen, 23060	527-4672
Fair Oaks	201 Jennings Rd., Highland Springs, 23075	328-4085
Gayton	12481 Church Rd., Henrico, VA 23233	360-0820
Glen Allen	11101 Mill Rd., Glen Allen, 23060	756-3040
Glen Lea	3909 Austin Ave., Henrico, VA 23222	228-2725
Greenwood	10960 Greenwood Rd., Glen Allen, 23059	261-2970
Harvie	3401 Harvie Rd., Henrico, VA 23223	343-7010
Highland Springs	600 W. Pleasant St., Highland Springs, 23075	328-4045
Elizabeth Holladay	7300 Galaxie Rd., Henrico, VA 23228	261-5040
Charles M. Johnson	5600 Bethlehem Rd., Henrico, VA 23230	673-3735
Laburnum	500 Meriwether Ave., Henrico, VA 23222	228-2720
Lakeside	6700 Cedar Croft St., Henrico, VA 23228	261-5050
R. C. Longan	9200 Mapleview Ave., Henrico, VA 23294	527-4640
Longdale	9500 Norfolk St., Glen Allen, 23060	261-5095
Maybeury	901 Maybeury Dr., Henrico, VA 23229	750-2650
Mehfoud	8320 Buffin Rd., Henrico, VA 23231	795-7020
Montrose	2820 Williamsburg Rd., Henrico, VA 23231	226-8765
Nuckols Farm	12351 Graham Meadows Dr., Henrico, VA 23233	364-0840
Pemberton	1400 Pemberton Rd., Henrico, VA 23238	750-2660
Raymond B. Pinchbeck	1275 Gaskins Rd., Henrico, VA 23238	750-2670
Harold M. Ratcliffe	2901 Thalen St., Henrico, VA 23223	343-6535
Ridge	8910 Three Chopt Rd., Henrico, VA 23229	673-3745
Rivers Edge	11600 Holman Ridge Rd., Glen Allen 23059	364-0896
Sandston	7 N. Naglee Ave., Sandston, Henrico, VA 23150	328-4055
Seven Pines	301 Beulah Rd., Sandston, Henrico, VA 23150	328-4065
Shady Grove	12200 Wyndham Lake Dr., Glen Allen 23059	360-0825
Short Pump	3425 Pump Rd., Henrico, VA 23233	360-0812
Skipwith	2401 Skipwith Rd., Henrico, VA 23229	527-4650
Springfield Park	4301 Fort McHenry Parkway, Glen Allen 23060	527-4630
Three Chopt	1600 Skipwith Rd., Henrico, VA 23229	673-3755
Maude Trevvett	2300 Trevvett Dr., Henrico, VA 23228	261-5060
Tuckahoe	702 Forest Avenue, Henrico, VA 23229	673-3765
Twin Hickory	4900 Twin Hickory Lake Dr., Glen Allen 23059	360-4700
Varina	2551 New Market Rd., Henrico, VA 23231	795-7010
Henry D. Ward	3400 Darbytown Rd., Henrico, VA 23231	795-7030



**MIDDLE SCHOOLS**

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Brookland	9200 N. Lydell Dr., Henrico, VA 23228	261-5000
Elko	5901 Elko Rd., Sandston, 23150	328-4110
Fairfield	5121 Nine Mile Rd., Henrico, VA 23223	328-4020
Holman	600 Concourse Boulevard, Glen Allen, 23059	346-1300
Hungary Creek	4909 Francistown Rd., Glen Allen, 23060	527-2640
George H. Moody	7800 Woodman Rd., Henrico, VA 23228	261-5015
Pocahontas	12000 Three Chopt Rd., Henrico, VA 23233	364-0830
Quioccasin	9400 Quioccasin Rd., Henrico, VA 23233	750-2630
John Rolfe	6901 Messer Rd., Henrico, VA 23231	226-8730
Short Pump	4701 Pouncey Tract Rd., Glen Allen, 23059	360-0800
Tuckahoe	9000 Three Chopt Rd., Henrico, VA 3229	673-3720
L. Douglas Wilder	6900 Wilkinson Rd., Henrico, VA 23227	515-1100

**HIGH SCHOOLS**

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Deep Run	4801 Twin Hickory Rd., Glen Allen, 23059	364-8000
Douglas S. Freeman	8701 Three Chopt Rd., Henrico, VA 23229	673-3700
Glen Allen	10700 Staples Mill Rd., Glen Allen, 23060	501-3300
Mills E. Godwin	2101 Pump Rd., Henrico, VA 23238	750-2600
Henrico	302 Azalea Ave., Henrico, VA 23227	228-2700
Hermitage	8301 Hungary Spring Rd., Henrico, VA 23228	756-3000
Highland Springs	15 S. Oak Ave., Highland Springs, 23075	328-4000
John Randolph Tucker	2910 Parham Rd., Henrico, VA 23294	527-4600
Varina	7053 Messer Rd., Henrico, VA 23231	226-8700

**CENTERS AND ALTERNATIVE PROGRAMS**

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Adult Education Center (2 locations)	201 E. Nine Mile Rd., 23075	328-4095
	7850 Carousel Lane, Henrico, VA 23294	527-4660
Program for Academic & Career Empowerment	2202 Mountain Rd., Glen Allen, 23060	261-5070
Center for Diversified Studies	2204 Mountain Rd., Glen Allen, 23060	261-5058
Advanced Career Education Center at Hermitage	8301 Hungary Spring Rd. Henrico, 23228	756-3020
Advanced Career Education Center at Highland Springs	100 Tech Dr., Highland Springs, 23075	328-4075
Nontraditional Programs	5915 Nine Mile Rd., Henrico, VA 23223	328-4280
Safe and Drug-Free Schools Program	2204 Mountain Rd., Glen Allen, 23060	553-4341
The Academy at Virginia Randolph	2204 Mountain Rd., Glen Allen, 23060	261-5085
Virginia Randolph Education Center	2206 Mountain Rd., Glen Allen, 23060	261-5090
Generating Recovery for Academic Direction	201 E. Nine Mile Rd., Henrico, VA 23075	328-1913
GRAD Center (2 locations)	2915 Williamsburg Rd., Henrico, VA 23231	236-5730
New Bridge Learning Center	5915 Nine Mile Rd., Henrico, VA 23223	328-6125

**CENTRAL OFFICE CONTACT PERSONNEL**

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Student Support & Disciplinary Review Office	652-3713
Superintendent	652-3720
Legal Counsel	652-3822
Clerk of the School Board	652-3808

**Acknowledgment of Receipt and Review of the Code of Student Conduct**

I certify:

1. receipt of the Henrico County School Board’s *Code of Student Conduct* and understand that printed therein are Sections 22.1-254 and 22.1-279.3 of the *Code of Virginia*, and the HCPS Acceptable/Safe Use of Technology and the Internet (on page 12), and the HCPS Student Activities Contract (on page 15).
2. that my signature indicates my permission to allow my son or daughter to have access to the Internet under the conditions set forth.
3. that I have reviewed the content of the *Code of Student Conduct*, including school bus rules and the Student Activities Contract with my child.
4. that I have been informed that all personal belongings kept on school property (including on school buses and all other vehicles used for pupil transportation), brought to school-sponsored events, or brought to bus stops will be at the sole risk of the owner. HCPS will not accept responsibility for damage, loss, or theft of any personal belongings on school property, brought to school-sponsored events, or brought to bus stops. This includes damage, loss, or theft to bicycles, motorbikes, motorcycles, motor vehicles, musical instruments, cell phones, electronic devices, clothing, shoes, glasses, and all other personal belongings. Owners shall not assume that personal property will be replaced or repaired by HCPS. Claims for loss or damage to personal property resulting from actions of HCPS employees will be investigated and administered by the County’s Risk Management Division.
5. that I have received and reviewed the HCPS Denial of Permission (“opt-out”) form (found at <http://henricoschools.us/pdf/Schools/DenialOfPermission.pdf>) and Annual Notice to Students/Parents re: Student Education Records (found at <http://henricoschools.us/pdf/EducationRecordsAnnualNotice.pdf>) accompanying the *Code of Student Conduct* and that I understand that I must follow the instructions described therein in order to request non-disclosure of the information listed.
6. that signing below only signifies receipt and review, and furthermore, that by signing this statement of receipt, I am not waiving, but expressly reserving, my rights protected by the constitutions or laws of the United States or Commonwealth of Virginia and my right to express disagreement with a school’s or school division’s policies or decisions.

I understand that this *Code of Student Conduct* applies to my child and all students of Henrico County Public Schools.

\_\_\_\_\_  
Student’s Name/Grade

\_\_\_\_\_  
Student’s Signature/Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent(s)/Legal Custodian(s) Signature/Date

\_\_\_\_\_  
Principal’s Signature/Date

**Please return this page to your child’s teacher within two (2) weeks of enrollment of each new school year.**

**HENRICO COUNTY PUBLIC SCHOOLS  
SCHOOL BOARD**

**Beverly L. Cocke**  
Brookland District

**Roscoe D. Cooper, III**  
Fairfield District

**Michelle F. “Micky” Ogburn**  
Three Chopt District

**Lisa A. Marshall**  
Tuckahoe District

**John W. Montgomery, Jr.**  
Varina District

**ADMINISTRATIVE STAFF**

**Dr. Patrick C. Kinlaw**  
Superintendent of Schools

**Mrs. Nyah D. Hamlett**  
Assistant Superintendent  
Instructional Support

**Dr. William T. Noel, Sr.**  
Director of Student Support &  
Disciplinary Review Office



**P.O. Box 23120  
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