

Hanover County Public Schools

CODE OF STUDENT CONDUCT



2023-2024

HANOVER COUNTY PUBLIC SCHOOLS



2023-2024 SCHOOL CALENDAR

IMPORTANT DATES:

July 3	Offices Closed
July 4	Independence Day; Offices Closed
July 7,14,21,28	Offices Closed
Aug. 4	Offices Closed
Aug. 7-9	New Teachers Report
Aug. 10-11	Teacher Professional Learning
Aug. 14-18	Teacher Workdays and Professional Learning
Aug. 21	First Day of School/Staggered Start
Sept. 1	Student/Teacher Holiday
Sept. 4	Labor Day; Offices Closed
Sept. 22	Interim Report Day
Oct. 20	Student Holiday; End of First Nine Weeks; Prof. Learn AM/Teacher Clerical Day PM
Oct. 23	Student Holiday; Parent/Teacher Conference Day
Nov. 1	Report Card Distribution (K-12)
Nov. 5	Daylight Saving Time Ends
Nov. 7	Election Day; Student/Teacher Holiday
Nov. 17	Interim Report Day
Nov. 22	Student/Teacher Holiday
Nov. 23-24	Thanksgiving Holiday; Offices Closed
Dec. 25-29	Winter Break
Dec. 25-26	Offices Closed
Jan. 1-5	Winter Break
Jan. 1	Offices Closed
Jan. 8	School Reopens
Jan. 12	Last Day of First Semester
Jan. 15	Martin Luther King, Jr. Day; Offices Closed
Jan. 16	Student Holiday; Teacher Clerical Day Inclement Weather Make-Up Day #4
Jan. 17	Second Semester Begins
Jan. 31	Report Card Distribution (K-12)
Feb. 16	Interim Report Day
Feb. 19	Presidents' Day/Student Holiday; Professional Learning AM; Parent/Teacher Conferences PM Inclement Weather Make-Up Day #5
March 10	Daylight Saving Time Begins
March 22	Student Holiday; End of Third Nine Weeks; Prof. Learn AM/Teacher Clerical Day PM Inclement Weather Make-Up Day #6
April 1-5	Spring Break
April 13	Arts and Sciences Festival
April 26	Interim Report Day
May 27	Memorial Day; Offices Closed
May 28-31	Early Release (K-12); Secondary Final Exams
May 31	Last Day of School
June 1	Graduation
June 3	Teacher Workday
June 7,14,21,28	Offices Closed
June 19	Juneteenth; Offices Closed

Early Release:
 12:20 PM JGES
 12:45 PM CSES, LMES, MES
 12:30 PM All Other Elementary Schools
 1:45 PM Secondary Schools

APPROVED REVISION: 6/13/23

July 2023						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21#	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	TH	F	SA
					1^	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	<22>	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20/	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7^	8	9	10	11
12	13	14	15	16	<17>	18
19	20	21	22^	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27^	28^	29^	30
31						

January 2024						
S	M	T	W	TH	F	SA
	1	2^	3^	4^	5^	6
7	8	9	10	11	12/	13
14	15	16+	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	<16>	17
18	19+	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22/+	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	TH	F	SA
	1^	2^	3^	4^	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	<26>	27
28	29	30				

May 2024						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28*	29*	30*	31/*	

June 2024						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*	Early Release Day (K-12)	/	End of Nine Weeks
	Schools/Offices Closed		Student Holiday/ Teacher Workday as indicated
#	First Day of School	^	Student/Teacher Holiday
<>	Interim Report	+	Inclement Weather Make-Up Day

A Days are indicated in RED

Inclement Weather Make-Up Days are designated as follows:

Days 1-3 are Bank Time; Days 4, 5, and 6 are designated in the calendar

Student's Name: _____

School: _____

I. Receipt of Code of Student Conduct

As required by Section 22.1-279.3 of the Code of Virginia, Hanover County Public Schools (HCPS) provides this Code of Conduct for the purpose of distribution to parents and students the Hanover County School Board's standards of student conduct and Virginia's compulsory school attendance law. State law also requires that each parent of a public school student sign and return a statement acknowledging receipt of the School Board's standards of student conduct and the compulsory school attendance law.

Please sign the statement below to acknowledge receipt of the Code of Student Conduct, Virginia's compulsory school attendance law and all other information contained in the Code of Conduct and return this page to your child's school. By signing this statement, parents recognize their responsibility to assist the school in enforcing standards of conduct and attendance but do not waive their rights protected by the constitution or laws of the United States or the Commonwealth of Virginia. Parents have the right to express disagreement with a school's or the school division's policies or decisions.

Signature of Student

Signature of Parent/Guardian

Date

**The Code of Student Conduct can be found on-line at hcps.us.
Contact your student's school if you wish to receive a hard copy of the Code of Student Conduct.**

II. Authorization to Photograph/Videotape Physical Likeness

I grant permission to Hanover County Public Schools to photograph my child and use his/her picture, silhouette, or other reproductions of physical likeness in connection with publications (e.g., newsletters, website, brochures), videotapes, news releases, or television broadcasts of Hanover County Public Schools.

Yes No

I grant permission to photographers representing Hanover County Public Schools to photograph my child for the school yearbook and release my child's full name, grade level and/or homeroom teacher to the yearbook publisher.

Yes No

I grant permission to my child's school to release mailing label information to school picture/yearbook photographers and/or PTA/PTO/PTSA.

Yes No

My signature below indicates that I have read and understand the meaning and effect of this release.
Agreed and accepted:

Signature of Parent/Guardian

Date

III. Directory Information

In accordance with state and federal law on the release of student records, no personal or confidential information concerning a student will be released without written consent of the parent or guardian. Certain types of information about students are considered *directory information*, however, and these can be disclosed by the school division or the student's school. Parents/guardians must submit a written non-disclosure request to the student's school to restrict disclosure of the information that is considered directory information. This non-disclosure request must be received by the student's school administration no later than ten (10) school days from the date on which the parent/guardian receives this notice regarding directory information. **Please place a check in the box indicating any items that you do not permit Hanover County Public Schools to disclose.**

DO NOT DISCLOSE

- Student's name, gender, date and place of birth, and dates of attendance
- Student's participation in officially recognized activities and sports
- Student's height and weight if he or she is a member of an athletic team
- Awards and honors or degrees received by a student
- Yearbook photographs of the student
- Student's name and honors received to members of the Virginia General Assembly (for the purposes of congratulatory communication only)

In addition, the law requires school divisions to provide military recruiters and institutions of higher learning, upon request, with the following information – names, addresses and telephone listing – unless parents/guardians have advised the school division that they do not want their student's information disclosed without their prior written consent. **Please place a check in the box indicating any items that you do not authorize Hanover County Public Schools to disclose.**

- The release of my student's name, address and telephone listing to military recruiters
- The release of my student's name, address and telephone listing to institutions of higher learning

Virginia law prohibits Hanover County Public Schools from disclosing a student's address, telephone number, or email address unless the parent or eligible student (i.e., student 18 years of age or older) has affirmatively consented in writing to such disclosure. **Please place a check in the box indicating those items that you authorize Hanover County Public Schools to disclose.**

HANOVER COUNTY PUBLIC SCHOOLS MAY DISCLOSE THE FOLLOWING:

- Student's address
- Student's telephone number
- Student's email address

Note: According to Section 99.36 of the Family Educational Rights and Privacy Act (FERPA) regulations, educational agencies and institutions may disclose information from educational records to appropriate parties, including parents, whose knowledge of the information is necessary to protect the health or safety of a student or another individual if there is a significant and articulable threat to the health or safety of a student or other individual, considering the totality of the circumstances.

Complete, sign and date the form on the lines below and return it to the child's school within ten (10) school days from the date on which you received this notice.

Signature of Parent/Guardian

Date

Nombre de el/la Estudiante: _____

Escuela: _____

I. Recibo del Código de Conducta Estudiantil

Tal como exige Sección 22.1-279.3 del Código Civil de Virginia, las Escuelas Públicas del Condado de Hanover (HCPS, por sus siglas en inglés) proporcionan este Código de conducta estudiantil con el propósito de distribuir a los padres/madres y estudiantes los estándares de conducta estudiantil de la Junta Directiva Escolar del Condado de Hanover, y la ley de asistencia escolar obligatoria del Estado de Virginia (*compulsory school attendance law*). La ley Estatal también requiere que cada padre/madre firme y devuelva una afirmación que reconoce el recibo de los estándares de conducta estudiantil de la Junta Directiva Escolar y de la ley de asistencia escolar obligatoria.

Por favor firme esta declaración abajo para reconocer recibo del Código de Conducta Estudiantil, la ley de asistencia escolar obligatoria del Estado de Virginia y toda la información que está incluida en el Código de Conducta y devuelva esta página a la escuela de su estudiante. Al firmar esta declaración, los/las padres/madres reconocen su responsabilidad en ayudar a la escuela a hacer cumplir los estándares de la conducta y de la asistencia pero no renuncian los derechos protegidos por la Constitución o las leyes de los Estados Unidos y del Estado de Virginia. Los/las padres/madres tienen el derecho de expresar su desacuerdo con las políticas y las decisiones de la escuela o la división escolar.

Firma del estudiante

Firma de el/la padre/madre/tutor/a legal

Fecha

El Código de conducta estudiantil se puede encontrar en la red al hcps.us.

Si usted desea una copia del Código de conducta estudiantil por escrito, póngase en contacto con la escuela de su hijo/hija para pedirla.

II. Autorización para tomar fotografías/Grabar Video para reproducir la imagen física

Yo concedo permiso a las Escuelas Públicas del Condado de Hanover que tomen fotografías de mi hijo/a y de usar su fotografía, silueta, u otras reproducciones de la imagen física de mi hijo/a en relación con las publicaciones (por ejemplo, noticias, página web, o folletos) o videos, comunicados de prensa, o emisiones de la televisión de las Escuelas Públicas del Condado de Hanover.

Sí No

Yo concedo permiso a los fotógrafos representando las Escuelas Públicas del Condado de Hanover que tomen fotos de mi hijo/a para inclusión en el anuario de la escuela y para proveer el nombre completo de mi hijo/a, su nivel de grado, y el nombre de su maestro/a del salón hogar al publicador del anuario escolar.

Sí No

Yo concedo permiso a la escuela de mi hijo/a que divulguen mi información de correo a los fotógrafos de las fotos de la escuela/el anuario y/o a las organizaciones del PTA/PTO/PTSA.

Sí No

Mi firma abajo indica que he leído y he entendido el sentido y el efecto de esta autorización.

Firma de el/la Padre/Madre/Tutor/a Legal

Fecha

III. Información del Directorio

De acuerdo con las políticas del estado y del gobierno federal en cuanto a la divulgación de los registros de estudiantes, ninguna información personal o confidencial será divulgada sin el consentimiento por escrito de el/la padre/madre o tutor/a legal. Sin embargo, ciertos tipos de información estudiantil se consideran *información de directorio* y éstos se pueden divulgar por la división o por la escuela del estudiante. Los/las padres/madres o tutores/as legales tienen que presentar una petición por escrito de la no-divulgación a la escuela de el/la estudiante para restringir la divulgación de información que se considera parte de la información del directorio. La administración de la escuela debe recibir esta petición de no-divulgación del estudiante por escrito no más de diez (10) días escolares a partir de la fecha en que el/la padre/madre/tutor/a legal ha recibido este aviso con respecto a la información del directorio. **Por favor, marque la caja para indicar cualquier información que usted no quiere que Las Escuelas Públicas del Condado de Hanover divulgue.**

NO DIVULGUE

- Nombre de el/la estudiante, sexo, fecha y lugar de nacimiento, y las fechas de asistencia
- Participación de el/la estudiante en actividades y deportes reconocidos oficialmente
- La altura y peso del estudiante, si él o ella es miembro/a de un equipo atlético
- Premios y honores o títulos recibidos por un/a estudiante
- Fotografías del estudiante del anuario
- Nombre, direcciones y números de teléfono de los estudiantes pueden ser revelados a los reclutadores militares según lo permitido por la ley
- Nombre del estudiante y honores recibidos a los miembros de la Asamblea General de Virginia (sólo por el propósito de comunicación de felicitaciones)

Además, la ley requiere que la división escolar proporcione a los/las reclutadores militares y las instituciones de enseñanza superior, con su petición, la siguiente información – el registro de nombres, direcciones y números de teléfono – a menos que el/la padre/madre/tutor/a haya avisado a la división escolar que no quiere que su información sea divulgada sin previo consentimiento por escrito. **Por favor, marque la caja para indicar cualquier información que usted no quiere que Las Escuelas Públicas del Condado de Hanover divulgue.**

- La divulgación del registro con el nombre de mi estudiante, su dirección, y su número de teléfono a los/las reclutadores militares
- La divulgación del registro con el nombre de mi estudiante, su dirección, y su número de teléfono a las instituciones de enseñanza superior

La ley de Virginia prohíbe que las Escuelas Públicas del Condado de Hanover divulguen la dirección, número de teléfono, o correo electrónico a menos que el/la padre/madre o estudiante que califica (un/a estudiante de 18 años de edad o más) haya dado su consentimiento por escrito de tal divulgación. **Por favor, marque la caja para indicar cualquier información que usted no quiere que Las Escuelas Públicas del Condado de Hanover divulgue.**

LAS ESCUELAS PÚBLICAS DEL CONDADO DE HANOVER PUEDEN DIVULGAR LO SIGUIENTE:

- Dirección de el/la estudiante
- Número de teléfono de el/la estudiante
- Correo electrónico de el/la estudiante

Nota: Según la Sección 99.36 de la Ley de Derechos Educativos y Privacidad Familiar (Family Educational Rights and Privacy Act; FERPA, por sus siglas en inglés) las agencias e instituciones educativas pueden revelar información de los registros estudiantiles a las partes apropiadas, incluyendo a los padres/madres cuyo conocimiento de la información es necesario para proteger la salud o la seguridad de un/a estudiante o de otro individuo si hay una amenaza significativa y justificable a la salud o la seguridad de un/a estudiante u otro individuo, considerando la totalidad de las circunstancias.

Rellene, firme y ponga la fecha al formulario en las líneas abajo y devuélvalo a la escuela de su estudiante dentro de diez (10) días escolares a partir de la fecha en que usted ha recibido esta autorización.

Firma de el/la padre/madre/tutor/a legal

Fecha

ACCEPTABLE USE OF THE HANOVER ACADEMIC NETWORK (HAN)

The responsible use of technology is an integral part of the instructional programs of Hanover County Public Schools. The Hanover Academic Network (HAN) includes but is not limited to all hardware, software, intranet, and cloud computing services. Access to, and use of, the HAN is established solely for instructional purposes and legitimate Hanover County Public Schools business and is sole property of the school division. As such, users shall have no expectation of privacy in their accounts. All users of the HAN expected to comply with School Board Policy 6-3.15 – Technology Program and Regulations 6-3.15(A) Acceptable Use Policy and 6-3.15(B) Regulations for Students Enrolled in On-Line Instruction. Violations of this policy and regulations can lead to suspension of privileges and disciplinary actions.

The full text of School Board Policy 6-3.15 and Regulations 6-3.15(A) and (B) can be found in Section 6 of the online policy manual: <http://hcps.us/policymanual/>.

Hanover County Public Schools may provide students with access to online educational services and websites purchased through contracts with educational companies and vendors. A list of these educational services may be found on our division website under the Digital Learning Initiative page. Students may be provided with a username and password to access educational content or activities on these websites. All students shall maintain the confidentiality of their passwords, except that such passwords may be shared with parents and/or guardians. In addition, all students – including those to whom a division-owned mobile device is issued as a part of a “mobile device program” – are required to use their HCPS network user accounts to gain access (log in) to their computers and mobile devices. Some 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 Hanover 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. Upon request, Hanover County Public Schools will provide contact information for the educational companies and vendors for such websites so that 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.

Student Agreement:

I agree to follow the Board Policy and Regulations for acceptable use of the **Hanover Academic Network - Policy 6-3.15 and Regulations 6-3.15(A) and (B)**. I understand that if I violate this policy or these regulations I may receive disciplinary consequences, including loss of HAN privileges.

Student Name (Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Agreement:

I understand that my child is expected to comply with the **Hanover Academic Network - Policy 6-3.15 and Regulations 6-3.15(A) and (B)**. I also understand that if my child violates this policy or these regulations, he/she may receive disciplinary consequences, including loss of HAN privileges.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

USO ACEPTABLE DE LA RED HANOVER ACADEMIC NETWORK (HAN, por sus siglas en inglés)

El uso responsable de la tecnología es una parte fundamental de los programas de enseñanza de Las Escuelas Públicas del Condado de Hanover. La Red Hanover Academic Network (HAN) incluye pero no se limita a todo hardware, software, intranet y servicios de computación en la nube. El acceso a, y el uso de La Red HAN se establece únicamente por propósitos de instrucción y negocios legítimos de Las Escuelas Públicas del Condado de Hanover y es propiedad exclusiva de la unidad escolar. De por sí, los usuarios no deben tener ninguna esperanza de privacidad en sus cuentas. Se espera que todos/as los/las usuarios/as cumplan con la Política de la Comunidad Educativa Escolar 6-3.15- Programa Tecnológica de La Red Hanover HAN, y las Políticas 6-3.15 (A) La Política de Uso Aceptable y 6-3.15 (B) La Política de Estudiantes Matriculadas en Clases de Instrucción en Línea. Violaciones de esa política y sus reglamentos pueden llevar a la suspensión de privilegios y medidas disciplinarias.

El texto completo de la Política de la Comunidad Educativa 6-3.15 y sus reglamentos 6-3.15 (A) y (B) se puede encontrar en Sección 6 de la manual de políticas en la red: <http://hcps.us/policymanual/>.

Puede que Las Escuelas Públicas del Condado de Hanover proporcionen acceso a los/las estudiantes a servicios educacionales en línea y a sitios web compradas con contratos de compañías y vendedores educacionales. Una lista de estos servicios educacionales se puede encontrar en el sitio web de la división en la página *Digital Learning Initiative* (Iniciativa de Aprendizaje Digital). Se les puede proporcionar un nombre de usuario y contraseña para acceder a contenido educacional o actividades en estas páginas web a los estudiantes. Todos/as los/las estudiantes deben mantener la confidencialidad de sus contraseñas, salvo que estas contraseñas se pueden compartir con los padres/madres y/o tutores. Además, se requiere que todos los/las estudiantes – incluyendo los/las que reciban un aparato móvil que sea propiedad de la división como parte de el “programa aparato móvil” – usen sus cuentas de la red HCPS para acceder a (iniciar sesión a) sus computadoras y aparatos móviles. Algunas páginas web pueden recoger información personal identificable de los estudiantes incluyendo su nombre de usuario y contraseña. Las políticas de privacidad de páginas web de cada compañía/vendedor se deben consultar sobre la colección de información incluyendo información para estudiantes menores de 13 años. Por favor póngase en contacto con Las Escuelas Públicas del Condado de Hanover en cualquier momento con sus preguntas y preocupaciones sobre privacidad, o para pedir un análisis de qué información se ha proporcionado la escuela y/o la división. Después de recibir su petición, Las Escuelas Públicas del Condado de Hanover proporcionarán información de contacto para las compañías educacionales y vendedores de tales páginas web para que los/las padres/madres pueden ponerse en contacto con ellos directamente para pedir que borren la información personal identificable de su hijo/a y que no permiten más acceso. Por favor note que quitar esta información puede prevenir que el/la estudiante tenga acceso a materias de instrucción cruciales.

Acuerdo de el/la Estudiante:

Estoy de acuerdo de seguir la Política y los Reglamentos de la Comunidad Educativa por el uso aceptable de **La Red Hanover Academic Network – Política 6-3.15 y Reglamentos (A) y (B)**. Entiendo que si violo esta política o sus reglamentos puedo recibir consecuencias disciplinarias, incluyendo la pérdida de los privilegios de la Red HAN.

Nombre de el/la Estudiante (Letras de Molde): _____

Firma de el/la Estudiante: _____ Fecha: _____

Acuerdo del Padre/la Madre/Tutor Legal:

Entiendo que se espera que mi hijo/a cumpla con **La Red Hanover Academic Network – Política 6-3.15 y Reglamentos 6-3.15 (A) y (B)**. También entiendo que si mi hijo/a viola esta política o sus reglamentos puede que él/ella reciba consecuencias disciplinarias, incluyendo la pérdida de los privilegios de la Red HAN.

Nombre del Padre/la Madre/Tutor Legal (Letras de Molde): _____

Firma del Padre/la Madre/Tutor Legal: _____ Fecha: _____

STUDENT-OWNED ELECTRONIC DEVICE ACCEPTABLE USE

Parent/Guardian Agreement:

I authorize my child to bring his/her personal electronic device ("Device") to school with the understanding that it must be used as a tool for school assignments only and that my child must comply with School Board Regulation 6-3.15(C) **Student-Owned Electronic Device Acceptable Use**. I understand that Hanover County Public Schools is not responsible for my child's Device if it is lost, stolen, or damaged. I also understand that my child will be subject to disciplinary consequences for violating Regulation 6-3.15(C) **Student-Owned Electronic Device Acceptable Use** and may lose the privilege of bringing the Device to school.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Electronic device make and model: _____

Student Agreement:

I agree to follow Regulation 6-3.15(C) **Student-Owned Electronic Device Acceptable Use**. I understand that if I violate this regulation I may receive disciplinary consequences and lose the privilege of bringing my Device to school. I also understand that I am responsible for my Device and the school is not responsible for my Device if it is lost, stolen, or damaged.

Student Name (Print): _____

Student Signature: _____ Date: _____

USO ACEPTABLE DE APARATOS ELECTRÓNICOS QUE PERTENECEN AL ESTUDIANTE

Acuerdo del Padre/la Madre/Tutor Legal:

Autorizo a mi hijo/a que traiga su aparato electrónico a la escuela con el entendimiento de que solamente lo pueda usar para propósitos de la escuela y de que mi hijo/a tenga que cumplir con la **Política 6-3.15 (C) de la Comunidad Educativa del Uso Aceptable de Aparatos Electrónicos que Pertenecen al Estudiante**. Entiendo que Hanover County Public Schools no se hace responsable por pérdida, robo, o daños a los aparatos electrónicos. También entiendo que mi hijo/a será sujeto/a a las consecuencias disciplinarias de violar la **Política 6-3.15 (C) Uso Aceptable de Aparatos Electrónicos que Pertenecen al Estudiante** y puede perder el privilegio de poder traer los mismos a la escuela.

Nombre del Padre/la Madre/Tutor Legal (Letras de Molde): _____

Firma del Padre/la Madre/Tutor Legal: _____ Fecha: _____

Marca y modelo del Aparato Electrónico: _____

Acuerdo del Estudiante:

Estoy de acuerdo de seguir la **Política 6-3.15 (C) El Uso Aceptable de Aparatos Electrónicos que Pertenecen al Estudiante**. Entiendo que si violo esta política puedo recibir consecuencias disciplinarias y perder el privilegio de traer mis aparatos electrónicos a la escuela. También entiendo que soy responsable por mis aparatos electrónicos y que la escuela no se hace responsable por pérdidas, robos, o daños a los mismos.

Nombre del Estudiante (Letras de Molde): _____

Firma del Estudiante: _____ Fecha: _____

STUDENT EXTRACURRICULAR AGREEMENT

Student's Name: _____ School: _____

Hanover County Public Schools (HCPS) provides this agreement for the purpose of distributing to parents and students the Hanover County School Board's standards of student conduct when participating in extracurricular activities. Please sign the statement below to acknowledge receipt and return this page to your child's school. By signing this statement, parents recognize their responsibility to assist the school in enforcing standards of conduct and attendance but do not waive their rights protected by the constitution or laws of the United States or the Commonwealth of Virginia. Parents have the right to express disagreement with a school's or the school division's policies or decisions.

Signature of Student Signature of Parent/Guardian _____
Date

The school agrees that:

1. All sports/extracurricular activities should have a participation contract.
2. All participation contracts must be signed by both the parent and student before the student can participate.
3. All participation contracts will be kept on file by the coach/sponsor/director throughout the season.
4. The language concerning Extracurricular Activities contained in the Code of Student Conduct must be included in every participation contract. Any additional language the coach would like to add must be approved by the activities' director and/or the building principal before it can be included in the participation contract.
5. No participation contracts may be used that have not been approved by the activities' director and/or building principal.

*Additional language governing extracurricular activities on pages 37-39

ACUERDO ESTUDIANTIL SOBRE ACTIVIDADES EXTRACURRICULARES

Nombre de el/la estudiante: _____ Escuela: _____

Las Escuelas Públicas del Condado de Hanover (HCPS) hacen este acuerdo con el propósito de entregar a padres y estudiantes los estándares de conducta de la Junta Escolar del Condado de Hanover para la participación en actividades extracurriculares. Firme la declaración abajo para confirmar su recepción y entregue esta hoja en la escuela de su hijo/a. Al firmar esta declaración, los padres aceptan su responsabilidad de apoyar a la escuela para hacer cumplir los estándares de conducta y asistencia, pero no renuncian a sus derechos protegidos por la Constitución o las leyes de los Estados Unidos o de la Mancomunidad de Virginia. Los padres tienen derecho a expresar su desacuerdo con las políticas o decisiones de la escuela o de la división escolar.

Firma de el/la estudiante Firma de el/la padre/madre/tutor(a) _____
Fecha

La escuela acuerda lo siguiente:

1. Todas las actividades deportivas o extracurriculares deben contar con un contrato de participación.
2. Todos los contratos de participación deben ser firmados tanto por uno de los padres como por el/la estudiante antes de que el/la estudiante pueda participar.
3. El entrenador, patrocinador o director debe tener todos los contratos de participación archivados durante la temporada.
4. La información sobre las actividades extracurriculares contenida en el Código de Conducta Estudiantil debe ser incluida en cada contrato de participación. Cualquier información adicional que el entrenador desee agregar debe ser aprobada por el director de las actividades y/o el director de la escuela antes de ser incluida en el contrato de participación.
5. No se deben utilizar contratos de participación que no hayan sido aprobados por el director de las actividades y/o el director de la escuela.

*A continuación, se muestra la información del código de conducta del estudiante concerniente a las actividades



Superintendent's Message

Dear Parents, Guardians, and Students,

Welcome to the 2023–2024 school year! I am confident this year will be filled with new and exciting opportunities that will yield exceptional learning, growth, and achievement across our entire school community. This remains the hallmark of our coveted school division and what makes us exceptional. I, along with our remarkable teachers and staff, am committed to each student's success by working to meet their unique and complex needs - academically, socially, physically, and emotionally. We are ever-mindful that we are preparing them for their futures, and we take this responsibility with the utmost seriousness.

As we begin a new school year, please be assured that the school division maintains a strong commitment to supporting all students as we make decisions to provide them with a safe, healthy, and welcoming learning environment that allows our students and staff to achieve at high levels. Hanover County Public Schools' 2023-24 *Code of Student Conduct* outlines students' rights and behavior expectations necessary to succeed in our schools. Communication and cooperation between school and home, coupled with consistent disciplinary policy, are necessary for providing an appropriate environment to maximize learning and success. To promote a safe, supportive, and nurturing school environment, it is important for students, parents, and staff to be familiar with the 2023–24 *Code of Student Conduct*. We believe this is a shared responsibility and partnership, and we appreciate your cooperation.

I extend my very best to you and hope your school year is filled with happiness and success! I am grateful for your support and look forward to celebrating our achievements together along the way. You are always invited to partner with us in the exciting and important work of preparing our children for their future.

Sincerely,

Michael Gill
Superintendent of Schools



Hanover County Public Schools

200 Berkley Street
Ashland, Virginia 23005
804-365-4500
www.hcps.us

Dr. Michael B. Gill Superintendent of Schools

Hanover County School Board

Greg ColemanBeaverdam District
Ola J. Hawkins Ashland District
Robert L. Hundley, Jr..... Chickahominy District
Steven IkenberryCold Harbor District
Robert J. May South Anna District
John E. Redd, Jr..... Mechanicsville District
Whitney WalshHenry District

Hanover County Board of Supervisors

Sean M. DavisHenry District
Susan P. Dibble South Anna District
F. Michael HerzbergCold Harbor District
Angela Kelly-Wiecek..... Chickahominy District
J. Robert Monolo.....Beaverdam District
W. Canova Peterson Mechanicsville District
Faye O. Prichard Ashland District

Hanover County Instructional Leadership

Jennifer Greif..... Assistant Superintendent for Instructional Leadership
Dr. Brian MaltbyDisciplinary Hearing Review Officer
Michael MuddDirector of Elementary Education
Dr. Robert Staley Director of Secondary Education

2023-2024

Table of Contents

Introduction

Authorization to Photograph and Directory Information Non-Disclosure Request Form	
Acceptable Use of the Hanover Academic Network (HAN)	
Student-Owned Electronic Device Acceptable Use	
Student Extracurricular Agreement	
Superintendent's Message	

CODE OF STUDENT CONDUCT

Philosophy	1
Student Rights and Responsibilities.....	1
Concerns about Title IX	1
Disciplining Students with Disabilities	1
Parental Rights and Responsibilities	2
Due Process	2
Expectations for Student Conduct	2
Student Dress Code	2
Conduct Violations and Accompanying Consequences.....	3
Division-Wide mobile Device/Headphones (including earbuds) Expectations	6
Student Behavior Categories.....	7
Leveled Systems of Disciplinary Responses & Instructional Interventions.....	7
Leveled Administrative Responses to Student Behavior.....	8
Elementary Schools Leveled Responses to Student Behaviors	11
Secondary Schools Leveled Responses to Student Behaviors.....	16
Suspensions.....	21
Definitions.....	30
Accompanying Regulations	34

7-3.1 CODE OF STUDENT CONDUCT

Philosophy

Recognizing the importance of the dignity and worth of each individual, the Hanover County School Board believes that it should provide an atmosphere of mutual respect conducive to teaching and learning in which intellectual, physical, emotional, and social growth complements the moral and spiritual needs of the student population. Students, parents, administrators, teachers and all other staff members are responsible for maintaining a school environment in which educational programs can prosper and extracurricular programs can be provided for the benefit of all participants.

Student Rights and Responsibilities

A student has all rights expressed and guaranteed by the United States Constitution and by federal, state, and local laws. These rights do not permit a student to disrupt the educational process, break school rules, present a health or safety hazard, or disregard directions of those in authority. Individual rights do not include infringing upon the rights of others in the school community.

To the extent permitted by applicable law, students have the right to the following:

- a public education without regard to gender, race, religion, national origin, or any reason not related to their individual capabilities;
- an orderly school and classroom environment which will allow optimum learning, emphasizing the values of responsibility, kindness, fairness, and safety; and
- freedom of expression in speech, writing, or symbols consistent with their constitutional rights and School Board policy.

Students have the primary responsibility to maintain a climate of mutual respect and trust in order that the dignity of the individual be protected and the pursuit of opportunities for each student be realized.

Students are responsible for the following:

- knowing and complying with any rules or regulations of the School Board, as well as local, state, and federal laws;
- attending school regularly, equipped with the materials needed to attend class and complete class assignments and/or requirements; and
- contributing to a climate of mutual respect for all within each school so that the hopes and ambitions of all individuals may be realized.

Concerns about Title IX

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. § et seq., is a [federal civil right law](#) that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter "schools") receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery and sexual coercion.

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, to Laura Bryant, Title IX Coordinator, at 200 Berkley Street, Ashland, VA 23005, by calling 804-365-4615 or by emailing: titleixcoordinator@hanover.k12.va.us.

Information concerning student questions about possible Title IX violations can be found:

[Policy 7-1.2 Equal Educational Opportunities](#)

Access [our Title IX Training Materials](#).

Disciplining Students with Disabilities

Disciplinary actions for students with disabilities will be determined in accordance with all relevant state and federal laws and regulations. Regulations Governing Special Education Programs for Children with Disabilities are available from the Virginia Department of Education Web site at <http://www.doe.virginia.gov/>. Additional information concerning disciplinary actions for students with disabilities is available in the Section 504 Handbook, accessible at <http://www.hcps.us/instruction/sped/Section%20504%20Handbook%20-071415.pdf>.

Parental Rights and Responsibilities

Each parent/guardian has the duty to assist the school in enforcing the *Code of Student Conduct* and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. Any school principal may request a student's parent/guardian (or parents, if both parents have legal and physical custody of such student) to meet with the principal or his designee to review the *Code of Student Conduct* and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with the compulsory school attendance law, and to discuss improvement of the child's behavior and educational progress.

Due Process

Students facing suspension have a property right to an education guaranteed under the 14th Amendment which may not be taken away without due process. For suspensions of ten (10) days or less, the student must be given oral or written notice of the charges and, if he/she denies them, an explanation of the evidence and an opportunity to present his/her side of the story.

Virginia law requires more due process than required by the Constitution. Virginia law requires the following for suspensions of "not more than ten days":

- oral or written notice to the student of the charges against him/her;
- if he/she denies them, an explanation of the facts and the opportunity to present his/her version;
- notification of the facts in writing by the administrator to the division superintendent or designee and to the parent(s)/guardian; and
- if requested by either party, a review of the facts of the case by the superintendent or his/her designee to "confirm or disapprove" the action.

Virginia law requires the following due process for suspensions of longer than ten (10) days:

- written notice to the students and his/her parent(s)/guardian stating the proposed action, reasons for it, and a statement that the suspension can be appealed to the superintendent or his/her designee.

Expectations for Student Conduct

An open, engaging, challenging atmosphere is most conducive to the educational experience of all members of the school community. Therefore, students are expected to do the following:

- cooperate in the creation and maintenance of a healthy learning environment;
- conduct themselves in a safe and orderly manner;
- respect the rights of others during both curricular and extracurricular school programs;
- be present and on time for all scheduled activities;
- dress in a way that is appropriate and responsible;
- refrain from inappropriate behavior, including disruptive actions such as the use of profanity, obscenity, and/or demeaning remarks;
- safeguard the property of the school and protect the community's investment in it;
- refrain from cheating or plagiarizing on any assigned schoolwork; refrain from cheating, plagiarizing or receiving assistance on any tests; and
- follow School Board policies and regulations.

Student Dress Code

Student dress is an important factor in maintaining a positive educational environment. The School Board and school division staff rely on parents and students to support the division's emphasis on safety and avoiding disruptions in the learning environment. A student's dress and appearance should not cause disruption or compromise health or safety. This dress code applies to all school functions.

Note: Principals can make exceptions to the student dress code at their discretion to account for age appropriateness and special events.

1. For health and safety reasons, appropriate footwear, as determined by the building principal, must be worn at all times.
2. Skirts, dresses, jumpers, and shorts must completely cover the pelvic area and extend to the mid-thigh at all times, including while students are standing, sitting, or engaging in physical activity.
3. Clothing should not expose the student's midriff, chest, or private areas at any time.
4. Sleeveless garments must have 2 inch straps and not expose undergarments. Spaghetti straps, tube tops, halter tops, camis, and tank tops may be worn under tops, shirts, and blouses that have at least 2 inch coverage across each shoulder.
5. Yoga pants and leggings may be worn with tops that provide additional coverage of the pelvic area.
6. Pants and shorts must be worn and secured to prevent the student's undergarments from being exposed, to prevent the waistband from sagging below the student's hips, and to prevent the garment from dragging on the floor.

Students **MAY NOT WEAR** the following:

1. Clothing, jewelry, and other personal belongings displaying language or images that are vulgar, lewd, or obscene; that reflect adversely on or disparage another's race, gender, sexual orientation, skin color, religion, national origin, ancestry, or disability; that promote the use of drugs, illegal substances, or alcohol; or that contain threats, gang symbols, symbols of groups associated with threatening or violent behavior, or groups that promote the unlawful use of weapons or other criminal behavior.
2. Hats, hoods, face masks, or head coverings of any kind, while inside school buildings during regular school hours, unless worn for medical reasons or approved in writing in advance by the building principal; however, students are permitted to wear any religiously or ethnically specific or significant head coverings.
3. Sunglasses while inside school buildings unless required under a physician's prescription.
4. Chains of any type or studded/spiked jewelry.
5. Pajamas, sleepwear, swim wear.
6. Clothing that is constructed of see-through fabric, is revealing, or that resembles undergarments.

Conduct Violations and Accompanying Consequences

Administrators and others with disciplinary authority, including teachers and bus drivers, have the responsibility to enforce all School Board policies and regulations. The following list of conduct violations and accompanying consequences is not meant to be all-inclusive. The School Board or appropriate school official may invoke disciplinary measures for conduct not listed, but which, by common understanding, a student would know or reasonably should have known would be conduct detrimental to the maintenance of good order and/or the academic process. The principal, with the approval of the division superintendent, has the authority to promulgate school rules consistent with the rules contained herein and to administer such rules. A principal also may seek to obtain a waiver with regard to the assignment of required consequences in light of extenuating circumstances or in order to provide appropriate disciplinary alternatives. The waiver request shall be submitted in writing to the division superintendent or his designee. Violent, aggressive, dangerous offenses committed during prior school years may be considered in assigning consequences.

- Detention - Where appropriate a student may be detained for a reasonable period of time before or after his classes and may be required during this time to engage in controlled and constructive activities as may reasonably contribute to better behavior. Elementary students may be assigned lunch detention in lieu of before or after school detention. Parents/guardians of students assigned detention time before or after school shall be notified in writing or via telephone prior to the time detention is to be served in order that there may be an opportunity to make transportation arrangements.
- Saturday School – A student may be assigned Saturday School as an alternative to in-school and out-of-school suspension. Parents/guardians shall be notified of such assignment in writing and in advance in order that there may be an opportunity to make transportation arrangements.
- Suspension from Extracurricular Activities - A student's privilege to participate in all or certain extracurricular activities and/or school sponsored activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Suspension from extracurricular activities may be imposed in conjunction with other penalties. Parents/guardians shall be notified of such suspension in writing. This includes ISS and OSS.
- In-School Suspension (ISS) - A student may be placed in the In-School Suspension program for the duration of a short-term suspension, or as a part of a short-term suspension. Students on short-term suspension, which is any suspension of ten (10) days or less, receive credit for schoolwork made up after they return from suspension. Students are **not** permitted to participate in extracurricular activities or

- attend any after school activity until the day after their suspension ends.
- Other Appropriate Measures - Student contracts, parental involvement, counseling, community and/or school services, and attendance at Saturday or evening school are other measures which may be used to improve student conduct.
 - Referral to an Alternative Education Program - The School Board may, in accordance with the procedures set forth in this section and upon a finding that a student has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies on weapons, alcohol or drugs, or intentional injury to another person; (ii) 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 of the school division pursuant to subsection G of §16.1-260; (iii) found to have committed a serious offense or repeated offenses in violation of School Board policies; (iv) long-term suspended pursuant to the procedures in this section; or (v) expelled from school attendance pursuant to the procedures in this section, require the student to attend an alternative education program as provided in Virginia Code §§22.1-209.1:2 or 22.1-277.2:1. A student who has been charged with certain felonies or misdemeanors and is placed in an alternative education program will remain in that placement until the charge has been resolved through the courts and the student has met all court-imposed conditions, such as community service, anger management counseling, etc.
 - Out-of-School Suspension and Expulsion from School and/or School Buses - A student's privilege to attend school and/or ride a school bus may be suspended by the school principal, any assistant principal, or in their absence and in the case of short-term suspensions of less than ten (10) days, a designated teacher, according to all applicable law and to the procedures set out in this *Code of Student Conduct* and for the offenses contained herein.
 - No student in preschool through grade three will be suspended for more than three (3) days or expelled from school except as provided in Code of Virginia §§22.1-277.07 and 22.1-277.08, or when the student's offense involves physical harm or credible threat of physical harm to others.
 - Referral to Authorities - In addition to the disciplinary action outlined in this *Code of Student Conduct*, any known violation of the law will be referred to the appropriate law enforcement authorities.
 - Restitution - Compensation required of students who engage in the theft, misuse, damage, or destruction of institutional, group or private property. The amount of restitution is dependent on the extent of damage as well as what is determined to be the most appropriate way for a student to make amends for the damage, he/she caused. The amount, form, and method of payment for restitution are decided by the student's administrator.

Preventive and/or corrective measures available to school administrators include but are not limited to the following:

- Warning
- Teacher Removal of Student from Class (as authorized by Code of Virginia §22.1-276.2)
- Detention (Lunch, Before School, or After School)
- Suspension from Extracurricular Activities
- In-School Suspension
- Referral to an Alternative Education Program
- Out-of-School Suspension
- Expulsion from school and/or School Bus (vehicle)
- Referral to Authorities
- Saturday School
- Restorative Practices
- Restitution
- Other Appropriate Measures

Students are subject to corrective action for any misconduct that occurs in the following locations/situations:

- in school or on school property, including in student-driven vehicles located on school property, at bus stops;
- in or on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school;

- communicating using social media, text messages, or other electronic means, whether during or outside of school hours, if the communications cause a disruption in the school environment; and
- off school property, when the student has been charged with an offense relating to the Commonwealth’s laws on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent pursuant to subsection G of §16.1-305.1 of the Code of Virginia; or when the student has been 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 §16.1-305.1 of the Code of Virginia.

NOTE: No teacher, principal or other person employed by the School Board shall subject a student to corporal punishment.

Division-Wide Mobile Device/Headphones (including earbuds) Expectations

- Students are permitted to use their mobile devices during class changes and lunch *only*.
- Students are *only* permitted to have their headphones on while in the classroom at the teacher’s discretion.
- All mobile devices/earbuds should be powered off and out of sight during classroom instruction.
 - Students are expected to store their mobile devices/headphones (including earbuds) in their backpacks during classroom instruction.
 - If a student does not have a backpack to store their mobile device/headphones (including earbuds), then a backpack will be provided.
- Students may use mobile devices/headphones (including earbuds) for *instructional purposes* at the teacher’s direction.
- If a student is not meeting expectations, the teacher will notify the administration using the Google form and say to the student, “I want to make sure that you are aware that you are not meeting the expectations for mobile device use.”
- Failure to attend and comply with assigned discipline will result in further disciplinary action.
- Discipline will carry to next school year unless student is changing schools. If so, new principal will make decision.

Offense	Consequence
1	<ul style="list-style-type: none"> ○ Mobile device/headphones (including earbuds) is collected by administrator and securely stored until the student’s school day ends. ○ Parent or guardian is notified. ○ Documented in Google Form.
2	<ul style="list-style-type: none"> ○ Mobile device/headphones (including earbuds) is collected by administrator and securely stored until the student’s school day ends. ○ Student assigned a lunch detention. ○ Parent or guardian is notified. ○ Documented in Google Form.
3	<ul style="list-style-type: none"> ○ Mobile device/headphones (including earbuds) is collected by administrator and securely stored until the student’s school day ends. ○ Student assigned an after-school detention. ○ Parent or guardian is notified. ○ Documented in Google Form.
4	<ul style="list-style-type: none"> ○ Mobile device/headphones (including earbuds) is collected by administrator and securely stored until parent pick-up. ○ Student assigned 2 after-school detentions. ○ Parent or guardian is notified. ○ Documented in Google Form.

5+	<ul style="list-style-type: none"> ○ Mobile device/headphones (including earbuds) is collected by administrator and securely stored until parent pick-up. ○ Student assigned a Saturday school detention. ○ Check-in/check-out process started and/or loss of privileges. ○ Parent or guardian is notified. ○ Documented in Google Form.
RB3	<p>Additionally, students who use their mobile device to take and distribute inappropriate pictures/videos during the school day or during school activities are in violation of RB3 in the Code of Student Conduct. Consequences for this violation, in addition to suspension, will include a check-in/check-out process and/or loss of privileges for at least 9 weeks/45 school days.</p>

Student Behavior Categories

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 development and emphasize the importance of helping students achieve academically and develop Social Emotional Learning SEL competencies.

Behaviors that impede Academic Progress (BAP)	<p>These behaviors impede academic progress of the student or of students. They are typically indicative of the student's lack of self-management or self-awareness. Sometimes, the student may need help in understanding how the behavior impacts others so training in social awareness may also be indicated.</p>
Behaviors related to School Operations (BSO)	<p>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.</p>
Relationship Behaviors (RB)	<p>These behaviors create a negative relationship between 2 or more people that does not result in physical harm. Relationship behaviors impact the whole community in that the school climate is often a reflection of how people treat one another. Students who exhibit difficulty with relationship behaviors may also have difficulty with the other social-emotional competencies.</p>
Behaviors that present a Safety Concern (BSC)	<p>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. Training in social awareness and decision-making are usually in any behavior that creates a safety concern.</p>
Behaviors that Endanger Self or Others (BESO)	<p>These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Behaviors that rise to this level of severity are often complex. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have development needs in the other social-emotional competencies.</p>

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

In an effective approach to intervention and discipline, when students do not meet behavior 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 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 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

Leveled Administrative Responses to Student Behavior

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

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

LEVEL 1 RESPONSES

Level 1 responses are intended to prevent further behavioral issues while keeping the student in school.

-
- | | |
|---|--|
| • Re-teaching or modeling of desired behavior | • Seat change |
| • Recognize/Reward appropriate behavior | • Loss of school privileges |
| • Written reflection or letter of apology | • Confiscation of item or device by the administration |
| • Peer mediation or conflict resolution | • Administrator/Teacher/Parent/Guardian conference |
| • Behavior progress chart | • Detention (before school, at lunch, after school) |
| • Community service (appropriate to correct the behavior) | • Administrator/Student conference and/or Administrator/ Student/Teacher conference |
| • Saturday school | • In-school suspension (Up to 2 days) with behavioral instruction and academic support |
-

LEVEL 2 RESPONSES

Administrative responses and interventions at this level are designed to prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.

-
- | | |
|---|---|
| • Student Conference | • Referral for community-based services |
| • Administrator/Teacher/Parent/Guardian conference | • Saturday school |
| • Check-In/Check-Out | • Restitution |
| • Mediation or conflict resolution | • Confiscation |
| • Detention (before school, at lunch, after school) | • Temporary loss of privileges |

- Referral to Individualized Education Plan (IEP) team
 - Administrator/Teacher/Counselor/Student conference (includes re-teaching of expected behavior)
 - 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)
 - Community service (appropriate to correct the behavior)
 - In-school suspension 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, Level 3 behaviors may result in the student's short-term removal from school.

- Administrator/Teacher/Parent/Guardian conference
 - Revocation of privileges
 - Detention
 - Restitution
 - Referral for community-based services
 - Referral to alternative education programs
 - In-school suspension with restorative practices (three-five days ISS or 3 days OSS)
 - Functional Behavioral Assessment (FBA) and Behavior Support Plan (BSP) Development (General Education Students)
 - Referral to support services (e.g., School Counselor, Behavior Interventionist, Mentor Program, Problem Solving Team, Therapeutic Day Treatment (TDT), Substance Use and Intervention Program)
 - Short-term out-of-school suspension (one-three days for elementary students/one-five days for secondary students) with restorative circle or conference upon return
 - Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) Development (Special Education Students)
 - Behavior contract (developed with and signed by the student, parent/guardian and school officials)
-

LEVEL 4 RESPONSES

Some Level 4 behaviors require a report to the superintendent or superintendent's designee as outlined in the Code of Virginia § 22.1-279.3:1. Local school board policy may require reporting. A referral to the superintendent or superintendent's designee does not automatically result in a long-term suspension, change of placement or expulsion. After a review of the incident in context, the superintendent or designee may return students to the comprehensive setting with additional supports and/or responses to be implemented. *Aggravated circumstances may apply.

- Threat Assessment as indicated by the behavior
 - Referral for community-based services
 - Referral to law enforcement as required
 - Schedule change
 - Long-term revocation of privileges
 - Short-term out-of-school suspension (for preschool to grade three students 1 to 3 days, 4 to 10 days for fourth-to sixth-grade students, or 5 to 10 days for seventh-to twelfth-grade students)
 - Parent-Administrator-Teacher-Student behavior contract
 - Recommendation for a long-term suspension as determined by local policy or by Code.
 - Restitution via written contract
-

LEVEL 5 RESPONSES

Level 5 responses are reserved for those behaviors that require a referral to the superintendent or superintendent's designee. For preschool to grade three students, any suspension beyond three days must be referred to the superintendent. A referral to the superintendent or designee may not automatically result in an expulsion, alternative placement, school reassignment, or long-term suspension. *Aggravated circumstances may apply.

<i>Required School-based Administrative Responses to Level 5 Behaviors</i>	<i>Examples of superintendent or designee responses to Level 5 Behaviors</i>
<ul style="list-style-type: none">• Threat Assessment as indicated by the behavior• Referral to law enforcement as required• Referral to superintendent or designee	<ul style="list-style-type: none">• Long term suspension⁴ Link: <u>11 to 45 days as defined by HB1600 in 2018)</u>• Alternative placement• Expulsion• School reassignment: students may be assigned to another school in the division

¹ § 22.1-276.01. Definitions. "Short-term suspension" means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed 10 school days. For the purpose of data collection, removal from the student's home school for disciplinary reasons constitutes suspension.

² § 22.1-277 Prohibits, except for drug offenses, firearm offenses, and certain criminal acts, students in preschool through grade three from being suspended for more than three school days or expelled from attendance at school unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.

³ § 22.1-277 Prohibits, except for drug offenses, firearm offenses, and certain criminal acts, students in preschool through grade three from being suspended for more than three school days or expelled from attendance at school unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.

⁴ § 22.1-276.01 as amended by House Bill 1600 Approved March 23, 2018 "Long-term suspension" means any disciplinary action whereby a student is not permitted to attend school for 11 to 45 school days. For the purpose of data collection, removal from the student's home school for disciplinary reasons constitutes suspension.

Secondary Schools Leveled Responses to Student Behaviors

		LEVELS OF RESPONSE					
Category A: Behaviors that impede the Academic Progress (BAP) of the student or of other students		1	2	3	4	5	SRO
BAP1	Interfering with learning in the classroom (examples include talking, excessive noise, off-task, out of the seat, possessing items that distract)	●	●	●			
BAP2	Interfering with learning outside of the classroom (examples include excessive noise, interrupting a class)	●	●	●			
BAP3	Scholastic dishonesty such as cheating, plagiarism)	●	●	●			
BAP4	Unexcused tardiness to class	●	●				
BAP5	Unexcused tardiness to school	●	●				

		LEVELS OF RESPONSE					
Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures		1	2	3	4	5	SRO
BS01	Altering an official document or record		●	●			
BS02	Giving false information, misrepresentation	●	●	●			
BS03	Refusal to comply with requests of staff in a way that interferes with the operation of school		●	●	●		
BS05	Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday School)	●	●	●			
BS06	Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building		●	●	●		
BS07	Dress Code Violation	●	●				
BS08	Gambling (games of chance for money or profit)	●	●				
BS09	Possessing items that are inappropriate for school (examples include toys, literature, electronics)	●	●	●			
BS010	Possession of stolen items		●	●			●
BS011	Unauthorized use of school electronic or other equipment	●	●	●			
BS012	Violation of the Acceptable Use of Technology/Internet policy	●	●	●			
BS013	Violation of school board policy regarding the possession or use of portable communication devices	●	●	●			
BS014	Vandalism, graffiti or other damage to school or personal property		●	●	●		●
BS015	Student is not going to class as assigned	●					
BS016	Student in an unauthorized area of campus	●	●				

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

		LEVELS OF RESPONSE					SRO
Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school		1	2	3	4	5	SRO
BSC1	Alcohol: Possessing, using, or being under the influence of alcohol			●	●		●
BSC2	Alcohol: Distributing alcohol to other students			●	●		●
BSC3	Drugs: Possessing drug paraphernalia		●	●	●		●
BSC4	Drugs: Violating school board non-prescription (Over the counter) medication policy or look-alike drug policy		●	●			●
BSC5	Tobacco: Possessing/Using/Distributing tobacco products, possessing tobacco paraphernalia, electronic cigarettes, vaping equipment		●	●			
BSC6	Bullying Behavior without physical injury that continues after intervention (See <u>Model Policy to Addressing Bullying in Virginia's Public Schools</u>) Bullying that leads to physical injury should be classified as Assault and Battery		●	●	●		

BSC7	Cyberbullying that continues after intervention (See <u>Model Policy to Addressing Bullying in Virginia's Public Schools</u>) Cyberbullying that relates a threat to the safety of students and staff should be treated with a high level of intervention and consequences		●	●	●		
BSC8	Harassment: Repeatedly annoying or attacking a student or a group of students or personnel creating an intimidating or hostile educational or work environment		●	●	●		
BSC9	Bus: Distracting the bus driver	●	●	●			
BSC10	Bus: Endangering the safety of others on the bus		●	●	●		
BSC11	Fire Alarm: Falsely activating a fire or other disaster alarm		●	●			●
BSC12	Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke		●	●	●		
BSC13	Engaging in reckless behavior that creates a risk of injury to self or others	●	●	●			
BSC14	Fighting that results in no injury as determined by the school administration	●	●	●	●		
BSC15	Inciting or causing a substantial disturbance to the operation of school or the Safety of staff and/or students			●	●		
BSC16	Throwing an object that has the potential to cause a disturbance, injury, or property damage		●	●	●		
BSC17	Shoving, pushing, striking a student with no visible injury	●	●	●			
BSC18	Exposing body parts, lewd or indecent public behavior			●	●		●
BSC19	Physical contact of a sexual nature – patting body parts, pinching, tugging clothing		●	●	●		
BSC21	Stalking as described in the <i>Code of Virginia section 18.2 – 60.3</i>		●	●			●
BSC22	Stealing money or property using physical force (no weapon involved)		●				●
BSC24	Leaving school grounds without permission		●	●			
BSC25	Trespassing		●	●	●		●
BSC26	Possessing dangerous instruments/substances that could be used to inflict harm upon another			●	●		●
BSC27	Weapons Possessing any weapon (other than a firearm) as defined by § 18.2-308.1				●	●	●

“Weapons” includes: (1) any stun weapon (as defined Virginia Code § 18.2-308.1) or taser, (2) any knife having a metal blade three inches or longer, (3) any pistol, shot gun, revolver, rifle, or other weapon designed or intended to propel a missile of any kind by action of an explosion of a combustible material, (4) any dirk, bowie knife, switchblade, ballistic knife, machete, razor, slingshot, spring stick, metal knuckles, or blackjack, (5) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nun chuck, nunchaku, shuriken, or

fighting chain, (6) any disc of whatever configuration, having at least two points or pointed blades and which is designed to be thrown or propelled and may be known as a throwing star or oriental dart; or (7) any weapon of like kind as those enumerated above that can reasonably be considered a weapon so as to inflict bodily harm, injury, or threat of harm or injury (this may include toys or imitation weapons).

		LEVELS OF RESPONSE					
Category E: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community		1	2	3	4	5	SRO
BES01	Assault: Intending to cause physical injury to another person			●	●		●
BES02	Assault and Battery: Causing physical injury to another person				●	●	●
BES03	Fighting: The use of physical violence between students or on another person where there is minor injury as determined by the school administration			●	●		
BES04	Striking Staff: The use of force against a staff member when no injury is caused				●	●	●
BES05	Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications			●	●	●	●
BES06	Drugs: Being under the influence of controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications				●	●	●
BES07	Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications				●	●	●
BES09	Fire: Attempting to set, aiding in setting, or setting a fire				●		●
BES010	Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in <u>§ 18.2-46.1</u>			●	●		●
BES011	Hazing as defined in <u>§ 18.2-56</u> and noted in <u>§ 22.1-279.6</u>		●	●	●		●
BES012	Threatening, intimidating, or instigating violence, injury or harm to a staff member or members			●	●		●
BES013	Threatening, intimidating, or instigating violence, injury or harm to another student(s) or other(s)		●	●	●		●
BES014	Threatening or instigating injury to others in writing		●	●	●		
BES015	Using an object not generally considered to be a weapon to threaten or attempt to injure school personnel					●	●
BES016	Using an object not generally considered to be a weapon to threaten or attempt to injure student(s), or other(s)					●	●
BES017	Bomb threat – Making a bomb threat				●		●

“Weapons” shall include, but is not limited to, guns, firearms, blank guns, starter guns, pellet guns, air guns, toy guns, tear gas guns, chemical weapons, knives, metallic knuckles, blackjacks, explosive devices, joined rings, and other objects which may be used as weapons or imitation weapons.

“Assault” codes, BESO01 and BESO02, will all be recommended directly to the hearing officer. See regulation [5-9.1a](#) for assault and/or battery against staff.

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

Suspensions

A suspended student may not enter any school building or come onto any school property during the period of suspension except with the prior permission of the principal. Any student who is suspended and who is also enrolled in a technical or vocational school shall be deemed suspended from the technical or vocational school. A student enrolled in a work cooperative program who is suspended also may be restricted from employment during the suspension.

In-School Suspensions

A student may be assigned in-school suspension, where appropriate, as an alternative to out-of-school suspension by either the school principal, an assistant principal, or, in their absence, any teacher. The principal, assistant principal, or teacher may assign in-school suspension after giving the student oral or written notice of the charges against him/her, an explanation of the facts as known to school personnel, and an opportunity to present to student's version of what occurred. A student assigned to in-school suspension may be suspended out of school if he/she becomes disruptive and/or non-compliant.

In-School and Bus Suspensions: Appeal Process (The student will remain suspended while the appeal is pending.)

- If the parent/guardian or student disagrees with an in-school or bus suspension action taken by the assistant principal or teacher, the parent/guardian and/or student may appeal to the principal to review such action. The appeal must be submitted in writing within two (2) days of notification of the in-school suspension assignment. Failure to submit the appeal within this timeframe constitutes waiver of the right to appeal.
- The principal will review the action taken by the assistant principal or teacher and confirm or disapprove such action based on an examination of the record of the student and will notify the parent/guardian of the decision in writing within three (3) days.
- The decision of the principal will be final.

In-School and Bus Suspensions imposed by the principal:

- If the parent/guardian or student disagrees with an in-school suspension action taken by the principal, the parent/guardian and/or student may appeal to the Disciplinary Hearing Review Officer to review such action. The appeal must be submitted in writing within two (2) days of notification of the in-school suspension assignment. Failure to submit the appeal within this timeframe constitutes waiver of the right to appeal.
- The Disciplinary Hearing Review Officer will review the action taken by the principal and confirm or disapprove such action based on an examination of the record of the student and will notify the parent/guardian of the decision in writing within five (5) days.
- The decision of the Disciplinary Hearing Review Officer will be final.

Short-Term Suspensions

A short-term suspension may be imposed by either the school principal, any assistant principal, or, in their absence, any teacher. Upon suspension of any student, the principal, assistant principal, or teacher responsible for such suspension shall report the facts of the case in writing to the school division's Disciplinary Hearing Review Officer and to the parent or guardian of the student suspended. The principal, assistant principal, or teacher may suspend the student after giving the student oral or written notice of the charges against him/her, an explanation of the facts as known to school personnel, and an opportunity to present the student's version of what occurred. In the case of any student whose presence poses a continuing danger to persons or property, or whose presence creates an ongoing threat of disruption, the student may be removed from school immediately, and the notice, explanation of acts, and opportunity to present his/her version shall be given as soon as practicable thereafter.

Any oral or written notice to the parent/guardian of a student who receives a short-term suspension from school attendance shall include notification of the length of the suspension, information regarding the availability of community-based education programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program or alternative education program or educational option, which is not a part of the education program offered by the Hanover County Public Schools, shall be borne by the parent/guardian of the student. However, when such notice is given orally, the omission of any required information will not automatically be grounds for the reversal of the suspension.

A student who receives a short-term suspension shall make up his/her work within 10 school days, beginning with and including the first day back at school. It shall be the responsibility of the student to initiate the effort necessary for making up work, but teachers shall provide such students the opportunity to do so.

Short-Term Suspension: Appeal Process (The student will remain suspended while the appeal is pending.)

- If the parent/guardian or student disagrees with a suspension action taken by an assistant principal or teacher, the parent/guardian and/or student may appeal the suspension to the principal or may petition the Disciplinary Hearing Review Officer to review such action. The appeal must be submitted in writing within two (2) days of notification of the suspension assignment. Failure to submit the appeal within this timeframe constitutes waiver of the right to appeal. The principal will notify the parent of the appeal decision in writing within three (3) days.
- If the parent/guardian or student disagrees with a suspension action taken by the principal, including a principal's review of a suspension action taken by an assistant principal, the parent/guardian and/or student may appeal to the Disciplinary Hearing Review Officer to review such action. The appeal must be submitted in writing within two (2) days of notification of the suspension assignment. Failure to submit the appeal within this timeframe constitutes waiver of the right to appeal.
- The Disciplinary Hearing Review Officer will review the action taken by the principal, assistant principal or teacher and confirm or disapprove such action based on an examination of the record of the student and will notify the parent/guardian of the decision in writing within five (5) days.
- The decision of the Disciplinary Hearing Review Officer will be final.

Long-Term Suspensions/alternative education assignment

A student may be recommended for a long-term suspension/alternative education assignment by a principal or assistant principal after the student and his/her parent/guardian have been provided written notice of the length of the recommended suspension/alternative education assignment, the reasons for the recommended suspension/alternative education assignment, the right to a hearing before the Superintendent's designee (Disciplinary Hearing Review Officer), information regarding the availability of community-based education programs, alternative education programs or intervention programs, and the student's right to return to regular school attendance upon the expiration of the suspension/alternative education assignment. The costs of any community-based education, alternative education, or intervention program which is not part of the education program offered by the Hanover County Public Schools shall be borne by the parent/guardian of the student.

In addition to the imposition of a long-term suspension, the School Board may permit or require students to attend an alternative education program approved/provided by the School Board if the student is found to have committed a serious offense or repeated offenses in violation of the Code of Student Conduct. Before requiring a student to attend such a program, the School Board will provide written notice to the student and parent(s)/guardian, stating that the student will be required to attend an alternative education program at the completion of the long-term suspension and that the student or parent/guardian may request and participate in a hearing before the Disciplinary Hearing Review Officer regarding such placement. The decision reached in the hearing shall be final unless altered by the School Board upon a petition by the student or parent/guardian for a review of the record by the School Board. Such a petition must be submitted in writing to the Disciplinary Hearing Review Officer within five (5) days after his/her decision is communicated to the student and parent/guardian.

Written notice to the student and parent/guardian regarding the requirement to attend an alternative program shall state that the student is eligible to return to regular school attendance upon the student's completion of the alternative education program assignment. The costs of any community-based education, alternative education, or intervention program which is not part of the education program offered by the Hanover County Public Schools shall be borne by the parent/guardian of the student.

Long-Term Suspension Alternative Education Assignment: Appeal Process (The student will remain suspended while the appeal is pending.)

The Disciplinary Hearing Review Officer (DHRO) will conduct a hearing in which he or she receives evidence and hears testimony of witnesses on behalf of the student and on behalf of the school, including the parent/guardian, principal and other administrators. Within ten (10) school days following the suspension hearing, the parent/guardian/student will receive written notification of the decision reached by the DHRO. If after receiving written notification of the student's long-term suspension/alternative education assignment, the student/parent/guardian do not agree with or are not satisfied with the decision reached in the hearing and wish to appeal the long-term suspension, the following process must be followed:

- The student/parent/guardian may present a written request to the School Board, appealing the decision of the DHRO. The request must be submitted to the DHRO within five (5) school days following the date of the written decision of the DHRO.
- The School Board shall review the student's record and issue its decision, either approving or altering the decision reached in the hearing before the DHRO, within thirty (30) days after the hearing before the DHRO.

Expulsion

A student may be expelled from attendance at school after receiving written notice from the School Board to the parent/guardian and student informing them of the following:

- proposed action;
- length of the expulsion;
- reason for the expulsion;
- rights of the student to a hearing before the School Board;
- availability of community-based programs for education, training and intervention programs;
- whether the student is eligible to return to regular school attendance or to attend an appropriate alternative education program approved by the School Board or an adult education program offered by Hanover County Public Schools during or following the expulsion, and the terms or conditions of such readmission. The parent/guardian of an expelled student is responsible for paying the costs of any community-based educational, training, or intervention programs that is not part of the educational program offered by the school division.
- If the School Board determines that the student is ineligible to return to regular school attendance or to attend, during the expulsion, an alternative education program or adult education program, the written notice shall advise the parents/guardians that the student may petition the School Board for readmission to be effective one (1) calendar year from the date of the expulsion and the conditions under which readmission may be granted. Such petition will be reviewed by the division superintendent or the School Board. If the division superintendent denies such petition, the student may petition the School Board for review of such denial.

Recommendations for expulsion shall be based on consideration of the following factors: (1) the nature and seriousness of the violation; (2) the degree of danger to the school community; (3) the student's disciplinary history, including the seriousness and number of previous infractions; (4) the appropriateness and availability of an alternative education placement or program; (5) the student's age and grade level; (6) the results of any mental health, substance abuse, or special education assessments; (7) the student's attendance and academic records; and (8) such other matters as the division superintendent or his/her designee deems appropriate. However, no decision to expel a student shall be reversed on the grounds that such factors were not considered. The School Board may consider any of these factors as "special circumstances" when considering disciplinary action pursuant to Virginia Code §22.1-277.07 and §22.1-277.08.

An expelled student may not enter any school building or come onto any school property during the period of expulsion except with the prior permission of the principal.

Expulsion Related to Drugs and Alcohol

The School Board shall expel from school attendance any student whom the School Board has determined, in accordance with the procedures set forth in this *Code of Student Conduct*, to have brought a controlled substance, including anabolic steroids, imitation controlled substance, marijuana, or other prohibited substance as defined in Virginia Code §18.2-247, onto school property or to a school-sponsored activity. A school administrator or the School Board, may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The superintendent or his/her designee is authorized to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. If a determination is made that another disciplinary action is appropriate, any such subsequent disciplinary action is to be taken in accordance with the procedures set forth in Title 22.1, Chapter 14, Article 3 of the Code of Virginia. Nothing in this paragraph shall be construed to require a student's expulsion regardless of the facts of the particular situation.

Expulsion Related to Weapons and Destructive Devices

Carrying, bringing, using or possessing any firearm, destructive device, or weapon in any school building, on school grounds, in any school-owned or -operated vehicle or at any school-sponsored event or activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. The disciplinary sanction for bringing a weapon, firearm or destructive device to school, on a school-owned or -operated vehicle or to a school sponsored event or activity is expulsion for at least one year. A school administrator, or the School Board, may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The division superintendent or his/her designee may conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. If a determination is made that another disciplinary action is appropriate, any such subsequent disciplinary action is to be taken in accordance with the procedures set for the in Title 22.1, Chapter 14, Article 3 of the Code of Virginia. Nothing in this paragraph shall be construed to require a student's expulsion regardless of the facts of the particular situation. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

The JROTC shall not be prohibited from conducting marksmanship training when such training is a normal element of the program. The JROTC program may include training in the use of pneumatic guns. The administration of a school operating a JROTC program shall cooperate with the JROTC staff in implementing such marksmanship training.

Exclusion

- A student who has been expelled or suspended for more than thirty (30) days from attendance at school by a school board or a private school in the Commonwealth of Virginia or in another state, or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance by the Hanover County School Board, regardless of whether such student has been admitted to another school division or private school in Virginia or in another state subsequent to such expulsion, suspension, or withdrawal of admission. Such a student may be excluded after (i) written notice to the student and his/her parent(s)/guardian that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student and his/her parent to participate in a hearing to be conducted by the division superintendent or his/her designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the division superintendent or his/her designee and the decision has been made to exclude the student from attendance.
- The decision of the division superintendent or his/her designee to exclude shall be final unless altered by the School Board, upon written petition to the School Board, within ten (10) school days following the decision, for a review of the record.
- In the case of a suspension of more than thirty (30) days, the term of the exclusion may not exceed the duration of such suspension.
- In excluding any such expelled student from school attendance, the School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Virginia Code §22.1-277.06. The School Board shall not impose additional conditions for readmission to school.
- The School Board may permit or require excluded students to attend the alternative education program for the term of such exclusion.

Procedure for Teachers to Remove Students from Class

Prior to the removal of a student from class under this Policy, the following criteria must be met:

- The student's behavior is disruptive as defined in this *Code of Student Conduct* and in Virginia Code §22.1-276.01 as "conduct that interrupts or obstructs the learning environment."
- Removal of the student from the class is necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior.
- Teacher and/or administrative interventions have been attempted and failed to end the student's disruptive behavior.
- Notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators have been provided to the student's parents as described below.

When all the above criteria have been satisfied, teacher removal of a student from class shall be deemed appropriate.

Requirements for Incident Reports

No removal under this Policy shall occur unless two prior written incident reports have been filed with school administrators. Upon removal, the teacher shall file a "Student Removal Form" with school administrators and any other documentation to support the removal including, but not limited to, the previous two incident reports.

Procedures for Written Notification of Student and Parents

The teacher shall provide copies of any incident report and Student Removal Form to the student and his parents and notify them of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. Such written notice shall be provided to the parent/guardian within twenty-four (24) hours of each incident. The teacher shall document, in writing, his/her attempts to request and encourage the parents to meet with school administrators and/or the teacher. Such notice and documentation shall be required for each incident report and student removal.

Search and Seizure

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, a student's locker, a student's automobile, and electronic devices a student possesses and/or uses and may seize any illegal, unauthorized, or contraband materials discovered in the search, consistent with applicable law.

Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of students and the school administration. The school administration has the right to search lockers, desks, and other storage facilities for items which violate law, school policies and regulations, or which may be harmful to the school or its students. Lockers and other storage facilities are subject to periodic searches for any reason at any time without notice, without student consent, and without a search warrant.

To ensure a drug-and-alcohol-free learning environment for students and staff, school officials may, at their discretion, request assistance from a variety of available resources, including the School Resource Officers and DARE Officers, intervention counselors, the Hanover County Health Department, and the active and passive canine teams coordinated by the Hanover County Sheriff's Office.

The school administration also has the right to search any student when there is a reasonable basis to believe that the student possesses an item which violates law, school policies and regulations, or which may be harmful to the school or its students. In no event shall strip-searches of students be conducted.

At times, at the principal's discretion and in accordance with School Board policy and all applicable law, metal detectors may be used to assist school staff in ensuring the safety of students, school staff, and guests.

The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials will be notified.

Extracurricular Activities

Extracurricular activities are those activities that supplement the regular school curriculum, do not carry credit towards graduation, and are joined voluntarily by students. Extracurricular activities are generally developed according to the needs and interests of students and may take the form of special interest groups, honor societies, publications, athletic teams, and other extensions of classroom work. All extracurricular activities are designed to promote character building qualities of participation and leadership. All school rules and regulations are in effect during extracurricular activities, whether held on campus or away from school. (Certain other extracurricular activities can be considered co-curricular and relate to a culminating activity directly related to classroom instruction like choral or band concerts/presentations.) Co-curricular activities are included in the extracurricular regulations. Students are not permitted to participate in organizations and engage in related activities to the detriment of their classroom work. All student organizations and extracurricular activities are under the supervision of the school principal or his/her designee and are officially recognized and sanctioned by the Hanover County School Board.

Code of Student Conduct Governing Participation in Extracurricular Activities

1. Students may not participate in or attend extra-curricular activities during the specified period of an in-school or out-of-school suspension for violations of the *Code of Student Conduct*.
2. The principal, the coach, and/or the sponsor shall have the discretion to determine if a student is permitted to participate in the next scrimmage/game/activity following the completion of an in-school suspension, out-of-school suspension, or Saturday School assignment. Students on long-term suspensions (more than 10 days) for violations involving the use and/or possession of alcohol and/or illegal drugs are not allowed to participate or attend extracurricular activities for the period of the suspension **AND** for a period of 60 calendar days during which school activities take place from the date of the suspension, including summer vacation and school holidays. Long-term suspensions cause the student to lose participation privileges during that period, as well.
3. Each coach/sponsor will establish team/club rules which will be distributed and discussed with participants prior to the beginning of the activity. Students are expected to comply with team/club rules and could forfeit their eligibility through noncompliance.
4. Students must attend all scheduled classes or an approved school activity on the day of competition/activity to be eligible to participate in extracurricular activities on that day. The principal or his/her designee may make exceptions to this standard for students with extenuating and/or unusual circumstances.
5. Students assigned detention by teachers and/or administrators must report the detention to the coach or sponsor. The coach or sponsor will determine if any additional action is to be taken concerning the student's participation in the scheduled activity.

Compliance with Virginia High School League and Henrico-Hanover Middle School League Rules

1. Students in grades 8-12 participating in interscholastic competition in any and all activities governed by VHSL rules shall meet the eligibility requirements of the Virginia High School League.
2. A public school student athlete who uses anabolic steroids not prescribed by a licensed physician shall be ineligible to participate for two (2) years in interscholastic sports.
3. Students in grades 6-8 participating in interscholastic competition shall meet the eligibility requirements and regulations of the Henrico-Hanover Middle School League Rules.

Eligibility Relative to Court Disciplinary Action(s)

1. School officials may suspend a student from participation in extracurricular activities who has been charged with a misdemeanor or felony involving violence, assaults on other individuals, use or possession of a weapon(s), possession/use and/or distribution of alcohol, and/or illegal drugs until disposition of the charges by the court.
2. The student must report the incident to the coach/sponsor who will present the facts as known to the school administration to determine eligibility for participation.
3. School officials may deny participation in all extracurricular activities to any student convicted or found "not innocent" of a misdemeanor involving violence, assault on other individuals, use or possession of weapons, use/possession and/or distribution of alcohol and/or illegal drugs. The student may appeal to the principal for reinstatement in other activities the semester following the incident.
4. Students found guilty or "not innocent" of any felony charges may be denied participation in extracurricular activities.

Consequences for Violating the *Code of Student Conduct* for Extracurricular Activities

1. Consequences for violating the *Code of Student Conduct* for participation in extracurricular activities are separate and apart from the consequences for violating the *Code of Student Conduct* for participation in school-related activities and programs.
 - a. Suspension from athletic events:

Minimum Penalty - Loss of participation for the next two games/events or 20% of all scheduled games/events, whichever is less.

Maximum Penalty - Loss of participation for the remainder of the sport's season and suspension from participation and attendance at all school extra-curricular activities for 60 calendar days from the date of the suspension, including summer vacation and school holidays.

b. Suspension from activities:

Minimum Penalty - Loss of participation for remainder of current grading period and next grading period.

Maximum Penalty - Loss of participation for remainder of school year and suspension from participation and/or attendance at all school extracurricular activities for 45 school days.

2. The administration may decide that the minimum sixty (60) school day suspension from all school extracurricular activities does not include the try-out period for another school sponsored sport/activity.

Administrative Procedures

A student's privilege to participate in all or certain extracurricular activities and/or school sponsored activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Suspension from extracurricular activities may be imposed in conjunction with other penalties. Parents/guardians and students shall be notified in writing of such suspension from extracurricular activities.

1. The coach/sponsor of the activity, in consultation with the appropriate administrator in charge of clubs/activities/teams or athletic directors, may suspend students from activities after having given them the right to be heard.
2. Students and/or their parents/guardians may appeal any actions taken pursuant to these regulations to the school principal. Parents/guardians/students may present a written request within three (3) school days after notification of the suspension, to the school principal to arrange for an appointment or phone conference to appeal the extracurricular suspension. The school administration will send a written decision to the parent/guardian/student participant within five (5) school days of the appeal hearing.

Disciplinary Authority of School Board

1. The School Board may, in accordance with the procedures set forth in Title 22.1, Chapter 14, Article 3 of the Code of Virginia, require any students to attend an alternative education program, if the student is identified for any of the following:
 - charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the division superintendent pursuant to subsection G of Virginia Code §16.1-260;
 - 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 division superintendent pursuant to subsection G of Virginia Code §16.1-260;
 - found to have committed a serious offense or repeated offenses in violation of School Board policies; and,
 - suspended pursuant to Virginia Code §22.1-277.05 (long-term suspension), or expelled pursuant to Virginia Code §22.1-277.06 (expulsion, generally) or §22.1-277.07 (Gun-Free Schools Act) or subsection B of 22.1-277.

The School Board may require such student to attend such programs regardless of where the crime occurred.

2. Whenever any student commits any reportable incident as set forth in Virginia Code §22.1-279.3, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the division superintendent or his/her designee. Prevention and intervention activities shall be identified in the school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Acts of 1994. (Title IV- Safe and Drug Free Schools and Communities Act)
3. The School Board may require any student who has been found, in accordance with the procedures set forth in Title 22.1, Chapter 14, Article 3, to have been in possession of, or under the influence of, drugs

or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of school board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

4. The division superintendent or his/her designee may require students to attend an alternative education program consistent with the provisions above after the following notices have been delivered:
 - written notice to the student and his/her parent that the student will be required to attend an alternative education program and
 - notice of the opportunity for the student or his/her parent to participate in a hearing to be conducted by the division superintendent or his/her designee regarding such placement. The decision of the division superintendent or his/her designee regarding such alternative education placement shall be final unless altered by the School Board, upon written petition by the student or his/her parent within five (5) days of the date of the written notice, for a review of the record by the School Board.

Any student for whom the division superintendent has received a report pursuant to Virginia Code §16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of §16.1-260 may be suspended or expelled from school attendance pursuant to Virginia Code §22.1-277.

Reporting Duties of the Principal and Superintendent

Except as may be prohibited by federal law, regulation, or jurisprudence, the principal will immediately report any act enumerated above that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal will report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

The principal or his/her designee shall also notify the parent of any student involved in an incident listed in the paragraphs of this section of the *Code of Student Conduct*, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students.

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal shall immediately report to the local law enforcement agency any act that may constitute a criminal offense committed by a student or school division employee on any school property or at any school-sponsored activity, including but not limited to the following:

- the assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- the assault and battery, which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Virginia Code §18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
- any conduct involving alcohol, marijuana, synthetic cannabinoids, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
- the illegal carrying of a firearm (as defined in Virginia Code §22.1-277.07) onto school property;
- any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Virginia Code §18.2-85, or explosive or incendiary devices, as defined in Virginia Code §18.2-433.1, or chemical bombs, as described in Virginia Code §18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
- any threats or false threats to bomb, as described in Virginia Code §18.2-83, made against school personnel or involving school property or school buses;
- the arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge made against a student for such an incident; or
- any illegal possession of weapons, alcohol, drugs, or tobacco products.

NOTE: Any hazing incident that results in injury to a student must be reported by the school or school division to the locality's Commonwealth Attorney pursuant to the Code of Virginia §18.2-56.

Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or his/her designee.

Communicating *Code of Student Conduct* to Students, Parents, and School Staffs

Faculty and staff will be provided a copy of this student conduct Policy annually and receive an annual in-service regarding its content.

All students and parents/guardians will receive a copy of this *Code of Student Conduct* annually. Students and parents will be required to sign and return to the principal or his/her designee a statement indicating that they are aware of the Policy guidelines and sanctions for misconduct. The signed statement will be kept on file in the school office. Students will receive information about this Policy from teachers and/or other school personnel during student assemblies scheduled for that purpose.

This Policy will be reviewed at least annually and revised as necessary. The review should be completed no later than June of each year.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 18.2-248.1:1, 18.2-308, 18.2-308.1, 18.2-371.1, 22.1-209.1:2(D); 22.1-253.13:7(C)(3); 22.1-276.01, 22.1-276.2, 22.1-277, 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.07:1; 22.1-277.08, 22.1-277.2, 22.1-277.2:1, 22.1-279.1, 22.1-279.3; 22.1-279.3:1, 22.1-279.6, 22.1-279.7, 22.1-280.4; 46.2-323; 20 U.S.C §1415 (e)(3)(B)(i).

Recodified: August 2000

Amended: June 12, 2001, June 11, 2002, June 10, 2003, June 24, 2004, July 12, 2005, July 10, 2006, July 10, 2007, July 8, 2008, October 14, 2008, July 14, 2009, July 13, 2010, June 14, 2011, June 12, 2012, January 8, 2013, June 11, 2013, July 8, 2014, July 14, 2015, June 14, 2016, June 13, 2017, July 10, 2018, June 11, 2019, June 9, 2020, June 8, 2021, June 14, 2022 & July 11, 2023

Definitions of Terms in this *Code of Student Conduct*

Aggravating circumstances - For the purposes of §22.1-277 and §22.1-277.05 of the *Code of Virginia*, “aggravating circumstances” shall mean:

- i. That 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
- ii. That 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
- iii. That 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 Education Program - A variety of educational services available to Hanover students and adults who have diverse learning needs, which shall include, but not be limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

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

Assault – The deliberate use of physical violence, which is intended to cause bodily injury to another; or the use of a dangerous object in an effort to cause bodily injury to another.

Battery – The actual infliction of bodily hurt on another, willfully or in anger, whether by the person’s own hand or by some means set in motion by him or her.

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

Charged – A petition or warrant has been filed or is pending against the student.

Corporal Punishment – The infliction of, or causing the infliction of, physical pain on a student as a means of discipline. This definition shall not include physical pain or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity. In addition, this definition shall not include physical pain, injury, or discomfort caused by the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control of the use of reasonable and necessary force as permitted by §22.1-279.1 of the Code of Virginia.

Cyber Bullying – Using information and communication technologies such as e-mail, cell phone text messages, instant messaging, defamatory personal web sites, defamatory online polling sites, and social media to support deliberate, hostile behavior intended to harm others. This behavior includes, but is not limited to impersonation, stalking, threats, coercion, taunting, and harassment.

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, by whatever name known that will, or may be readily be 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 of the Code of Virginia 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 definition 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 Virginia Code §18.2-308.2:2.

Drug Paraphernalia – Those items listed in §18.2-265.1 of the Code of Virginia, including, but not limited to items such as pipes, bowls, bongos, roach clips, syringes, needles and spoons.

Disruptive Behavior – A violation of School Board policies or regulations governing student conduct that interrupts or obstructs the learning environment.

Exclusion – The School Board’s denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

Expulsion – Any disciplinary action imposed by the School Board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

Extortion – Unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat of eventual physical injury or other harm to that person, to that person’s property, or to a third person.

Fighting – Exchanging mutual physical contact between two or more students by pushing, shoving, or hitting with or without injury.

Firearm – Any weapon prohibited on school property (including a school-division vehicle) or at a school sponsored activity pursuant to §18.2-308.1 of the Code of Virginia, or 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 Virginia Code §15.2-915.4.

Gang - A gang is an ongoing organization, association or group (i) having common characteristics, including but not limited to, initiation practices, hand signals, structured style of dress, specific geographic territorial claim or identifiable leadership; and (ii) consisting of one or more individuals who identify themselves as a group by a name or symbol and are involved in a pattern of recurrent criminal conduct.

Gang activity is defined as:

- a. wearing or distributing any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- b. committing any act or omission, or using speech, either verbal or non- verbal (such as gestures or handshakes) showing membership or affiliation in any gang;
- c. committing any act in furtherance of the interests of any gang, including: (a) soliciting, hazing, initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of the *Code of Student Conduct* and (d) encouraging other students to act with physical violence or disorderly disruptive behavior;
- d. any inappropriate behavior and/or activities which may be disorderly or disruptive or are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

Hazing – To recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or 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.

Imitation Controlled Substance – 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, would cause the likelihood that such a pill, capsule, tablet or substance in any other form whatsoever will be mistaken for a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana; or which by express or implied representations purports to act like a controlled substance as a stimulant or depressant of the central nervous system and which is not commonly used or recognized for use in that particular formulation for any purpose other than for such stimulant or depressant effect. Imitation controlled substances include but are not limited to Spice, K2, synthetic cannabinoids and/or other imitation substances.

Long-term Suspension – Any disciplinary action whereby a student is not permitted to attend school for 11 to 45 school days.

Look-Alike Weapon – Any device that looks like a real gun or is a toy gun (i.e., water pistols)

Medication – Any drug or other substance used in treating diseases, healing, or relieving pain, including all over-the-counter drugs such as aspirin, cough syrups, gargles, caffeine pills, and the like.

One Year – 365 calendar days as required in federal regulations.

Parent(s) – any parent, guardian, or other person having control or charge of a child.

Persistent – 4 or more incidents in a year.

Walkouts – 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 interfere with teaching or the orderly conduct of school activities is not allowed and will be subject to the Code of Student Conduct. Additionally, leaving class, the student's assigned location or campus, during school hours without permission is prohibited and subject to the Code of Student Conduct.

Short-term Suspension – Any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten (10) school days.

School Property – Any real property owned or leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.

School Resource Officer – A certified law enforcement officer hired by the local law enforcement agency to provide law enforcement and security services to Virginia public elementary and secondary schools.

Self-Defense – Any person claiming self-defense must:

1. Be without fault in provoking or bringing on the fight or incident.
2. Have reasonably feared, under the circumstances as they existed at the time, that there was imminent risk of physical harm.
3. Have used no more force than was reasonably necessary to prevent the threatened.

Self-defense does not constitute a valid defense against possession or use of a weapon on school property or at any school-sponsored activity.

Taunting – Challenging or reproaching another person in a mocking or insulting manner, or ridiculing or teasing another person or persons.

Threat – An expression of intent to harm someone that may be spoken, written, or gestured, regardless of whether it is communicated to an actual or prospective victim and regardless of whether the actual or prospective victim is aware the threat exists.

Tobacco Product – Any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis and wrappings.

Vapor Product – Any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device that can be used to produce vapor from nicotine, or other substance, in a solution or other form.

Weapon – includes:

- any stun weapon (as defined in Virginia Code § 18.2-308.1) or taser;
- any knife having a metal blade three inches or longer;
- any pistol, shot gun, revolver, rifle, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material;
- any dirk, bowie knife, switchblade, ballistic knife, machete, razor, slingshot, spring stick, metal knuckles, or blackjack;
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nun chuck, nunchaku, shuriken, or fighting chain;
- any disc of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and may be known as a throwing star or oriental dart; or
- any weapon of like kind as those enumerated above that can reasonably be considered a weapon so as to inflict bodily harm, injury, or threat of harm or injury (this may include toy or imitation weapons).

ACCOMPANYING REGULATIONS

- 7-3.1 (A) REPORTING DATA
- 7-3.1 (B) STUDENT DRESS
- 7-3.1 (C) PROCEDURES FOR QUESTIONING OF STUDENTS BY THIRD PARTIES
- 7-3.1 (D) USE OF METAL DETECTORS

REGULATION 7-3.1(A) REPORTING DATA

Generally

Virginia Code §§22.1-65 and 22.1-280.1 require that the Virginia Department of Education collect information on crime, violence and substance abuse that takes place on public school property, on school buses or at school-sponsored events.

Reporting Procedures

As required by Virginia Code §§22.1-65 and 22.1-280.1, the principal of each school shall collect and maintain information on the events which occur on school property, on a school bus, or at a school-sponsored activity, and shall report the information semiannually to the division superintendent on dates established by the division superintendent. The division superintendent shall submit annually to the Virginia Department of Education, on forms provided by the Department, an aggregate report of such incidences by the last day of October or at other times as prescribed by the Department.

Amended: June 24, 2004

REGULATION 7-3.1 (C) PROCEDURES FOR QUESTIONING OF STUDENTS BY THIRD PARTIES

Principals are to allow a child protective services worker with proper identification to interview a student who is an alleged victim of abuse and/or neglect. A private setting should be provided. Parental notification is the responsibility of the Department of Social Services and should not be done by school personnel.

Law enforcement officers may question students who are witnesses to a crime or victims of a crime during the school day, on school grounds, without the permission of the parents or guardian, provided that the law enforcement officer ascertains that the student is capable of consenting to, and the student does consent to, the interview. Student consent is not necessary when a law enforcement officer has a warrant for the arrest of a student. When a law enforcement officer makes contact with, or is contacted by, the school principal or his designee concerning the questioning of a student as a witness or victim, the following procedures should be followed:

1. The principal shall make an attempt to contact the parent or guardian of the student.
2. The student shall be called or escorted to the office by the principal. Under dangerous circumstances, the principal may ask the law enforcement officer to accompany him to the classroom to escort the student to the office.
3. A private place shall be provided for the conference/interview. The parent, child, and/or law enforcement officer may request that a staff member be present as an observer while the student is being questioned.
4. If the law enforcement officer removes the student from the school grounds, the principal shall contact the parent or guardian of the student and the division superintendent's office immediately.

When an incident occurs on school grounds during the school day that is potentially a crime under the law of Virginia, the principal should contact either the resource officer or the Hanover County Sheriff's Office immediately. The Sheriff's Office will follow all appropriate legal procedures in terms of advising students of their rights and conducting a thorough investigation. The principal should follow applicable School Board policy according to the Code of Student Conduct in determining the involvement of a student or students in the incident and the type of disciplinary action to be taken on the part of the school.

Principals are authorized by the School Board to recognize that certain misconduct that may constitute just cause for suspension or expulsion may also constitute probable cause that a state or federal law has been violated. A principal shall impose penalties provided by School Board policy for misconduct and shall seek through the appropriate legal means criminal adjudication of the misconduct.

School administration and law enforcement officials will make every effort to work cooperatively with the least possible disruption to either the schools or the Sheriff's Office.

Amended: June 24, 2004, July 12, 2005, July 10, 2006, June 14, 2011

REGULATION 7-3.1 (D) USE OF METAL DETECTORS

Weapons or explosives of any kind are prohibited on school property including school buses or vehicles and at school bus stops, in school buildings or at school-related functions. Possession of weapons or explosives is a violation of School Board policy, federal and state law and will subject an individual to disciplinary action and possible criminal penalties. The administration possesses the authority to take all reasonable, necessary and proper steps, including but not limited to the use of stationary or mobile metal detectors provided by law and School Board policy and regulation to safeguard students, employees and property of the Hanover County School Board. The purpose of the metal detector scan is to prevent and deter individuals from carrying weapons and explosive devices onto School Board property or into school-sponsored events/activities. At all times, the degree and nature of the inspection are not to exceed that which is necessary to allow staff to discharge their responsibility in ensuring the safety of persons and property.

1. The division superintendent or building principal in a non-delegable duty shall approve the use of metal detectors in school, on school property or in preparation for or during specific school activities at sites other than school division property.
2. Only personnel trained in the use of metal detectors shall be authorized to conduct metal detector screenings. Training for personnel shall be arranged through the division superintendent's office.
3. Signs shall be posted to notify all persons that, as a condition of entrance to the school or school-related activity, they will be required to pass through or submit to a metal detector screening.
4. When a metal detector is being used, all individuals who wish to enter the school or school-related activity shall use only the facility entrances designated.
5. School officials may search a particular individual(s) when there is a reasonable assumption to believe that the individual(s) is in possession of weapons or explosives.
6. If a metal detector activates on an individual, the individual will have the option of removing the item which caused the alarm and being scanned with a hand-held wand, or receiving a refund and exiting the premises. Individuals failing to comply with the safety procedures prescribed for Hanover County Public Schools athletic events will be refused entry.
7. Any briefcase, knapsack, purse, parcel or other package causing the activation of a metal detector shall be subject to inspection.
8. All property removed from a person as a result of this procedure and not defined as contraband shall be returned to the person. Property which is defined as contraband, even though it may not have been capable of activating the metal detector, shall be confiscated and turned over to the Hanover County Sheriff's Office or other appropriate agency for proper handling. Any contraband seized by school personnel pursuant to this regulation may be admissible in any subsequent criminal proceeding. The student or employee in violation of the policies, rules and regulations of the Hanover County School Board shall be disciplined in accordance with the rules of the regulations of the School Board, regardless of whether criminal proceedings are pursued.

Any student or employee who refuses to cooperate with personnel performing their duties under this regulation may be subject to discipline in accordance with School Board policy and regulation and required to leave school property. Any person who refuses to cooperate with personnel performing their duties under this regulation shall be required to leave school property.

Adopted: September 11, 2001

Amended: June 24, 2004, June 14, 2011

MISSION

We are a student-centered, community-driven organization committed to providing all students with exceptional learning experiences in order to prepare them to be confident, ethical, productive citizens.

VISION

To inspire. To empower. To lead.

BELIEFS

- All students are unique individuals who can be successful.
- Public education must foster equitable opportunities for each child.
- Teaching and learning should inspire, engage, and empower all students to achieve their personal goals.
- Relevant and engaging teaching develops critical thinkers, problem solvers, and life-ready global citizens.
- Students thrive in a safe and secure environment that nurtures the whole child.
- Families want quality education for all students and family participation contributes to the success of Hanover County Public Schools.
- Our community partnerships are essential to ensuring our community values of tradition, excellence, and high expectations for all students.



HANOVER COUNTY PUBLIC SCHOOLS

Atlee High
9414 Atlee Station Road
Mechanicsville, VA 23116
723-2100
Dr. John Wheeler, Principal

Battlefield Park Elementary
5501 Mechanicsville Turnpike
Mechanicsville, VA 23111
723-3600
Jaclyn McCaleb, Principal

Beaverdam Elementary
15485 Beaverdam School Road
Beaverdam, VA 23015
798-5929 or 449-6373
Dr. Glynda Smith, Principal

Bell Creek Middle
8021 Lee-Davis Road
Mechanicsville, VA 23111
723-2260
Timothy Sanders, Principal

Chickahominy Middle
9450 Atlee Station Road
Mechanicsville, VA 23116
723-2160
Mark Beckett, Principal

Cold Harbor Elementary
6740 Cold Harbor Road
Mechanicsville, VA 23111
723-3620
Allison Mullens, Principal

Cool Spring Elementary
9964 Honey Meadows Road
Mechanicsville, VA 23116
723-3560
Sarah Pike, Principal

Elmont Elementary
12007 Cedar Lane
Ashland, VA 23005
365-8100
Amanda Sanders, Principal

Hanover High
10307 Chamberlayne Road
Mechanicsville, VA 23116
723-3700
Kristina Reece, Principal

Henry Clay Elementary
310 South James Street
Ashland, VA 23005
365-8120
Kristin Haas, Principal

John M. Gandy Elementary
201 Archie Cannon Drive
Ashland, VA 23005
365-4640
Kristin Haas, Principal

Kersey Creek Elementary
10004 Learning Lane
Mechanicsville, VA 23116
723-3440
Mary Townes, Principal

Laurel Meadow Elementary
8248 Lee-Davis Road
Mechanicsville, VA 23111
723-2040
Brad Davis, Principal

Liberty Middle
13496 Liberty School Road
Ashland, VA 23005
365-8060
Sherry Lycett, Principal

Mechanicsville Elementary
7425 Mechanicsville Elementary Dr.
Mechanicsville, VA 23111
723-3640
Dr. Amy Robinson, Principal

Mechanicsville High
7052 Mechanicsville Pike
Mechanicsville, VA 23111
723-2200
Charles Stevens, Principal

Oak Knoll Middle
10295 Chamberlayne Road
Mechanicsville, VA 23116
365-4740
Caroline Harris, Principal

Patrick Henry High
12449 West Patrick Henry Road
Ashland, VA 23005
365-8000
Chris Martinez, Principal

Pearson's Corner Elementary
8290 New Ashcake Road
Mechanicsville, VA 23116
723-3660
Lindsay Mottley, Principal

Pole Green Elementary
8993 Pole Green Park Lane
Mechanicsville, VA 23116
365-4700
Rhonda Voorhees, Principal

Rural Point Elementary
7161 Studley Road
Mechanicsville, VA 23116
723-3580
Brooke Andrillunas, Principal

South Anna Elementary
13122 Walton's Tavern Road
Montpelier, VA 23192
749-4222 or 883-6089
Alicia Cecil, Principal

Washington-Henry Elementary
9025 Washington Henry Drive
Mechanicsville, VA 23116
723-2300
Shalome Morgan, Principal

The Georgetown School
10000 Learning Lane
Mechanicsville, VA 23116
723-3460
Brian Ford, Principal

The Hanover Center for Trades and
Technology
10002 Learning Lane
Mechanicsville, VA 23116
723-2020
Justin Roerink, Principal

Hanover Online School
13496 Liberty School Road
Ashland, VA 23005
365-8069
Stacy Stanford, Principal



**All school and instructional department websites can be accessed by using
Hanover County Public Schools' address (www.hcps.us).**

The Hanover County School Board does not unlawfully discriminate on the basis of age, sex, race, color, religion, disability or national origin in its employment practices or educational programs and activities. The director of special education is designated as coordinator for nondiscrimination for access to and implementation of programs under Section 504 and the Americans with Disabilities Act. The assistant superintendent of human resources is designated as coordinator for nondiscrimination regarding personnel matters. To contact Hanover County Public Schools by telephone, please call 804-365-4500.