



# *Code of Student Conduct 2021-2022*

**For Questions Contact:  
Disciplinary Review Hearing Office  
(804) 652-3713**

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# Superintendent's Message

Dear Henrico Community Members,

Providing a safe, secure, and welcoming environment for all students and school division personnel who make up the Henrico County Public Schools family is one of my primary and highest responsibilities. To this end, it is important the school division's expectations be clear to students, families, staff, and the community. Therefore, I ask that you take the time to fully read and understand the *Code of Student Conduct*.

Collectively, we all have a role in not only knowing but in meeting the expectations outlined within this *Code of Student Conduct*, as well as in ensuring that our actions lead to outcomes that enable students in our programs to thrive behaviorally, social emotionally and academically. Knowing that student success is contingent not only in the supportive environment within our school programs but within their homes and the community, we invite and encourage parents and other stakeholders to become active and involved partners in promoting a safe and supportive school environment.

Please know that Henrico County Public School personnel are committed to assisting all students in achieving behavioral and academic success. Educators within our programs are dedicated to ensuring open channels of communication with parents/guardians about their child's behavior and for nurturing the skills students need to succeed in school and out of school. Parents/guardians are encouraged to maintain an open dialogue with their child's teacher and other school personnel and should share any pertinent information with staff that may affect student behavior or social emotional well-being. A strong, collaborative partnership between home and school is paramount in ensuring student success.

Thank you for entrusting your child to the care of Henrico County Public Schools. Your cooperation in making yourself familiar with school expectations is appreciated. Together, as partners, we can continue to keep our schools among the safest places in the community for students to grow and learn.

Sincerely,



Dr. Amy E. Cashwell  
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, including virtual classes and other school-sponsored online activities.

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 peaceful 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, gender, gender identity, sexual orientation, age, or disability in any of its programs and activities. The Superintendent of Schools, his/her designee, and the Division Compliance Officer are responsible for the coordination of compliance with these provisions. For additional information, please visit <https://henricoschools.us/notice-of-non-discrimination/> or see School Board Policy P6-04-007 Nondiscrimination.

This *Code of Student Conduct* outlines six (6) student behavior categories and the levels of administrative response(s) that may occur for each. 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.
- 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 the 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, and any HCPS assigned device(s) 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 are defined in more detail in the definitions section of this *Code*.

# Rights and Responsibilities Students

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

- Attending school for free where your parent or legal guardian lives.
- Expecting that your school will be a safe and orderly place that is focused on providing equitable educational opportunities.
- Being respected, 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 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 matters.
- 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.
- Reporting students who make threats to harm others (*If you see something, Say something*).
- Making reports to *Anonymous Alerts*, when needed.
- Practicing inclusion and embracing our differences.
- Reporting security concerns (*unlocked door, unauthorized visitors, etc.*).

# 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 polite and timely manner.
- Working with school administrators and teachers to address any academic or behavioral issues.
- 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 polite 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 welcoming 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 schools by using prevention and intervention strategies, and by following the *Code of Student Conduct*.
- Being polite 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 applying 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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The HCPS dress code policy permits any student to wear any religiously, ethnically, or culturally specific or significant head covering or hairstyle, including hijabs, yarmulkes, headwraps, braids, locs, and cornrows. All students will be subjected to the same set of expectations regardless of gender, gender identity, or gender expression. These expectations should also carry to clubs, and extra-curricular activities. Staff are prohibited from applying the dress code by direct physical contact with a student or a student's attire and from requiring a student to undress in front of any other individual. This policy complies with the *Code of Virginia*.

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 (*on heads*), hats, or face masks (*that covers more than the mouth and nose*) inside school buildings, during regular school hours, unless required for religious or medical reasons.
- Sunglasses (*worn indoors*), unless prescribed by a physician.
- Clothing must reach the tip of the thumb when hands placed at the sides (*arms straight with palms flat*).
- Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity, or messages that negatively represent a religion, ethnicity, culture, sexual orientation, gender, gender identity, transgender status, or people, 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 sweatpants, or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
- Clothing that is see-through, revealing the midriff (*while sitting or standing*), or resembles undergarments.
- Bedroom slippers or shoes with wheels, also known as “Heelys.”

*The administrative team in each school shall have discretion regarding code decisions. Parents of students who violate the dress code may be contacted to provide appropriate clothing for their child(ren), if necessary.*

# 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 not adhering to the *Code of Student Conduct*.

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, Remind 101, 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

Cell phones are required to be out of visible sight, silenced, or in airplane mode, during scheduled class time, 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 distracting.

Recommended Consequences	
<b>First Offense</b>	Parent/Guardian contacted, verbal warning, and the device <i>may</i> be confiscated until the end of class, or the end of the school day.
<b>Second Offense</b>	Parents contacted, the device <i>may</i> be confiscated, but a parent/guardian must come retrieve the device, and other disciplinary consequences may apply.
<b>Third Offense</b>	Insubordination disciplinary consequence.
<b>Fourth Offense</b>	Contact the appropriate Instructional Director to discuss further consequences.

## High School

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 out of visible sight, silenced, or in airplane mode, during scheduled class time. Failure to comply with the policy mentioned above will result in the following actions:

Recommended Consequences	
<b>First Offense</b>	Parent/Guardian contacted, verbal warning, and the device <i>may</i> be confiscated until the end of class, or the end of the school day.
<b>Second Offense</b>	Parents contacted, the device <i>may</i> be confiscated, but a parent/guardian must come retrieve the device, and other disciplinary consequences may apply.
<b>Third Offense</b>	The student <i>may</i> receive in-school suspension. Confiscation of phone, parent/guardian 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 in all school-based learning environments, as a means to enhance their education. Students are provided with HCPS assigned device(s) to enhance their education. All technology resources are provided under the expectation and restrictions delineated in this document.
2. Any technology that is issued for student use is the property of Henrico County Public Schools and must be returned at the end of the academic year (*unless there is an extension at the discretion of division leadership*), 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 follow 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 HCPS assigned device(s) or other electronic device and the contents contained therein on demand with or without notice to the user. Remote monitoring of any HCPS assigned device(s) on the network at each school site, occurs at the discretion of the administrator, Director of Technology, or division leadership.
7. Students may connect a personal, non-school-district-owned device into the HCPS network for the purposes of instruction and learning; however, access to HCPS WIFI and network may be limited for non-school-district-owned devices to preserve network resources for instruction and learning. Technology staff will not install or configure programs or software on personal devices unless at the direction of the Director of Technology for only instructional purposes. 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 HCPS assigned device(s). This includes backing up educational material regularly. Appropriate, properly licensed non-educational files are allowed but should not negatively impact instructional use nor degrade device performance.
4. Files and data on students' HCPS assigned device(s) 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, HCPS assigned device(s) 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 HCPS assigned device(s) hardware and software.
  - a. Students will not dismantle or otherwise physically alter HCPS assigned device(s). 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 approved communications mediums.
  - 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 cyberbullying, 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 HCPS assigned device(s) 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 in any way.
  - b. Students will not attempt to conceal, disguise, or change their user information, nor the identity of their HCPS assigned device(s).
  - 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 **division 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 HCPS assigned device(s) 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) hacking or trespassing of HCPS assigned device(s), (ii) harassment, threats, or cyberbullying via HCPS assigned device(s), and (iii) HCPS assigned device(s) 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, tobacco products 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.

\_\_\_\_\_  
Printed Student's Name/Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's School

\_\_\_\_\_  
Parent's/Guardian's Signature/Date

*The proponent for this form is: DIVISION OF INSTRUCTION  
Telephone: Secondary - 652-3761*

*12/01/2017*

## Student Behavior and Administrative Response (SBAR)

The following behavior categories are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness for administrators, teachers, parents, and counselors of students' social-emotional learning and emphasize the importance of helping students achieve academically and develop Social Emotional Learning (*SEL*) competencies.

<b>Behaviors that impede Academic Progress (BAP)</b>	These behaviors impede academic progress of the student or of other students. They are typically indicative of the student's lack of self-control or self-awareness. The student may need help in understanding how the behavior impacts others, so training in social awareness may also be indicated.
<b>Behaviors related to School Operations (BSO)</b>	These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social-awareness skills.
<b>Relationship Behaviors (RB)</b>	These behaviors create a negative relationship between two (2) or more people that does not result in physical harm. Students who exhibit difficulty with relationship behaviors may also have difficulty with the other social-emotional competencies.
<b>Behaviors that present a Safety Concern (BSC)</b>	These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social-emotional competencies, so the administrator should investigate the underlying motivation for the student's behavior.
<b>Behaviors that Endanger Self or Others (BESO)</b>	These behaviors endanger the health, safety, or welfare of either the student or others in the school community. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social-emotional competencies.
<b>Persistently Dangerous (PD)</b>	Behaviors described in the Virginia's Unsafe School Choice Option Policy (PD) required by the federal <i>Every Student Succeeds Act of 2015</i> .

The categories are a means to sorting behaviors in order to apply leveled administrative responses to student behaviors.

# Leveled Systems of Disciplinary Responses and Instructional Interventions

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In an effective approach to intervention and discipline, when students do not meet behavioral expectations, they receive supports to address the root causes of the behavior and learn appropriate alternatives. When a specific student behavior does not change following an intervention - or the behavior increases in frequency, intensity, or duration - a problem solving approach is used to identify alternative interventions and responses. All stages of a system of intervention should include opportunities for learning acceptable replacement behaviors within the school and community and access to interventions to address the underlying causes of behavior.

Delivering disciplinary responses to unwanted behaviors is often a needed but never sufficient strategy for reducing inappropriate behavior. Therefore, leveled systems of disciplinary responses should always be only one part of more comprehensive policy around behavior that includes instructional, preventive, and proactive strategies as described earlier in this document.

The delivery of disciplinary responses should only serve four (4) key functions:

- preventing a negative behavior from being rewarded
- preventing a problem behavior from escalating
- preventing a problem behavior from significantly interrupting instruction
- preventing physical and/or social emotional harm to others

## Levels of Interventions and Responses

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Administrators and leadership teams should engage in a data driven decision-making process to determine appropriate responses for behaviors at all levels. Disciplinary actions should always be addressed with instruction and intervention. Instruction should focus on helping students develop social-emotional competencies needed to change the unwanted behavior.

In addition, 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. All referrals to an administrator should include communication with the family. Family involvement is critical to addressing unwanted student behavior.

<b>Level 1 Responses</b>	Administrative responses and interventions at this level are intended to prevent further behavioral issues while keeping the student in school.
<ul style="list-style-type: none"> <li>• Re-teaching or modeling of desired behavior</li> <li>• Recognize/Reward appropriate behavior</li> <li>• Written reflection or letter of apology</li> <li>• Peer mediation or conflict resolution</li> <li>• Behavior progress chart</li> <li>• Community service (<i>appropriate to correct the behavior</i>)</li> <li>• ISS/RESET (<i>max. of two days</i>) with behavioral instruction and academic support</li> </ul>	<ul style="list-style-type: none"> <li>• Seat change</li> <li>• Loss of school privileges</li> <li>• Confiscation of item or device by the administration</li> <li>• Administrator/Teacher/Parent/Guardian conference</li> <li>• Detention (<i>before school, at lunch, after school</i>)</li> <li>• Administrator/Student conference and/or Administrator /Student/ Teacher conference</li> <li>• Restitution</li> </ul>

## Level 2 Responses

Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.

- Student conference
- Administrator/Teacher/Parent/Guardian conference
- Check-In/Check-Out
- Mediation or conflict resolution
- Detention (before school, at lunch, after school)
- Referral to Individualized Education Plan (IEP) team conference (*includes re-teaching of expected behavior*)
- Community service (*appropriate to correct the behavior*)
- Referral for community-based services
- Saturday school
- Restitution
- Confiscation
- Temporary loss of privileges
- Administrator/Teacher/Counselor/Student
- Schedule change
- Referral to support services (*e.g., School Counselor, Behavior Interventionist, Mentor Program, and Problem-Solving Team (ex. VTSS), Substance Use and Intervention Program*)
- ISS/RESET with behavioral interventions and/or restorative practices (*one - three days*)

## Level 3 Responses

Dependent upon the severity, chronic nature of the behavior and/or safety concerns, behavior(s) on this level may result in the student's short-term removal from school.

- Administrator/Teacher/Parent/Guardian Conference
- Detention
- Referral for community-based services
- Community service
- ISS/RESET with restorative practices (*three - five days*)
- Functional Behavioral Assessment (FBA) and Behavior Support Plan (BSP) Development (*General Education Students*)
- Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) Development (*Special Education Students*)
- Referral to support services (*e.g., School Counselor, Behavior Interventionist, Mentor Program, Substance Use, and Intervention Program*)
- Short-term OSS (*one - three days for elementary students & one - five days for secondary students*) followed by restorative circle or conference
- Behavior contract (*developed with and signed by the student, parent/guardian, and school officials*)
- Revocation of privileges
- Restitution
- Referral to alternative education programs
- Referral to law enforcement where required

## Level 4 Responses

Interventions and Responses at this level may require a long-term suspension hearing with the DRHO. A referral to the DRHO does not automatically result in a long-term suspension or change of placement.

- Threat Assessment as indicated by the behavior
- Referral to law enforcement, as required
- Long-term revocation of privileges
- Restitution via written contract
- Short-term OSS:
  - *PK to 3<sup>rd</sup> grade (one - three days);*
  - *4<sup>th</sup> to 6<sup>th</sup> grade (four - 10 days); and*
  - *7<sup>th</sup> to 12<sup>th</sup> grade (five - 10 days)*
- Recommendation for a long-term suspension as determined by local policy or by *Code of Student Conduct*.
- Referral for community-based services
- Schedule change
- Parent-Administrator-Teacher-Student behavior contract

## Level 5 Responses

Administrative responses and interventions at this level are reserved for those behaviors that require a recommendation for expulsion. A referral to the DRHO may not automatically result in an expulsion or change of placement.

- Threat Assessment as indicated by the behavior
- Referral to law enforcement (*as required*)
- School reassignment: students may be assigned to another school in the division.
- Recommendation for Expulsion
- Alternative placement

# **ELEMENTARY**

## **SBAR CODES**

## Elementary Schools: Leveled Responses to Student Behaviors

### (BAP) Behaviors that impede the Academic Progress: (Elementary)

<i>SBAR</i>	<i>Category A: Behaviors that Impede the Academic Progress (BAP) of the student or of other students</i>	Level 1	Level 2	Level 3	Level 4	Level 5	SRO
<b>BAP1</b>	Interfering with learning in the classroom ( <i>talking, excessive noise, off-task, out of seat, possessing items that distract, etc.</i> )	*					
<b>BAP2</b>	Interfering with learning outside of the classroom ( <i>excessive noise, interrupting a class, etc.</i> )	*	*				
<b>BAP3</b>	Scholastic dishonesty ( <i>cheating, plagiarism</i> )	*	*				
<b>BAP4</b>	Unexcused tardiness to class	*					
<b>BAP5</b>	Unexcused tardiness to school	*					

### (BSO) Behaviors related to School Operations: (Elementary)

<i>SBAR</i>	<i>Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures</i>	Level 1	Level 2	Level 3	Level 4	Level 5	SRO
<b>BSO1</b>	Altering an official document or record	*	*				
<b>BSO2</b>	Giving false information, misrepresentation	*	*				
<b>BSO3</b>	Refusal to comply with requests of staff in a way that interferes with the operation of school	*	*	*			
<b>BSO4</b>	Failure to be in one's assigned place	*	*				
<b>BSO5</b>	Failure to attend assigned disciplinary setting ( <i>detention, in-school suspension</i> )	*	*	*			
<b>BSO6</b>	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	*	*	*	*		
<b>BSO7</b>	Dress Code Violation	*	*				
<b>BSO8</b>	Gambling ( <i>games of chance for money or profit</i> )	*	*				
<b>BSO9</b>	Possessing items that are inappropriate for school ( <i>examples include toys, literature, electronics</i> )	*	*	*			
<b>BSO10</b>	Possession of stolen items	*	*	*			
<b>BSO11</b>	Unauthorized use of school electronic or other equipment	*	*				
<b>BSO12</b>	Violation of the Acceptable Use of Technology/Internet policy	*	*				
<b>BSO13</b>	Violation of school board policy regarding the possession or use of portable communication devices	*	*				
<b>BSO14</b>	Vandalism, graffiti, or other damage to school or personal property	*	*	*			*

**(RB) Relationship Behaviors: (Elementary)**

<i>SBAR</i>	<i>Category C: Relationship Behaviors (RB) create a negative relationship between 2 or more members of the school community (No physical harm is done)</i>	Level 1	Level 2	Level 3	Level 4	Level 5	SRO
<b>RB1</b>	Bullying with no physical injury	*	*	*	*		
<b>RB2</b>	Cyberbullying	*	*	*	*		
<b>RB3</b>	Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronic means	*	*	*			
<b>RB4</b>	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	*	*	*			
<b>RB5</b>	Stealing money or property without physical force	*	*	*			*
<b>RB6</b>	Speaking to another in an uncivil, discourteous manner	*	*				
<b>RB7</b>	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	*	*				
<b>RB8</b>	Using profane or vulgar language or gestures ( <i>swearing, cursing, hate speech, gang signs or gestures</i> )	*	*	*			*
<b>RB9</b>	Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, transgender status, sexual orientation, or disability	*	*	*	*		
<b>RB10</b>	Failure to respond to questions or request by staff	*	*				
<b>RB11</b>	Unwanted or inappropriate physical contact	*	*	*	*		

**(BSC) Behaviors of a Safety Concern (BSC): (Elementary)**

<i>SBAR</i>	<i>Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school</i>	Level 1	Level 2	Level 3	Level 4	Level 5	SRO
<b>BSC1</b>	Alcohol: Possessing or using alcohol		*	*	*		*
<b>BSC2</b>	Alcohol: Distributing alcohol to other students				*	*	*
<b>BSC3</b>	Drugs: Possessing drug paraphernalia		*	*			*
<b>BSC4</b>	Drugs: Violating school board non-prescription ( <i>over-the-counter</i> ) medication policy or look-alike drug policy		*	*	*		*
<b>BSC5</b>	Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment		*	*	*		
<b>BSC6</b>	Bullying Behavior without physical injury that continues after intervention ( <i>Bullying that leads to physical injury should be classified as Assault and Battery</i> )			*	*		
<b>BSC7</b>	Cyberbullying that continues after intervention ( <i>Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences</i> )			*	*		
<b>BSC8</b>	Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment			*	*		
<b>BSC9</b>	Bus: Distracting the bus driver	*	*	*			

<b>BSC10</b>	Bus: Endangering the safety of others on the bus		*	*			
<b>BSC11</b>	Fire alarm: Falsely activating a fire or other disaster alarm			*	*		*
<b>BSC12</b>	Fire related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke	*	*	*			
<b>BSC13</b>	Engaging in reckless behavior that creates a risk of injury to self or others	*	*	*	*		
<b>BSC14</b>	Fighting that results in no injury as determined by the school administration	*	*	*			
<b>BSC15</b>	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students			*	*		
<b>BSC16</b>	Throwing an object that has the potential to cause a disturbance, injury, or property damage	*	*	*	*		
<b>BSC17</b>	Shoving, pushing striking a student with no visible injury	*	*	*			
<b>BSC18</b>	Exposing body parts, lewd or indecent public behavior		*	*	*		*
<b>BSC19</b>	Physical contact of a sexual nature - patting body parts, pinching, tugging clothing		*	*	*		*
<b>BSC21</b>	Stalking as described in the <i>Code of Virginia</i> section 18.2-60.3		*	*			*
<b>BSC22</b>	Stealing money or property using physical force ( <i>no weapon involved</i> )				*	*	*
<b>BSC24</b>	Leaving school grounds without permission	*	*				
<b>BSC25</b>	Trespassing	*	*	*			
<b>BSC26</b>	Possessing dangerous instruments/substances that could be used to inflict harm upon another			*	*		*
<b>BSC27</b>	Weapons: Possessing any weapon ( <i>other than a firearm</i> ) as defined by § 18.2-308.1				*	*	*

**(BESO) Behaviors that Endanger Self or Others: (Elementary)**

<b>SBAR</b>	<b>Category E: Behaviors that Impede the Academic Progress (BAP) of the student or of other students</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>SRO</b>
<b>BESO1</b>	Assault: Intending to cause physical injury to another person				*	*	*
<b>BESO2</b>	Assault and Battery: Causing physical injury to another person				*	*	*
<b>BESO3</b>	Fighting: The use of physical violence between students or on another person where there is no injury as determined by the school administration		*	*	*		
<b>BESO4</b>	Striking Staff: The use of force against a staff member when no injury is caused		*	*	*	*	*
<b>BESO5</b>	Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications			*	*		*
<b>BESO6</b>	Drugs: Being under the influence of controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications			*	*		*
<b>BESO7</b>	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications			*	*		*
<b>BESO9</b>	Fire: Attempting to set, aiding in setting, or setting a fire *Report to Fire Department *Restitution also required		*	*	*		*
<b>BESO10</b>	Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1		*	*	*		*

<b>BESO11</b>	Hazing as defined in §18.2-56 and noted in § 22.1-279.6		*	*	*		*
<b>BESO12</b>	Threatening, intimidating, or instigating violence, injury or harm to a staff member or members		*	*	*		*
<b>BESO13</b>	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s)		*	*	*		*
<b>BESO15</b>	Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel				*	*	*
<b>BESO16</b>	Using an object not generally considered to be a weapon to threaten or attempt to injure student(s), or other(s)				*	*	*
<b>BESO17</b>	Bomb threat - Making a bomb threat			*	*		*

**(PD) Persistently Dangerous: (Elementary)**

<b>SBAR</b>	<b>Category F: Behaviors described in the Virginia's Unsafe School Choice Option Policy (PD) required by the federal Every Student Succeeds Act of 2015.</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>SRO</b>
<b>SUBCATEGORY 1</b>							
<b>PD1</b>	Homicide - Firearm					*	*
<b>PD2</b>	Homicide - Other Weapon					*	*
<b>PD3</b>	Sexual Assault					*	*
<b>PD4</b>	Attempted Sexual Assault					*	*
<b>PD5</b>	Use of a Bomb					*	*
<b>SUBCATEGORY 2</b>							
<b>PD6</b>	Assault with Firearm or Weapon					*	*
<b>PD7</b>	Actual or Attempted Robbery					*	*
<b>PD8</b>	Kidnapping/Abduction					*	*
<b>PD9</b>	Malicious Wounding without a Weapon					*	*
<b>PD10</b>	Aggravated Sexual Battery on a Student					*	*
<b>SUBCATEGORY 3</b>							
<b>PD11</b>	Illegal Possession of Handgun					*	*
<b>PD12</b>	Illegal Possession of Rifle or Shotgun					*	*
<b>PD13</b>	Illegal Possession of Any Other Projectile Weapon					*	*
<b>PD14</b>	Illegal Possession of Bomb					*	*
<b>PD15</b>	Illegal Possession of Other Firearms					*	*
<b>PD16</b>	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell					*	*

# **SECONDARY**

## **SBAR CODES**

## Secondary Schools: Leveled Responses to Student Behaviors

### (BAP) Behaviors that impede the Academic Progress: (Secondary)

<i>SBAR</i>	<i>Category A: Behaviors that Impede the Academic Progress (BAP) of the student or of other students</i>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>SRO</b>
<b>BAP1</b>	Interfering with learning in the classroom ( <i>talking, excessive noise, off-task, out of seat, possessing items that distract, etc.</i> )	*	*	*			
<b>BAP2</b>	Interfering with learning outside of the classroom ( <i>excessive noise, interrupting a class, etc.</i> )	*	*	*			
<b>BAP3</b>	Scholastic dishonesty ( <i>cheating, plagiarism</i> )	*	*				
<b>BAP4</b>	Unexcused tardiness to class	*					
<b>BAP5</b>	Unexcused tardiness to school	*					

### (BSO) Behaviors related to School Operations: (Secondary)

<i>SBAR</i>	<i>Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures</i>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>SRO</b>
<b>BSO1</b>	Altering an official document or record		*	*			
<b>BSO2</b>	Giving false information, misrepresentation	*	*	*			
<b>BSO3</b>	Refusal to comply with requests of staff in a way that interferes with the operation of school		*	*	*		
<b>BSO4</b>	Failure to be in one's assigned place	*	*				
<b>BSO5</b>	Failure to attend assigned disciplinary setting ( <i>detention, in-school suspension</i> )	*	*	*			
<b>BSO6</b>	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building		*	*	*		
<b>BSO7</b>	Dress Code Violation	*	*				
<b>BSO8</b>	Gambling ( <i>games of chance for money or profit</i> )	*	*				
<b>BSO9</b>	Possessing items that are inappropriate for school ( <i>examples include toys, literature, electronics</i> )	*	*	*			
<b>BSO10</b>	Possession of stolen items		*	*			*
<b>BSO11</b>	Unauthorized use of school electronic or other equipment	*	*	*			
<b>BSO12</b>	Violation of the Acceptable Use of Technology/Internet policy	*	*	*			
<b>BSO13</b>	Violation of school board policy regarding the possession or use of portable communication devices	*	*	*			
<b>BSO14</b>	Vandalism, graffiti, or other damage to school or personal property		*	*	*		*

**(RB) Relationship Behaviors: (Secondary)**

<i>SBAR</i>	<i>Category C: Relationship Behaviors (RB) create a negative relationship between 2 or more members of the school community (No physical harm is done)</i>	Level 1	Level 2	Level 3	Level 4	Level 5	SRO
<b>RB1</b>	Bullying with no physical injury		*	*	*		
<b>RB2</b>	Cyberbullying		*	*	*		
<b>RB3</b>	Posting, distributing, displaying, or sharing inappropriate material or literature, including using electronic means		*	*	*		
<b>RB4</b>	Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature		*	*	*		
<b>RB5</b>	Stealing money or property without physical force	*	*	*			
<b>RB6</b>	Speaking to another in an uncivil, discourteous manner	*	*	*			
<b>RB7</b>	Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	*	*	*			
<b>RB8</b>	Using profane or vulgar language or gestures ( <i>swearing, cursing, hate speech, gang signs or gestures</i> )		*	*	*		*
<b>RB9</b>	Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, transgender status, sexual orientation, or disability			*	*		
<b>RB10</b>	Failure to respond to questions or request by staff	*	*	*			
<b>RB11</b>	Unwanted or inappropriate physical contact	*	*	*			

**(BSC) Behaviors of a Safety Concern (BSC): (Secondary)**

<i>SBAR</i>	<i>Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school</i>	Level 1	Level 2	Level 3	Level 4	Level 5	SRO
<b>BSC1</b>	Alcohol: Possessing or using alcohol			*	*		*
<b>BSC2</b>	Alcohol: Distributing alcohol to other students				*	*	*
<b>BSC3</b>	Drugs: Possessing drug paraphernalia			*	*		*
<b>BSC4</b>	Drugs: Violating school board non-prescription ( <i>over-the-counter</i> ) medication policy or look-alike drug policy			*	*		*
<b>BSC5</b>	Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment		*	*			
<b>BSC6</b>	Bullying Behavior without physical injury that continues after intervention ( <i>Bullying that leads to physical injury should be classified as Assault and Battery</i> )		*	*	*		
<b>BSC7</b>	Cyberbullying that continues after intervention ( <i>Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences</i> )		*	*	*		
<b>BSC8</b>	Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment						
<b>BSC9</b>	Bus: Distracting the bus driver	*	*	*			
<b>BSC10</b>	Bus: Endangering the safety of others on the bus		*	*	*		
<b>BSC11</b>	Fire alarm: Falsely activating a fire or other disaster alarm		*	*	*		*
<b>BSC12</b>	Fire related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke		*	*	*		
<b>BSC13</b>	Engaging in reckless behavior that creates a risk of injury to self or others	*	*	*	*		
<b>BSC14</b>	Fighting that results in no injury as determined by the school administration		*	*	*		

<b>BSC15</b>	Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students			*	*		
<b>BSC16</b>	Throwing an object that has the potential to cause a disturbance, injury, or property damage		*	*	*		
<b>BSC17</b>	Shoving, pushing striking a student with no visible injury	*	*	*			
<b>BSC18</b>	Exposing body parts, lewd or indecent public behavior			*	*		*
<b>BSC19</b>	Physical contact of a sexual nature - patting body parts, pinching, tugging clothing		*	*	*		
<b>BSC21</b>	Stalking as described in the <i>Code of Virginia</i> section 18.2-60.3		*	*	*		*
<b>BSC22</b>	Stealing money or property using physical force ( <i>no weapon involved</i> )		*	*	*		*
<b>BSC24</b>	Leaving school grounds without permission		*	*			
<b>BSC25</b>	Trespassing		*	*	*		
<b>BSC26</b>	Possessing dangerous instruments/substances that could be used to inflict harm upon another			*	*		*
<b>BSC27</b>	Weapons: Possessing any weapon ( <i>other than a firearm</i> ) as defined by § 18.2-308.1			*	*	*	*

**(BESO) Behaviors that Endanger Self or Others: (Secondary)**

<b>SBAR</b>	<b>Category E: Behaviors that Impede the Academic Progress (BAP) of the student or of other students</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>SRO</b>
<b>BESO1</b>	Assault: Intending to cause physical injury to another person			*	*	*	*
<b>BESO2</b>	Assault and Battery: Causing physical injury to another person				*	*	*
<b>BESO3</b>	Fighting: The use of physical violence between students or on another person where there is no injury as determined by the school administration			*	*		
<b>BESO4</b>	Striking Staff: The use of force against a staff member when no injury is caused				*	*	*
<b>BESO5</b>	Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications			*	*		*
<b>BESO6</b>	Drugs: Being under the influence of controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications			*	*		*
<b>BESO7</b>	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications				*		*
<b>BESO9</b>	Fire: Attempting to set, aiding in setting, or setting a fire				*	*	*
<b>BESO10</b>	Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1			*	*		*
<b>BESO11</b>	Hazing as defined in §18.2-56 and noted in § 22.1-279.6		*	*	*		*
<b>BESO12</b>	Threatening, intimidating, or instigating violence, injury or harm to a staff member or members			*	*		*
<b>BESO13</b>	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s)		*	*	*		*
<b>BESO15</b>	Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel				*	*	*
<b>BESO16</b>	Using an object not generally considered to be a weapon to threaten or attempt to injure student(s), or other(s)				*	*	*
<b>BESO17</b>	Bomb threat - Making a bomb threat				*		*

**(PD) Persistently Dangerous: (Secondary)**

<i>SBAR</i>	<i>Category F: Behaviors described in the Virginia's Unsafe School Choice Option Policy (PD) required by the federal Every Student Succeeds Act of 2015.</i>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>SRO</b>
<b>SUBCATEGORY 1</b>							
<b>PD1</b>	Homicide - Firearm					*	*
<b>PD2</b>	Homicide - Other Weapon					*	*
<b>PD3</b>	Sexual Assault					*	*
<b>PD4</b>	Attempted Sexual Assault					*	*
<b>PD5</b>	Use of a Bomb					*	*
<b>SUBCATEGORY 2</b>							
<b>PD6</b>	Assault with Firearm or Weapon					*	*
<b>PD7</b>	Actual or Attempted Robbery					*	*
<b>PD8</b>	Kidnapping/Abduction					*	*
<b>PD9</b>	Malicious Wounding without a Weapon					*	*
<b>PD10</b>	Aggravated Sexual Battery on a Student					*	*
<b>SUBCATEGORY 3</b>							
<b>PD11</b>	Illegal Possession of Handgun					*	*
<b>PD12</b>	Illegal Possession of Rifle or Shotgun					*	*
<b>PD13</b>	Illegal Possession of Any Other Projectile Weapon					*	*
<b>PD14</b>	Illegal Possession of Bomb					*	*
<b>PD15</b>	Illegal Possession of Other Firearms					*	*
<b>PD16</b>	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell					*	*

# **CODE VIOLATIONS EXPLAINED**

# Attendance

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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 or guardian will be contacted, and a meeting will be scheduled to jointly develop a plan to resolve the student's nonattendance. If the student is absent for more than one (1) additional day after a plan has been developed to resolve the absences, a school conference will be held with the administrator or his/her designee, parent or guardian and the student (*if appropriate*). The school conference will be held no later than 10 school days after the student's 10<sup>th</sup> absence.

The conference team will monitor the student's attendance and may meet again as necessary to address concerns and plan additional interventions. If attendance does not improve, a referral will be made to the attendance officer.

Upon receipt of a referral, the attendance officer will schedule a conference with the student and his/her parent or guardian within 10 school days. Following this conference, the attendance officer may file a complaint with the juvenile and domestic relations district court, alleging the pupil is a child in need of supervision or in institute proceedings against the parent.

## 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.

## Substance Abuse

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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.*

### Drugs & Alcohol

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

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

Students shall not use, be under the influence of, or have in their possession any drugs and/or drug paraphernalia, or alcohol 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 his/her 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 14.
- (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 Disciplinary Review Hearing 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.*

Students shall not possess drugs and/or drug paraphernalia, or alcohol on school property or at a school-sponsored event with the intent to sell, give, share, pass 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*).

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.

## Dangerous Objects and Firearms

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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.*

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/her 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 meet 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*) does not require but may result in a recommendation for expulsion.

# Disruptive Behavior

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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, activity, or social media post, committed outside of the school setting that interrupts or interferes with the school day is also prohibited, and subject to 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. Distribution includes sending, forwarding, displaying, retaining, storing, sharing, or posting of obscene or disruptive materials. 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, refusing to comply with reasonable requests made by school personnel, or obstructing school personnel in a way that interferes with the operation of school, is strictly prohibited.
- 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, setting off false fire alarms, and compromising school safety (*propping doors open for easy access, opening doors for individuals instead of making them enter through the main entrance, etc.*).
- 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.

## Assault/Fighting/Threats

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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.*

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 cyberbullying (*as further defined in this Code*), teasing, hazing, or other acts of intimidation are prohibited. This includes, but are 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 actual or perceived race, religion, sex, sexual orientation, gender, gender identity, transgender status, national origin, disability, or intellectual ability.
- J. Unsafe conduct which endangers either oneself or others is prohibited.

## Integrity/Honesty

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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 "Technology and the Internet" on page 39. Student files may be subject to search.
- F. Willful or malicious false accusations/reports against school personnel or other students.

## Larceny/Theft

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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.*

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 HCPS assigned device(s) services*).

# Transportation

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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 his/her 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 his/her 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.

## **Tobacco Products**

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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.*).

## **Trespassing**

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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.

## **Vandalism**

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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, equipment and software of HCPS assigned device(s), 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 Level 4 Offense.*

## Sexual Harassment/Inappropriate Sexual Behavior

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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.*

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 under Title IX is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the educational program or activity. The *Code of Student Conduct* prohibits Sexual harassment under Title IX as well as inappropriate sexual behavior including the distribution of obscene materials, 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 or sexual misconduct 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 online,
- (9) displaying sexually explicit behavior, or
- (10) stalking, dating violence, or domestic violence based on sex.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. Any student who believes he or she has been subjected to inappropriate sexual behavior should immediately report their concerns to their Principal. In addition, any student who believes that he or she has been subjected to sexual harassment by another student or employee should immediately contact the Title IX Coordinator. The Title IX Coordinator can be reached via mail, email, telephone or in person.

Title IX Coordinator  
3820 Nine Mile Road  
Henrico, VA 23223-0420  
[complianceoffice@henrico.k12.va.us](mailto:complianceoffice@henrico.k12.va.us)  
Office: (804) 652-3832  
Fax: (804) 652-3933  
Henrico County Public School Policy <https://webapps.henrico.k12.va.us/policy/chapter.asp>  
Notice of non-discrimination <https://henricoschools.us/notice-of-non-discrimination/>

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.

## Technology and the Internet

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Technology includes, but is not limited to, HCPS assigned device(s), 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 HCPS assigned device(s), network, and Internet use. Refer to pages 11-13 for guidelines on the use of Technology & the Internet.

## Arson: Actual/Attempted

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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.

## Bullying/Harassment

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

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 actual or perceived race, religion, sex, sexual orientation, gender, gender identify, transgender status, national origin, disability, or physical abilities or characteristics, or intellectual ability, or associates of the targeted person or group. More specifically, the use of oral, written, or electronic language, gestures, objects, or images that are racially and/or ethnically offensive is strictly prohibited. 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 cyberbullying-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 cyberbullying definition on page 48.
- 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, 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 actual or perceived race, religion, sex, sexual orientation, gender, gender identify, transgender status, national origin, disability, or intellectual ability.

# **BEHAVIOR SUPPORT & DISCIPLINE IN VIRTUAL LEARNING**

## **Behavior Support & Discipline in Virtual Learning**

The *Code of Student Conduct* applies to all students, including those who are participating in the virtual learning environment. Virtual learning presents both unique opportunities and considerations for supporting student behavior. Evidence-based, in-person classroom management strategies can still be applied in the virtual classroom environment.

Regardless of the classroom setting, the goal is to “create a safe and supportive environment where adults respond to misbehavior with interventions and consequences aimed at understanding and addressing the causes of misbehavior, resolving conflicts, meeting students’ needs and keeping students in school and learning (*Dignity in Schools*).” In Henrico, we are committed to adopting evidence-based, preventative, and positive discipline policies for both in-person and virtual classroom environments. Positive and proactive supports outlined in this document are intended to increasing time spent on instruction by minimizing unwanted behaviors.

### **Behavior and Discipline Considerations**

- Effective implementation of evidence-based school-wide and class-wide supports minimizes time spent responding to disciplinary infractions.
- Some behavior expectations are out of students' control in virtual learning environments:
  - Parents may be at work or working from home and unable to supervise,
  - Students may not have their own private, quiet space to log on to class meetings, and may also be tasked with watching younger siblings while their parents are at work.
  - Teachers should be aware that students may not receive the same behavioral supports at home as they receive during in-person instruction.

## Teacher/Administrator Behavior Response Options in the Virtual Learning Environment

SBAR Code(s)	Teacher-Managed Behavior(s)	Teacher Response Options	Administrator-Managed Behavior(s)	Administrator Response Options
<p><b>BAP1</b> <b>BAP2</b> <b>BSO3</b> <b>BSO7</b> <b>BSO9</b> <b>BSO11</b> <b>BSO12</b> <b>RB3</b> <b>RB4</b> <b>RB6</b> <b>RB7</b> <b>RB8</b> <b>RB9</b> <b>BSC18</b> <b>BESO12</b> <b>BESO13</b></p>	<ul style="list-style-type: none"> <li>• Blurring out</li> <li>• Misuse of materials, chat rooms, etc.</li> <li>• Dress code issues</li> <li>• Offensive music, images, language /gestures, etc.</li> <li>• Unauthorized use of cellular phones</li> <li>• Texting, taking pictures of laptop screen</li> <li>• Turning off camera</li> <li>• Use of unapproved and disruptive virtual backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Increase structure</li> <li>• Minimize distractions</li> <li>• Allow for choice</li> <li>• Re-teach or model desired behavior(s)</li> <li>• Re-teach academic expectations</li> <li>• Recognize/Reward desired behavior</li> <li>• 1:1 Restorative conversation</li> <li>• 1:1 Goal setting</li> <li>• Family contact</li> <li>• Administrator/Teacher/Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Offensive music, images, language /gestures, etc.</li> <li>• Visible use and/or possession of alcohol, drugs, weapons, etc.</li> <li>• Repeated dress code issues</li> <li>• Personal attacks</li> <li>• Threats</li> <li>• Racial slurs, jokes and/or comments</li> <li>• Repeated use of unapproved and disruptive virtual backgrounds</li> <li>• Repeatedly turning off camera</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize Restorative Practices</li> <li>• Student/Family problem-solving conference</li> <li>• Administrator/Teacher/Parent conference</li> <li>• Assign to Timeout</li> <li>• Assign to SUCCESS</li> <li>• Refer student to DRHO</li> <li>• Refer student to DRHO for alternative placement</li> </ul>
<p><b>RB1</b> <b>RB2</b> <b>RB3</b> <b>RB4</b> <b>RB6</b> <b>RB8</b> <b>RB9</b></p>	<ul style="list-style-type: none"> <li>• Cyberbullying</li> <li>• Insensitive jokes and/or comments</li> <li>• Referring to students with insensitive names</li> <li>• Using offensive language about race, ethnicity, gender, gender identity, transgender status, sexual orientation, etc.</li> <li>• Use of unapproved and disruptive virtual backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Take it seriously</li> <li>• Recognize the signs</li> <li>• Ask students to report incidents</li> <li>• Respond to the incident</li> <li>• Engage parents</li> </ul>	<ul style="list-style-type: none"> <li>• Cyberbullying</li> <li>• Racial slurs, jokes and/or comments</li> <li>• Harassment based on gender, gender identity, transgender status, sexual orientation ethnicity, etc.</li> <li>• Threats</li> <li>• Repeated use of unapproved and disruptive virtual backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize Restorative Practices</li> <li>• Student/Family problem-solving conference</li> <li>• Administrator/Teacher/Parent conference</li> <li>• Assign to Timeout</li> <li>• Assign to SUCCESS</li> <li>• Refer student to DRHO</li> <li>• Refer student to DRHO for alternative placement</li> </ul>

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

**Aggravating Circumstances** - For the purposes of §22.1-277 and §22.1-277.05 of the *Code of Virginia*, aggravating circumstances mean, (1) a student engaged in misconduct which caused serious harm (including, but not limited to, physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or (2) a student's presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or (3) a student engaged in a serious offense that is: (a) persistent (repeated similar behaviors are documented on the student's disciplinary record), and (b) unresponsive to targeted interventions as documented through an established intervention 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 Disciplinary Review Hearing Office (*DRHO*), 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 or is exposed to behavior that causes severe emotional trauma. The main components of bullying are aggressive behavior that involves unwanted negative actions that are intended to harm, intimidate, or humiliate the victim, 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, gender bullying, gender identity or transgender identity bullying, and cyberbullying via cell phone or Internet (*as further defined on page 48*). 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.

**Destructive Device** - (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (ii) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in § 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of § 18.2-308.2:2.

**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.

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

**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.

**Firearm** - Any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material or the frame or receiver of any such weapon. "Firearm" does not include any pneumatic gun, as defined in subsection E of [§ 15.2-915.4](#).

**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.

**Gang-related Behavior** - Behaviors relating to any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, (a) which has as one (1) of its primary objectives or activities the commission of one or more criminal activities, (b) which has an identifiable name or identifying sign or symbol, and (c) 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, as defined in §18.2-46.1.

**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** - Recklessly or intentionally endangering 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 Disciplinary Review Hearing Office, who shall report it to the local Commonwealth's Attorney.

**Instructional Support Services Intervention** - When a student experiences repeated problem 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 between 11 and 45 school days. The long-term suspension may extend beyond a 45-school-day period, if the division superintendent or his/her designee finds that (i) the offense involves a firearm or destructive device, firearm muffler or firearm silencer, or a pneumatic gun, drugs, or serious bodily injury or (ii) the local school board or the division superintendent or his/her designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

**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*.

**Stalking** - is defined in § 18.2-60.3. of the *Code of Virginia* as conduct, occurring on more than one occasion and directed at another person, that places that other person in reasonable fear of death, criminal sexual assault, or bodily injury. Stalking also includes, engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. Stalking may also fall under the category of sexual harassment.

**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.

**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 his/her 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 Disruptive Behavior and 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.
- **Cyberbullying** - 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 HCPS assigned device's system software.
- **Hacker** - One who uses programming skills to gain illegal or unauthorized access to the HCPS assigned device(s) networks, or files.

- **Preferences** - Settings that are altered by the user to personalize the HCPS assigned device(s). 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 HCPS assigned device(s).
- **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.

**Weapons (Possession or Use)** - Shall include, but is not limited to, guns, firearms, blank guns, starter guns, paintball guns, pellet guns, air guns, toy guns, tear gas guns, chemical weapons, mace, tear gas, pepper spray, knives, metallic knuckles, blackjacks, explosive devices, joined rings, and other objects that may be used as weapons or imitation weapons. Dangerous objects, for example, may include letter openers, screwdrivers, hammers, hatchets, and other devices that could be used to inflict harm upon another person.

**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 Disciplinary Review Hearing Office (*DRHO*), in the following manner:

- **In-School Suspensions/Bus Suspensions**
  - In-school disciplinary actions and/or 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 DRHO, 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) did school and County follow procedures. 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 DRHO for review. The principal shall review the appeal letter and forward the letter and documentation to the DRHO within two (2) working days. The Superintendent's designee, the Director of Disciplinary Review Hearing Office (DRHO) 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 DRHO shall be final.*
- **Out-of-school suspensions of more than 10 days (long-term suspensions and recommendations for expulsion)** - The DRHO 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 and/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 and/or the student's parent/guardian. **A student shall remain on out-of-school suspension while awaiting the appeal.** A student and/or parent/guardian may appeal a suspension in excess of 10 days or a recommendation for expulsion in the following manner.
  - When a student has been suspended more than 10 days or recommended for expulsion by the DRHO, the student and/or his/her parent/guardian may appeal that decision, first to the Chief of School Leadership. 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. The student or parent/guardian should state specifically the reason(s) for the appeal and consider the following before appealing a suspension: (a) whether the facts warrant the suspension; (b) if the consequences were appropriate for the behavior; and (c) whether school and county procedures were followed. If the student or his or her parent/guardian are not satisfied with the decision reached by the Chief of School Leadership, they have the right to a final appeal to the School Board, which shall be in writing. Such an appeal must be in writing and must be filed within 10 calendar days of the decision to suspend in excess of 10 days. Failure to submit a letter within 10 calendar days will constitute a waiver of the right to appeal. The DRHO shall record the date that the appeal is received and provide copies of the appeal to the Chief of School Leadership 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/her 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 Disciplinary Review Hearing Office (*DRHO*), 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 DRHO determines that an alternative education placement is warranted, the following procedures shall apply:

- The DRHO 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 DRHO 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 DRHO. 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/her designee, the Chief of School Leadership, in advance of the decision whether to sustain the DRHO'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/her designee. Based on a review of the written record developed by the DRHO and any information received in any in-person hearing, the Superintendent, or the Chief of School Leadership, 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 Meeting:**

**Detention, long-term suspension, expellable offense, charge, or violation of the law** - A meeting must be initiated with the Disciplinary Review Hearing 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 meeting will determine if the student will be allowed to enroll in HCPS. The DRHO's decision will be final unless the parent files a written request for review by the School Board within 10 calendar days of the DRHO's written decision. The School Board will decide based on the record. The DRHO will hold a re-enrollment meeting with all Exceptional Education students. Upon re-enrollment, the student's IEP team will be convened at the student's home school to determine the student's placement, in compliance with state and federal special education law.

- Students currently enrolled in HCPS will only need an enrollment hearing by the DRHO 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 Meeting:**

A meeting must be initiated with the Disciplinary Review Hearing Office for any student who has been expelled and seeks readmission. The parent may initiate contact with the Disciplinary Review Hearing 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 readmission. 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, HCPS assigned device(s), HCPS assigned device(s) 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 or 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 DRHO 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, 23228	261-5000
Elko	5901 Elko Rd., Sandston, 23150	328-4110
Fairfield	5121 Nine Mile Rd., Henrico, 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, 23228	261-5015
Pocahontas	12000 Three Chopt Rd., Henrico, 23233	364-0830
Quioccasin	9400 Quioccasin Rd., Henrico, 23233	750-2630
John Rolfe	6901 Messer Rd., Henrico, 23231	226-8730
Short Pump	4701 Pouncey Tract Rd., Glen Allen, 23059	360-0800
Tuckahoe	9000 Three Chopt Rd., Henrico, 3229	673-3720
L. Douglas Wilder	6900 Wilkinson Rd., Henrico, 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, 23229	673-3700
Glen Allen	10700 Staples Mill Rd., Glen Allen, 23060	501-3300
Mills E. Godwin	2101 Pump Rd., Henrico, 23238	750-2600
Henrico	302 Azalea Ave., Henrico, 23227	228-2700
Hermitage	8301 Hungary Spring Rd., Henrico, 23228	756-3000
Highland Springs	15 S. Oak Ave., Highland Springs, 23075	328-4000
John Randolph Tucker	2910 Parham Rd., Henrico, 23294	527-4600
Varina	7053 Messer Rd., Henrico, 23231	226-8700

**CENTERS & ALTERNATIVE PROGRAMS**

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Adult Education Center (2 locations)	201 E. Nine Mile Rd., 23075	328-4095
	7850 Carousel Lane, Henrico, 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 (Hermitage)	8301 Hungary Spring Rd. Henrico, 23228	756-3020
Advanced Career Education Center (Highland Springs)	100 Tech Dr., Highland Springs, 23075	328-4075
Nontraditional Programs	5915 Nine Mile Rd., Henrico, 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 (GRAD) Center	2915 Williamsburg Rd., Henrico, 23231	236-5730
New Bridge Learning Center	5915 Nine Mile Rd., Henrico, 23223	328-6125

**VIRTUAL LEARNING**

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Henrico Virtual Academy	7300 Galaxie Rd., Henrico, 23228	261-5040
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**CENTRAL OFFICE**

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Disciplinary Review Hearing 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, and the HCPS Student Activities Contract.
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 I hereby give Henrico County Public Schools Office of Residency Compliance consent to obtain information about my children and me to verify residency in Henrico County from other governmental agencies and entities, employers, landlords, and utilities.
7. 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**

**Kristi B. Kinsella**  
Brookland District

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

**Michelle F. Ogburn**  
Three Chopt District

**Marcie F. Shea**  
Tuckahoe District

**Alicia S. Atkins**  
Varina District

**ADMINISTRATIVE STAFF**

**Dr. Amy E. Cashwell**  
Superintendent of Schools

**Dr. Ingrid G. Grant**  
Chief of School Leadership

**Dr. William T. Noel, Sr.**  
Director of Disciplinary  
Review Hearing Office



**P.O. Box 23120**  
**3820 Nine Mile Road**  
**Henrico, VA 23223**  
**[www.henricoschools.us](http://www.henricoschools.us)**