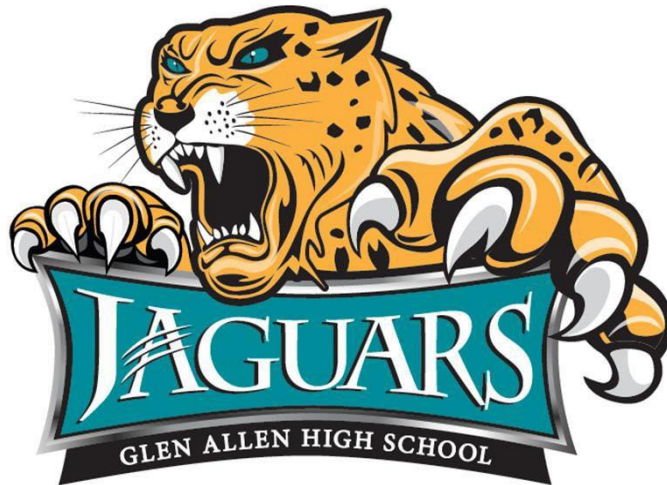


Glen Allen High School



Student Handbook

10700 Staples Mill Road
Glen Allen, VA 23060

Main Office: (804) 501-3300
School Counseling: (804) 501-3310
Student Activities and Athletics: (804) 501-3330

For the most current information, visit our website:

<http://glenallenhs.henricoschools.us/>

**GLEN ALLEN HIGH SCHOOL
STUDENT HANDBOOK
2021 – 2022**

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Henrico County Public Schools

Vision: Henrico County Public Schools will be the PREMIER school division in the United States.

Mission: Henrico County Public Schools, an innovative leader in educational excellence, will actively engage our students in diverse learning experiences that inspire and empower them to become contributing citizens.

Glen Allen High School

Vision: Glen Allen High School provides each student the opportunity to learn in an academically challenging environment that encourages critical thinking, problem solving and creativity. Students are active participants in a learning process that is supported by technology and by learning experiences that inspire and empower them to become contributing citizens in a global society. We embrace the diversity represented in our school and provide a supportive environment that fosters respect for one another, social responsibility, and school pride.

Faculty and Staff 2021-2022

Reginald Davenport	Principal	
Matthew Baedke	Associate Principal	Last Names (Em – La)
Barbara Bonner	Assistant Principal	Last Names (A - El)
Leah Wiedenhoft	Assistant Principal	Last Names (Ri – Z)
Adrienne Harris	Assistant Principal	Last Names (Le – Re)
Michael Jiancristoforo	Director of Student Activities	
Brandon Hardy	Administrative Aide	
Hunter Nuckols	Administrative Aide	
Francel Smith	Administrative Aide	
Jaime Goldberg	Director of School Counseling (All CFEHD Students)	
Jennifer Bolding	School Counselor	Students A – C
Rhonda Martella	School Counselor	Students D – Hi
Danielle DeMary	School Counselor	Students Ho – Mc
TyVaughn Kirby-Johnson	School Counselor	Students Me – R
Abigail Allen	School Counselor	Students w. last name S – Z
Ryan Conway	Director of Center for Education & Human Development (CFEHD)	

ENGLISH DEPARTMENT

Jill Vick – Department Chair

Andrew Carrey	Jonathon Tolbert
Dawn Bullen	Andrew Clock
Chris Bendsen	Melissa McLamb
Robert Meister	Audra Neagle
Layne Nuckols	Lindsey Pantele
Alyssa Shevchuk	Shelby Mugford
Francis Stephens	Karen Canty
	Molly Doss

EXCEPTIONAL EDUCATION

Kristina Craig – Department Chair

Constance Caul	Kailee Case
Stephanie Gibson	Kristine Clopton
Matthew Henshaw	Thomas Grabill
Joshua Loving	Kathleen Lytle
Selene Marsh	Karen Martin
Jennifer Miller	Margaret Rhodes
	Katherine Ward

FINE ARTS

Sherri Matthews – Department Chair/Chorus

Erin Mable, Digital Art	Ryan Addair, Band & Orchestra
Amy Harnsberger, Art	Julie Johnson, Art
Lindsay Steele, Art	Shelby Mugford, English / Theatre Arts

CAREER & TECHNICAL EDUCATION

Shana Katz – Department Chair/FACS

Sandra Brown, FACS	Michele Metcalfe, Business & Marketing
April Eikerenkoetter, Business & Marketing	Hunter Edwards, Finance & Economics
Laura Owen, Business & Marketing	Frederick Gooding, Technology Education
Bruce Timok, Technology Education	Matt Walton, Technology Education
	Brandon Hardy, Technology Education

MATHEMATICS

Kent Givens – Department Chair

Pete Anderson	Bob Peterson
Ricky Burch	Francel Smith
Peter Coffey	Morris Cephas
Trent Dean	Jerry Dawson
Kevin Hoy	Wilma Rios
Derek Anderson	Jebsy Shiju

HEALTH & PHYSICAL (DRIVER) EDUCATION

Matthew Dowell - Department

Kerry Kirchner	Drew Manton
Hunter Nuckols	Ellie Parris
Michele Fritter	Matt Huber

SCIENCE

Samantha Cancro – Department Chair

Grayson McKinney	Adam Ferris
Wendy Genova	Adam Grayson
Andrew Hall	Elizabeth James
Allie Kornacki	Zachary Marinelli
Stephanie Meister	Robin Zakaib
Sara Vogt	Paula Khan
Anne Stuart	

SOCIAL STUDIES

Christopher Clement – Department Chair

Caitlyn Carpenter	Martin Clagett
Ryan Conway	Alexandra Cox
Amanda Hach	Matthew Jones
Jack Hatch	Sarah Anzelmo-Steele
Meg Rutkowski	Mattie Stephens
Elizabeth Puccinelli	Jennifer Strojny
Schuyler VanValkenburg	Ashley Windle
Alyson Carroll	

WORLD LANGUAGES

Anne Lundberg – Department Chair

Manuel Ayala (Spanish)
Anne Fano (Spanish)
Robert Hill (ESL)
Amanda Morgan (Spanish)

Pamela Lewis (French)
Valerie Case (French)
Evan Fulton (Spanish)
Emma Hawthorn (Spanish)
Anamaria Scozzaro (Spanish)

Resource and Support Staff

W. Scott Mewborn, Librarian
Nicole Myers, Attendance Secretary
Tim Fenn, Credit Recovery
Frederick Dearhart, Technology Support Technician
Christian Caul, School Security Officer
Taren Meekins, Innovative Learning Coach
Katherine Crump, R.N.
Casey Longobardo, L.P.N.
Bonnie Baber, Front Office Secretary
Charnette Howard, Permanent Substitute Teacher

Nikki DeMarco, Librarian
Kimberly Vickery, Front Office Secretary
Rasmiyyah Rasheed, Assessment & Remediation
Charlie Sykes, Alternative School Placement
Sherry Ingram, Principal's Secretary
Sherri Mason, Counseling Secretary
Shaquera Clawson, Registrar
Cheri Peterson, Financial Secretary
Erik Phillips, Permanent Substitute Teacher

BELL SCHEDULES

Monday Schedule

<u>Time</u>	<u>Classes</u>	<u>Min</u>
7:55 - 8:45	Early Bird Classes	(50)
8:55	Warning Bell	
9:00 – 9:25	HOMEROOM	(25)
9:30 – 10:15	Period 1	(45)
10:20 - 11:50	Period 2 / Period 3	(90)
11:55 – 2:15	Period 4 / Period 5 with LUNCH	
	A. 11:50 – 12:15 [Lunch A] + 12:20 – 2:15[Class]	(25/115)
	B. 11:55 – 12:20 [Class] + 12:20 – 12:45 [Lunch B] + 12:50 – 2:15 [Class]	(25/25/85)
	C. 11:55 – 12:50 [Class] + 12:50 – 1:15 [Lunch C] + 1:20 – 2:15 [Class]	(55/25/55)
	D. 11:55 – 1:20 [Class] + 1:20 – 1:45 [Lunch D] + 1:50 - 2:15 [Class]	(85/25/25)
	E. 11:55 - 1:50 [Class] + 1:50 - 2:15 [Lunch E]	(115/25)
2:20 – 3:55	Period 6 / Period 7	(95)

Day 1 (Periods HR,1, 3, 5, and 7) / Day 2 (Periods HR, 1, 2, 4, and 6)

Tuesday - Friday Schedule

<u>Time</u>	<u>Classes</u>	<u>Min</u>
7:55 - 8:45	Early Bird Classes	(50)
8:55	Warning Bell	
9:00 – 10:15	Period 1 & J-STEP (Jaguar Student/Teacher Enrichment Period)	(75)
10:20 - 11:50	Period 2 / Period 3	(90)
11:55 – 2:15	Period 4 / Period 5 with LUNCH	
	A. 11:50 – 12:15 [Lunch A] + 12:20 – 2:15[Class]	(25/115)
	B. 11:55 – 12:20 [Class] + 12:20 – 12:45 [Lunch B] + 12:50 – 2:15 [Class]	(25/25/85)
	C. 11:55 – 12:50 [Class] + 12:50 – 1:15 [Lunch C] + 1:20 – 2:15 [Class]	(55/25/55)
	D. 11:55 – 1:20 [Class] + 1:20 – 1:45 [Lunch D] + 1:50 - 2:15	(85/25/25)
	E. 11:55 - 1:50 [Class] + 1:50 - 2:15 [Lunch E]	(115/25)
2:20 – 3:55	Period 6 / Period 7	(95)

SCHOLASTIC AFFAIRS

HOMEWORK/CLASSWORK

The amount and frequency of homework varies according to the content and level of courses. When homework or class assignments are missed due to absences or other reasons, students must check with the teacher to get assignments. Obtaining and completing assignments missed are the responsibility of the student. It is not the teacher's responsibility to remind students of missed work.

GRADING SCALE

A+	97 – 100	4.0
A	93 – 96	4.0
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	65 – 66	1.0
F	Below 65	0.0

MAKE-UP WORK

Glen Allen High School students have one week from the day of their absence to make up work. Students are expected to take previously announced/scheduled tests or quizzes given during an absence on the day they return to school. This includes tests that are given on the day the student returns. Note that pre-assigned papers, projects, etc., are not classified as make-up work.

GRADUATION REQUIREMENTS

22 Credit Diploma (Standard):

<http://www.doe.virginia.gov/instruction/graduation/standard.shtml>

26 Credit Diploma (Advanced Studies):

http://www.doe.virginia.gov/instruction/graduation/advanced_studies.shtml

HONOR ROLL

Students enrolled in at least five academic classes achieve this distinction when they earn at least a 3.0 grade point average for a marking period without D's or F's.

ACADEMIC HONOR CODE

"As a student at Glen Allen High School, I will respect the rights of others, assume the responsibility for my own actions, and maintain the basic standards of personal honor. Recognizing the fundamental principles of justice and personal integrity, I pledge to uphold the virtues of the Glen Allen High School Academic Honor Code."

The honor code, established to promote integrity within the student body, is taken seriously and will be strictly enforced.

Academic Honor Code and Integrity violations include, but are not limited to:

- giving or receiving help on graded assignments;
- talking during a test;
- violation of the computer Code of Ethics;
- plagiarism;
- any attempts toward the completion of any act described above.

Policy for Violations:

- The teacher will give a zero on the assignment.
- The teacher will contact the parents.
- The incident will be reported to the grade level principal and the student's counselor.
- The student will receive in-school suspension (second offense)
- May preclude students from participation in an honors society and/or interscholastic activities.

SENIOR EXAM EXEMPTION POLICY

Exams count one-fifth of a semester grade. All students are required to take an exam in each course both semesters; however, a senior may request an exemption for any second semester exam if the following requirements are met:

- The senior must have no more than six (6) unexcused tardies to school. Six unexcused tardies immediately eliminates students from exam exemption eligibility and they are required to take all of their exams.
- The senior must not have more than ten (10) absences [excused or unexcused] to each class (semester class – not more than 5). This does NOT include school-related absences such as field trips, SODA, athletics, and up to five college visits which are pre-approved by the senior class assistant principal. Ten or more absences immediately eliminates the student from exam exemption eligibility in that class.
- The senior must not have more than six (6) unexcused tardies to class, excluding periods 1 and 2. Remember, periods 1 and 2 are considered unexcused tardies to school which is stated above. Three unexcused tardies to class equals one absence as related to the exam exemption criteria. Six unexcused tardies to an individual class eliminates the student from exam exemption eligibility in that class.
- The senior must attend 75% of the daily class time in order to be considered present.
- The senior must not have an infraction of integrity on file with administration (Code 6 – Plagiarism, Cheating, etc.) during the year. An integrity violation eliminates the student from exam exemption in that class.
- The student must have an 80/B average by the end of the third marking period.
- The student must maintain an 80/B average during the fourth marking period.

AP EXAM EXEMPTION

Students taking an AP class (regardless of grade level) can be exempted from the final exam in the AP class as long as they take the AP exam and have met the requirements under the Senior Exam Exemption Policy.

GUIDANCE/LIBRARY/PRINTING/COPYING/JSTEP

SCHOOL COUNSELING DEPARTMENT

School counselors are available to students for both individual and group conferences and for educational and career planning. School counselors may request to see students during the year; however, it is highly desirable that students take the initiative in requesting to see their counselors. Students may make an appointment to see their school counselor by submitting a request in the School Counseling office with the School Counseling secretary. Counselors are also available to students before and after school and, with the teacher's permission, during class periods.

LIBRARY INFORMATION

The library will be open from 8:00 AM-4:20 PM Monday through Thursday, and 8:00 AM to 4:00 PM on Friday (unless posted otherwise). The library is the center for study, research, leisure reading, and collaboration on projects. A café-style area for student use is located at the back of the library. Students are welcome in the library before and after school and during school hours with teacher permission. Lunch in the library programs will be announced each month and students may eat and chat with authors, musicians, scientists, and other community resource people. Books may be checked out at any time during the day and kept for four weeks and renewed for another four weeks. A fine of 5 cents per day will be charged for each overdue book.

PRINTING/COPYING

Students are allowed to use the printers located in the library and at the ends of the 100's and 300's hallways. The only printers to be used during class time are those located in the library. Each machine requires a login, which is the student's individual lunch code. Students are encouraged to use the printers before/after school, during lunch, and between classes rather than losing instructional time during class.

JSTEP

JSTEP is a 25-minute enrichment period held before 1st period Tuesday through Friday. Students can use this time to complete schoolwork, study, or travel to other classes for tutoring, make-up assignments, and attend club meetings.

Students are expected to sign up with their destination teacher before noon in order to travel during JSTEP that day. Once a student has traveled to their destination teacher, they must remain at that location for the duration of JSTEP. No other travel is permitted during JSTEP.

If a student is signed up for multiple destinations on a given day, academics take priority.

ATHLETICS/ACTIVITIES/PARKING

ATHLETIC PROGRAMS

The athletic program offers a variety of team and individual sports for both boys and girls. In order to participate in the athletic program, a student must have a completed Athletic Participation/Parental Consent/Physical Examination Form signed by the doctor, parent, and student. The date on the form must be after May 1, of the previous school year. This form must be given to the coach prior to or on the first day of practice. Physicians give physicals at the school for a nominal fee at the end of each school year. Once a physical form is on file, no other physical is required for additional sports played during that school year.

A student must have passed at least five (5) subjects the *previous semester* and be enrolled in at least five (5) subjects during the current semester to be eligible for participation on an interscholastic team.

Henrico County Public Schools requires that students who desire to participate in interscholastic

athletics governed by the Virginia High School League (VHSL) maintain certain minimum grade point averages (GPA) in order to be eligible for/continue to participate in a related athletic program. Students may be eligible for participation with a semester or cumulative GPA of 2.0.

STUDENT ACTIVITIES

All students are encouraged to participate in areas in which they have a talent or an interest. There is a list of all clubs and activities on the GAHS website. Club interest meeting will be held in September and October of each new school year. Students can also see the Director of Student Activities for additional information.

FUNDRAISING

School-related fund raising projects, on or off campus, must have sponsor and principal approval.

CLASS ORGANIZATION

Each grade has its own class organization with elected officers, faculty sponsors, and supervising administrator. It is within this framework that class activities are planned and implemented.

STUDENT GOVERNMENT

The Student Cooperative Association (SCA) promotes student unity, participation, communication, and understanding between students and faculty. The SCA also exercises control through its elected officers of all student organizations with the exception of class organizations. Students are represented through elected homeroom representatives at the SCA meetings.

HONOR SOCIETIES

These groups recognize outstanding achievement in the performing arts, foreign languages, math, art, and science. Membership is based on one, or all, of the following factors:

- Teacher recommendation
- Academic performance
- Participation
- Leadership
- Character
- Service

CURRICULUM-ORIENTED CLUBS

These have their nucleus in the subject-area classes. Participation encourages leadership, friendship, and interest through programs, conventions, banquets, and special projects.

SPECIAL INTEREST CLUBS

These are comprised of a cross-section of the student body, each sharing a common interest. They seek members who are anxious to learn and to participate in their varied activities.

SERVICE CLUBS

Service clubs provide service to the school and community. These organizations provide for individual development and constructive activities.

PERFORMING GROUPS

Each of these groups has its own selection process for choosing participants. Examples of the groups are Dance Team, Drama and Forensics groups, Flag Line, Marching Band, Vocal Ensembles and Choral Groups.

STUDENT PARKING

Students are reminded that 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 will be deemed as consent to such searches. Students are held responsible for all items left in their cars.

To be considered for a parking pass, students must complete a parking request application and return the signed application to Ms. Bonner, Assistant Principal, along with photocopies of a valid driver's license and proof of insurance. The student parking fee is \$50 per year.

DISTRIBUTION OF LITATURE AND BUSINESS DELIVERIES

No literature, leaflets, handbills, magazines, or newspapers may be distributed or made available on campus without approval of the principal or her designee.

Gifts: Flowers, balloons, cakes, etc., will not be accepted for students. No balloons on buses.

ATTENDANCE POLICIES

Both class work and teacher interactions are important to the learning process and to high quality instruction. Thus, good attendance and punctuality are emphasized. When a student is absent, the school staff makes every effort to contact a parent on the day of the absence. All students should make good attendance a priority and aim for the attendance award.

Compulsory Attendance

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

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

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

All student absences are considered unexcused until the parent either calls the school or sends in a written note to provide an excusable reason for the absence within 24 hours. Excused absences include:

- Illness of student
- Serious illness in family which necessitates the absence of the student
- Death in the family
- Special and recognized religious holidays
- Other reasons approved by principal up to 5 days
- Other reasons approved by the appropriate level instructional director
- A written statement by a physician or other professional may be required when a student misses over 10 days during the school year.

SOL Test Day Attendance: All students are expected to attend all classes on SOL test days. Any absences on these days are unexcused if they are for any reason not allowable above. On testing days, instruction continues as usual. Your student will miss instruction and/or graded assignments if he/she is absent on testing days.

Assembly Day Attendance: All students are expected to attend all assemblies. Assemblies are planned to enrich the education of all students and they are designed to provide educational opportunities for students that reach beyond the classroom.

Exam Week Attendance: A student cannot be counted present if he/she is not physically in the building. If a student chooses not to attend school on an exam day because he/she is exempt from the exam or has a study hall, it is counted as an absence. The student will not be marked present to school.

College Visits: For a college visit to be considered excused, documentation of the visit must be submitted to the grade level principal. This documentation must include information and a signature from the college that states that you were visiting their campus for academic reasons. This letter comes from the admissions office of the college.

Beginning the School Day: The school building opens for students at 8:15 am. Students are to be in their first block classroom no later than 9:00 when the tardy bell rings. The Warning bell sounds at 8:55.

Tardy to School: Students arriving to school late must report to Door 11 or attendance office. A note from the attendance office is required for the student to be admitted to the classroom late. This will count as a tardy to school. HCPS provides transportation for all students. Tardies resulting from car trouble, traffic, leaving home late, oversleeping, etc... will not be excused.

Excused tardies include:

1. The student arrives with a parent or guardian who verifies the illness or the parent calls the attendance office regarding the illness prior to 9:00 a.m. on the day of the late arrival.
2. The student presents a note from a medical professional verifying an appointment.
3. The student presents a note from a court official verifying an appointment.

Early Dismissals: There are two ways to be released for an early dismissal. Students may take a note to the attendance office between 8:30-8:55 AM. The attendance secretary will give the student a pass to leave class at the designated time. At the time of the early dismissal, the student shows the teacher the attendance slip that was issued by the office earlier that morning and then proceeds to the attendance office to sign-out. The early dismissal request must include:

- The student's full name
- The date of the early dismissal,
- The reason for the early dismissal,
- The signature of the parent, and
- A phone number at which the parent can be contacted for verification.

The second method is for the parent to come into the school to the attendance office, sign the early dismissal form, and have the student sign-out at the attendance office. **Faxed notes and telephone calls are not permitted for early dismissals.** The school must have the parent's original signature to release the student.

If the student returns to school from the early dismissal, he/she needs to sign-in and pick up a pass to class from the attendance office.

Students will only be released to individuals listed on the "Authorization to Pick Up" form. This form is a part of the homeroom packet each year and it should be returned to the school to be placed on file.

Students who arrive on campus prior to 8:15 AM for any school-related activity or other reason must remain for the regular school day unless they have an early dismissal or written permission from an administrator to leave.

Absences: If a student is absent for an approved reason, the parent or guardian needs to call the school at 501- 3300 or send a note within 24 hours of the absence.

Excused absences are unavoidable absences resulting from such circumstances as illness, death in the family, or home emergencies. Students are responsible for obtaining and making up all missed work within the attendance guidelines (see above).

Unexcused absences are those absences from one or more classes without prior approval from a parent or school staff. The following is HCPS policy:

STUDENT DRESS CODE

Each student will receive a copy of the HCPS Code of Student Conduct, to be signed by the student and the parent/guardian and returned to the homeroom teacher.

Henrico County Public Schools Student Dress Code:

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

This dress code will assist parents and students as they make decisions regarding daily attire that contribute to an appropriate, safe, and secure learning environment for all students. Students must dress modestly and in a manner that neither distracts from nor substantially disrupts the learning environment. In support of the *Code of Student Conduct* Dress Code, a student's appearance that is disruptive, distracting, or hazardous is prohibited.

The administration of each elementary, middle, and high 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:*

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

Students must wear clothing as designed (buttoned, zipped, etc.) Students must wear pants on the hips, secured above the buttocks. Students **may not**:

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

DISCIPLINE POLICY

Glen Allen High School students are afforded numerous opportunities to excel. Such opportunities require a school environment that is open to learning and free from distractions, disruptions, and unsafe conditions. Students who choose to disobey those rules, in any school-related setting, shall be subject to the Henrico County Public Schools Code of Student Conduct. Each parent/guardian and student should read the Code of Conduct to better understand the rules and regulations and their applications. All staff members are expected to address violations to the HCPS Code of Student Conduct and students are expected to respond in an appropriate manner when addressed. Failure to respond to a reasonable request by a staff member will result in disciplinary action which can include detention, in-school suspension and/or out of school suspension.

Detention: Detention is held before school from 8:25 until 8:55 and after school from 4:00 until 4:30 on Monday afternoon through Friday morning. Student have one calendar week to serve an assigned detention. Failure to serve detention will result in addition administrative action.

RESET (Alternative School Placement)

Students are assigned to this supervised center for disciplinary infractions. The number of days will be determined by the administrator based on the infraction. Students must complete lessons prepared by the classroom teachers and the supervisor has the authority to assign additional assignments as needed.

Suspensions (OSS): Students suspended out of school may not return to any Henrico County Public School campus until completion of the suspension. If the work is approved to be made up, it is the student's responsibility to obtain the work from the teacher.

Computer Regulations: As stated in the HCPS *Code of Student Conduct* (2015-16), members of the school community are entitled to enjoy property free from the abuse of others. **Vandalism** is the willful marring, defacing, or destruction of School Board property, including leased property such as the laptop computer. This is **not limited to** but includes **computer equipment and software**. Causing, intending to cause, or attempting to cause damage to school property such as **laptops, software, and other computer equipment** is prohibited, and the recommended dispositions as listed in the HCPS *Code of Student Conduct* will apply. Students are also responsible for items in the *Code of Student Conduct* referring to appropriate use of technology and the internet to include plagiarism and pornography. Email threats are classified as a felony.

Electronics

Personal electronic devices such as cell phone are not permitted to be used in the classroom unless directed by the classroom instructor. Any unauthorized use of personal electronic devices will result in confiscation and possible administrative action. Confiscated devices must be picked up by a parent/guardian at the end of the school day.

Please refer to the following website for further policies and regulations:

<https://henricoschools.us/policies-regulations/>