



STANDARDS OF STUDENT CONDUCT 2018-2019

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Preface

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

The *Standards of Student Conduct* apply to all CodeRVA Regional High School students and are enforced when students are:

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

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

The CodeRVA School Board complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Improvement Act of 1990, and the Individuals with Disabilities Education Act. The CodeRVA School Board does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in any of its programs and activities. The executive director, his/her designee, and the Superintendents' Advisory Council Chair are responsible for the coordination of compliance with these provisions.

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

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

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

Rights and Responsibilities of Students

Students' rights include, but are not limited to:

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

Students' responsibilities include, but are not limited to:

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

Rights and Responsibilities of Parents/Guardians

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

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

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

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

Rights and Responsibilities of CodeRVA Employees

CodeRVA Regional High School Employees' rights include, but are not limited to:

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

CodeRVA Regional High School Employees' responsibilities include, but are not limited to:

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

Virginia Compulsory Attendance

§ 22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article.

A. As used in this subsection, "attend" includes participation in educational programs and courses at a site remote from the school with the permission of the school and in conformity with applicable requirements.

Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, cause such child to attend a public school or a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § [22.1-254.1](#).

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by causing a child to attend an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by causing the child to attend any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § [22.1-253.13:1](#) and in § [22.1-254.01](#). The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or has achieved a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

B. A school board shall excuse from attendance at school:

1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and

2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or

2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

E. Local school boards may allow the requirements of subsection A to be met under the following conditions:

For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

1. Career guidance counseling;

2. Mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such preparatory program or approved alternative education program to such principal or his designee;

3. Mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency

assessment, the Armed Services Vocational Aptitude Battery, or the Virginia workplace readiness skills assessment;

4. Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;

5. Counseling on the economic impact of failing to complete high school; and

6. Procedures for reenrollment to comply with the requirements of subsection A.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

F. A school board may, in accordance with the procedures set forth in Article 3 (§ [22.1-276.01](#) et seq.) of Chapter 14 and upon a finding that a school-age child 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 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) suspended pursuant to § [22.1-277.05](#); or (iv) expelled from school attendance pursuant to § [22.1-277.06](#) or [22.1-277.07](#) or subsection C of § [22.1-277](#), require the child to attend an alternative education program as provided in § [22.1-209.1:2](#) or [22.1-277.2:1](#).

G. Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ [18.2-77](#) et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not 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.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ [22.1-277.04](#), [22.1-277.05](#), [22.1-](#)

[277.06](#), [22.1-277.07](#), and [22.1-277.2](#). As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.

I. The provisions of this article shall not apply to:

1. Children suffering from contagious or infectious diseases while suffering from such diseases;

2. Children whose immunizations against communicable diseases have not been completed as provided in § [22.1-271.2](#);

3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;

4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and

5. Children excused pursuant to subsections B and D.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

Code 1950, § 22-275.1; 1952, c. 279; 1959, Ex. Sess., c. 72; 1968, c. 178; 1974, c. 199; 1976, cc. 681, 713; 1978, c. 518; 1980, c. 559; 1984, c. 436; 1989, c. 515; 1990, c. 797; 1991, c. 295; 1993, c. 903; 1996, cc. [163](#), [916](#), [964](#); 1997, c. [828](#); 1999, cc. [488](#), [552](#); 2000, c. [184](#); 2001, cc. [688](#), [820](#); 2003, c. [119](#); 2004, c. [251](#); 2006, c. [335](#); 2010, c. [605](#); 2012, cc. [454](#), [642](#); 2014, c. [84](#); 2017, c. [330](#); 2018, cc. [486](#), [585](#).

8VAC20-730-20. Unexcused Absences Intervention Process and Responsibilities.

A. Each local school board shall provide guidance regarding what would constitute an excused absence in order to address when the explanation provided by the parent will be determined to be reasonable and acceptable.

B. Each local school board shall develop procedures to ensure that appropriate interventions will be implemented when a student engages in a pattern of absences less than a full day, the explanation for which, if it were a full-day absence, would not be deemed an excused absence.

C. The following intervention steps shall be implemented to respond to unexcused absences from school and to engage students in regular school attendance.

1. Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal or designee, attendance officer, or other school personnel or volunteer will notify the parent by phone or email or any other electronic means to obtain an explanation. The school staff shall record the student's absence for each day as "excused" or "unexcused." Early intervention with the student and parent or parents shall take place for repeated unexcused absences.

2. When a student has received five unexcused absences, the school principal or designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent. The parent shall be contacted in a face-to-face conference, by telephone, or through the use of other communication devices. During the direct contact with the parent and the student (if appropriate), reasons for nonattendance shall be documented and the consequences of nonattendance explained. An attendance plan shall be made with the student and parent or parents to resolve the nonattendance issues. The student and parent may be referred to a school-based multi-disciplinary team for assistance implementing the attendance plan and case management.

3. The school principal or designee or the attendance officer shall schedule a face-to-face attendance conference, or an interaction that is conducted through the use of communication technology, within 10 school days from the date of the student's sixth unexcused absence for the school year. The attendance conference must be held within 15 school days from the date of the sixth unexcused absence. The conference shall include the parent, student, and school personnel (which may be a representative or representatives from the multi-disciplinary team) and may include community service providers.

4. The school principal or designee shall notify the attendance officer or division superintendent of the student's seventh unexcused absence for the school year. The division superintendent or designee shall contact the Juvenile and Domestic Relations Court intake to file a complaint alleging the student is a child in need of supervision (CHINSup) or to institute proceedings against the parent. In addition to documentation of compliance with the notice provisions of § [22.1-258](#) of the Code of Virginia, all records of intervention regarding the student's unexcused absences, such as copies of the conference meeting notes, attendance plan, and supports shall be presented to the intake worker.

D. A record shall be maintained of each meeting that includes the attendance plan, the name of individuals in attendance at each conference meeting (including via telephone or electronic devices), the location and date of the conference, a summary of what occurred, and follow-up steps.

Statutory Authority

§ [22.1-16](#) of the Code of Virginia.

Dress Code

CodeRVA strives to prepare students for college and careers, including expectations of dress appropriate for an educational or business environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the executive director. While head coverings are not explicitly addressed in the following section of prohibited items, all head coverings should be those that would be appropriate in a professional setting, including but not limited to some baseball hats, knit caps, and/or scarves or headbands used as an accessory.

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

- Clothing with language or images that are vulgar, discriminatory, or obscene.
- Clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
- Clothing that contains threats such as gang symbols. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.
- Clothing that exposes cleavage, chest, private parts, the midriff, or undergarments, or that is otherwise sexually provocative. Examples of prohibited clothing include but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses that tie only in the back and clothing constructed of see-through or other revealing materials. Any sleeveless shirt must be two inches wide at the shoulder.
- Dresses, skirts, and shorts do not cover the pelvic area and extend to the mid-thigh when standing, sitting, or engaging in physical activity.
- Leggings or other tight-fitting pants, unless covered by a shirt or shorts that cover the pelvic area and extend to the mid-thigh when standing, sitting, or engaging in physical activity.

Recommended Consequences

The administrative team shall have discretion regarding dress code decisions.

First Offense - Warning with Opportunity to Change Clothes to Correct Dress Code Violation;
Parent Notification

Second Offense - Lunch Detention

Third Offense - One (1) Day In-School Suspension

Continued infractions will result in additional consequences, considered as insubordination.

Cellular Phones and Electronic Devices

CodeRVA Regional High School recognizes that student access to cell phones and other electronic devices is common in 21st Century society; however, it is imperative that students and parents understand that there are appropriate and inappropriate times for the use of such devices. Students may possess a mobile/smart phone, tablet, or other communications device on school property, including school buses, provided that the device remains silent and out of sight during instructional time unless it is being used for instructional purposes. A student using cell phones or other electronic devices to record anything or anyone without authorization on school property, or at school events, is strictly prohibited.

At no time may any device be used with an unfiltered connection to the internet.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions that may be imposed, the device may be confiscated from the student and returned at the end of the day or to the parent/guardian. The division is not liable for devices brought to school or school activities.

Use of Cellular Phones or other Electronic Devices during Assessments

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

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

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

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

Recommended Consequences	
First Offense	Confiscation of phone to be returned to the student at the end of the day, parent notification, and verbal warning.
Second Offense	Confiscation of phone to be returned to the student at the end of the day, parent notification, and a disciplinary infraction entry will be placed into the student’s conduct record.
Third Offense	The student will receive either lunch detention or in-school suspension. Confiscation of phone, parent notification, and a disciplinary infraction entry will be placed into the student’s conduct record.
Fourth Offense	The student <i>may</i> be suspended out-of-school for one (1) day for insubordination. In addition, the student may be banned from possessing a cell phone or personal electronic device at school for the remainder of the school year. This ban would not apply to the Chromebook/laptop device necessary for instruction.

Technology and the Internet

A. General Terms and Conditions of Use

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

B. Acceptable Use and Internet Safety

All use of the CodeRVA Regional High School's computer system shall be consistent with the CodeRVA School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to,

hardware, software, data, communication lines and devices, security cameras, printers, flash drives, servers, mainframe and personal computers, tablets, mobile/smart phones, the Internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to CodeRVA Regional High School's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of CodeRVA Regional High School or (2) for legitimate school business.
2. **Privilege.** The use of CodeRVA Regional High School's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - using cell phones or other electronic devices to record anything or anyone without authorization on school property or at school events.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not download large files, including but not limited to movies and/or audio files.
 - users shall not post chain letters.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The CodeRVA School Board makes no warranties for the computer system it provides. The CodeRVA School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. CodeRVA Regional High School denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the CodeRVA School Board for any losses, costs, or damages incurred by the CodeRVA School Board relating to or arising out of any violation of these procedures.

6. **Security.** Computer system security is a high priority for CodeRVA Regional High School. If any user identifies a security problem, the user shall notify the executive director or other staff member immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** CodeRVA Regional High School assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, **data**, or long-distance charges.
9. **Electronic Mail.** CodeRVA Regional High School's electronic mail system is owned and controlled by CodeRVA Regional High School. CodeRVA Regional High School will provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail provided by CodeRVA Regional High School is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by CodeRVA Regional High School. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement.** The computer network will filter or block Internet access to child pornography, obscenity, and other materials harmful to juveniles. The online activities of users may also be monitored or controlled manually. **Any violation of these regulations may result in loss or restriction of computer system privileges and may also result in appropriate disciplinary action, as determined by CodeRVA School Board policy, or legal action.**

Bring Your Own Device Program

CodeRVA Regional High School recognizes that many students own electronic devices (mobile/smart phones, laptops, tablets, etc.) that they may choose to use under teacher direction for instructional purposes. This regulation will allow students to use privately owned electronic devices to access the CodeRVA Regional High School wireless network. Wireless access provided for personal electronic devices is designed to support students' educational experiences and instructional outcomes. Connecting to the CodeRVA Regional High School wireless network with personal electronic devices is a privilege, not a right, and is not a requirement for division students. Permission to bring and use privately owned electronic devices is contingent upon strict adherence to CodeRVA Regional High School guidelines as set forth herein. If a student's use of a personal electronic device disrupts the instructional environment, that student's privileges may be limited or revoked.

General Rules

1. No privately owned electronic device may be attached to the CodeRVA Regional High School network if a signed Acceptable Computer System Use Policy agreement form, and a signed copy of this regulation are not on file with CodeRVA Regional High School.
2. Privately owned electronic devices may be used during instruction with permission of CodeRVA Regional High School staff.
3. Teachers may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.
4. Only the owner of record may use an approved personal electronic device. Teachers will not request that students loan devices to other students.
5. Recognizing that certain electronic devices may not be appropriate for instruction, personal electronic devices will only be considered for classroom use if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to: laptops, netbooks, tablets, smart phones, and e-readers. The final determination of whether a device is appropriate to connect to the CodeRVA Regional High School network will be made by CodeRVA Regional High School staff.
6. Students are prohibited from accessing the Internet using private cellular-based subscriptions through their own Internet Service Provider while engaged in approved electronic device use for instruction at CodeRVA Regional High School.
7. Certain personal devices may not successfully connect to the CodeRVA Regional High School network if the device does not meet certain technical specifications for wireless protocol.
8. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while at CodeRVA Regional High School. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game.
9. Students should not attempt to connect personal electronic devices by cable to the CodeRVA Regional High School network. Network access is provided via wireless connection only. No privately owned electronic device may be connected to any CodeRVA Regional High School network using an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.

10. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purpose(s), to ensure compliance with copyright law.
11. Students are prohibited from submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material on any school or personal device.
12. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.
13. No student shall use another student's division-issued log-on credentials.
14. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.
15. No division-owned academic or productivity software may be installed on personal devices.
16. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption of or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, school personnel and/or student.
17. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by CodeRVA Regional High School Internet filters.
18. Under the provisions of the CodeRVA Regional High School Bring Your Own Device program, parents who grant permission for students to use their own devices at school, as well as students who bring a personal device do so knowing that it will diminish their expectation of privacy regarding their personal device while at school. The school reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated federal or state law, CodeRVA Regional High School policies, administrative procedures, school rules, or engaged in other misconduct while using the device. The search will be limited to the scope of the suspected violation.
19. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, CodeRVA Regional High School is not responsible for any property, financial, or data loss.
20. All terms, conditions, and regulations of the division's Acceptable Computer System Use Policy remain in effect and are in no way superseded by this policy.
21. CodeRVA Regional High School personnel are not authorized to perform maintenance on, nor install or manipulate any product of any type (hardware, operating system, or software) on any personally owned device. Students and parents should not expect technical services of any type for their personal devices to be provided by CodeRVA Regional High School personnel.
22. CodeRVA Regional High School reserves the right to limit or deny access to the school's wireless network.

Consequences of Inappropriate Use

Violation of school or division policies, local, state and/or federal laws while using a personal electronic device while attached to any CodeRVA Regional High School wireless network, or on CodeRVA Regional High School property will result in appropriate disciplinary and/or legal action as specified in the Standards for Student Conduct, CodeRVA School Board policy as well as by local, state and/or federal law.

Privately Owned Electronic Device Security Risks

Laptops and other portable electronic devices are vulnerable to loss and theft. Students and parents who grant permission for their children to bring privately owned electronic devices onto school property must assume total responsibility for these devices and be aware of all risks. If a privately owned electronic device is lost or stolen, it is the owner's responsibility to include filing a police report if necessary. Per CodeRVA Regional High School policy, the school division will not accept responsibility for loss, damage, theft, or non-working personal property. In the event that a student believes that his/her CodeRVA Regional High School password has been compromised, he/she should immediately reset his/her password using a school division computer.

Recommendations:

It is highly recommended that any and all personally owned devices brought on school property have the following:

- Engraved identification indicating the owner of the device.
- Proper storage/carrying bag or other protective cover.
- Proper licenses for all software installed.
- Reputable anti-virus/anti-malware software with current subscription for updates.

Behavior Interventions and Responses

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

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

Behavior - what behavior is actually occurring?

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

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

The following page contains a list of some interventions and responses that are available to students, as well as, examples of interventions that may be implemented to support students who are exhibiting behaviors that violate this *Standards of Student Conduct*.

INTERVENTIONS & RESPONSES

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

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

Code Violation Categories

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

Category 1: Supports & Interventions up to Minor Consequences

Misconduct under this category *shall* result in classroom supports, interventions, or minor consequences.

Category 2: Minor Consequences up to a 1-3 Day Suspension from School

Misconduct under this category *may* result in suspension for a **maximum** of three (3) days.

Category 3: 1-5 Day Suspension from School

Misconduct under this category *may* result in suspension for a **maximum** of five (5) days.

Category 4: 6 -10 Day Suspension from School

Misconduct under this category *may* result in suspension for a **maximum** of ten (10) days.

** For students with disabilities, an administrator may consider 1-10 day suspension under Category 4.*

Category 5A or 5B: Long-term Suspension or Expulsion from School

- **Category 5A:** Misconduct under this category *shall* result in suspension for more than ten (10) consecutive days, but less than 365 consecutive days.
- **Category 5B:** Misconduct under this category *shall* result in a recommendation for expulsion.

In this *Standards of Student Conduct*, each of the Code Violations include the *Code of Virginia's* offense code, the CodeRVA Regional High School Code Violation Category, as well as, the name of the actual violation/offense. School and district administrators will use these codes and categories to make decisions regarding student discipline, as well as, to document and analyze discipline data.

CODE VIOLATION CATEGORIES, INTERVENTIONS, & RESPONSES

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

Category 1	Examples of Classroom Interventions and Responses Teachers are encouraged to try a variety of teaching and classroom management strategies.	
	<ul style="list-style-type: none"> * Establish relationships with students * Pair or group students into positive peer groups * Involve student in alternate activity * Verbal correction * Move to separate instructional area within classroom * Reminders and redirection (e.g. role play) * Establish buddy teacher system * Loss of classroom privileges * Seat change 	<ul style="list-style-type: none"> * Contact parent via telephone, email or text message to discuss concerns * Daily progress sheet on behavior (for student and/or parent) * Parent or guardian brings student to school or class for informal pre-class refocusing * Teacher/student conference outside class time * Parent/teacher conference * Refer to office * Lunch detention
	Examples of Student Support Team Interventions and Responses These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student's inappropriate or disruptive behavior.	
	<ul style="list-style-type: none"> * Parent or guardian notification * Community service * Mentoring program * Conflict resolution * Peer mentoring * In-school suspension w/restorative practices 	<ul style="list-style-type: none"> * Referral to community resources (Mental Health; service organizations) * Develop behavioral contract * Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP)
Category 2	Examples of Administrative Interventions and Responses These interventions involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. These interventions may involve the short-term removal of a student from the classroom environment because of the severity of the behavior. The duration of any short-term suspension is to be limited as much as possible while adequately addressing the behavior, but may not exceed three (3) school days.	
	<ul style="list-style-type: none"> * Change in schedule or class * Parent or guardian notification by administrator * Loss of privileges * Mentoring * In-school suspension w/restorative practices 	<ul style="list-style-type: none"> * Restitution (for loss or damage) * Short-term suspension (1 to 3 days) * Assignment of work projects * Detention within the school * Conflict resolution * Conduct FBA/BIP
Category 3	Examples of Suspension and Responses These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of any short-term suspension is to be limited as much as possible while adequately addressing the behavior, but may not exceed 5 school days.	
	<ul style="list-style-type: none"> * Parent or guardian notification by administrator * Short-term suspension (1 to 5 days) * Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP) * Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc. 	<ul style="list-style-type: none"> * Referral to substance abuse counseling * Referral to community resources (Mental Health; service organizations)

Category 4	Example of Extended Suspension and Responses These interventions involve the removal of a student from the school environment because of the severity and/or frequency of the behavior(s). They may involve the placement of the student in a safe environment that provides additional structure to address behavior. These interventions focus on monitoring the safety of the school community and ending self-destructive and dangerous behavior. Short-term suspension within this category is reserved for 1-10 days and may not exceed 10 consecutive days.	
	<ul style="list-style-type: none"> * Parent or guardian notification * Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP) 	<ul style="list-style-type: none"> * Short-term suspension (1-10 days) for students with disabilities * Short-term suspension (6-10 days). * Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc.
Category 5A Category 5B	Referral to the Superintendents' Advisory Council Chair or Designee: Long-term Suspension or Expulsion	
	<ul style="list-style-type: none"> * Long-term Suspension in excess of 10 consecutive days but less than 365 days. * Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc. * Return to school setting with additional supports. 	<ul style="list-style-type: none"> * Hearing before SACC or designee * Conduct Functional Behavioral Assessment and develop Behavior Intervention Plan (FBA/BIP), when appropriate * Removal from CodeRVA Regional High School.
	<ul style="list-style-type: none"> * Expulsion Hearing before School Board * Additional supports may be provided throughout the expulsion period. 	<ul style="list-style-type: none"> * Referral to appropriate community-based agency, mental health services, substance abuse counseling services, etc. * Removal from CodeRVA Regional High School.

CODE VIOLATIONS

1

Attendance

- A1T/Cat. 1: Excessive Absences**
A2T/Cat. 1: Truancy
A3T/Cat. 1: Leaving Without Permission

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

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

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

B. Compulsory Attendance

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

When a student accumulates six (6) unexcused absences, the parent/guardian will be contacted and an attendance conference will be held.

When a student accumulates seven (7) unexcused absences, the school will contact the truancy/attendance officer for the home school division. It will be the responsibility of the home school division to file a complaint against the student and/or parents through the Juvenile & Domestic Relations Court.

C. Truancy

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

1. Illness of student
2. Serious illness in family which necessitates absence of student
3. Death in family
4. Special and recognized religious holidays
5. Legal or Military obligation
6. Home school division is closed for inclement weather
7. Other reasons approved by executive director

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

D. Leaving School Property without Permission

Once a student arrives on school property, he may not leave without administrative permission prior to the end of the regularly scheduled day. Students with early dismissals must sign out prior to leaving school. Students, with written authorization from a parent or legal guardian, may sign themselves out.

2

Substance Abuse

Some offenses under this section must be reported to the local law enforcement agency by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

A. Alcohol

1. **Use/Possession of Alcohol**
AC1/Cat.4: Alcohol Use
AC2/Cat. 4: Alcohol

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

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

AC3/Cat. 5B: Alcohol Sales/Distribution

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

B. Drugs

1. **Possession/Use**

- DG1/Cat. 5B: **Schedule I & II Drug Use (e.g., heroin, cocaine, opium, morphine, LSD, methamphetamines, ecstasy, Adderall®, Hydrocodone®, Percocet®, Ritalin®, OxyContin®, etc. includes controlled substance analogs and cannabimimetic agents)**
- DG2/Cat. 5B: **Schedule I & II Drug Possession (includes controlled substance analogs and cannabimimetic agents)**
- DG5/Cat. 4: **Synthetic Marijuana Use or Possession**
- DG7/Cat. 4: **Marijuana Use**
- DG8/Cat. 4: **Marijuana Possession**
- D10/Cat. 4: **Other Drug Use/Possession (includes cannabimimetic agents)**
- D11/Cat. 4: **Other Drug or Paraphernalia Possession (includes cannabimimetic agents)**
- D15/Cat. 4: **Possession of Inhalants**
- D16/Cat. 4: **Use of Inhalants**
- D17/Cat. 4: **Substances Represented as Drugs (Look-alikes)**
- D20/Cat. 4: **Anabolic Steroid/Use and Possession**

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

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

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

First Offense Consequence

Refer the incident to an administrative school hearing chaired by the executive director and/or designee.

- (a) A minimum out-of-school suspension of 6-10 school days is mandatory.
- (b) The student's home school division will be notified of the infraction.
- (c) A student who is a member of a school athletic team or activity in their home high school may have additional consequences imposed by the home school division that impact participation eligibility.
- (d) If a student has an illegal substance in a motor vehicle, parking permit privileges may be revoked.

Subsequent Drug and/or Alcohol Abuse Offenses Consequence (Cumulative within 3 years) In addition to any of the penalties described under possession, the following **will be** implemented:

- (1) Referral to Superintendents' Advisory Council Chair, or designee
- (2) **RECOMMENDATION TO THE STUDENT DISCIPLINARY COMMITTEE FOR REMOVAL FROM CODERVA REGIONAL HIGH SCHOOL OR EXPULSION**

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

2. Possession with Intent to Sell or Distribute

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

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

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

3. Possession or use of Medication and Prescription Drugs

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

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

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

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

3

Dangerous Objects and Firearms

Some offenses under this section must be reported to the local law enforcement agency by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

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

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

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the local law enforcement agency. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

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

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

- E. The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials.
- F. Possession of a Pneumatic Weapon (includes pellet guns, BB guns, CO₂ air pistols, stun weapons, paint ball guns, and any other device utilizing air driven projectiles) **does not require, but may result in a recommendation for expulsion.**

4

Disorderly Conduct/Disruptive Behavior

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

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities is prohibited.

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

recruitment of other juveniles for a criminal street gang activity pursuant to § 18.2- 46.3.

5

Fighting/Assault/Threats

Some offenses under this section must be reported to the local law enforcement agency by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

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

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

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

messaging), physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

- J. Unsafe conduct which endangers either oneself or others is prohibited.

6

Integrity/Honesty

S2V/Cat. 3:	Misrepresentation
IT1/Cat. 3:	Cheating
IT2/Cat. 3:	Plagiarism
IT3/Cat. 3:	Falsification

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

The following acts are prohibited:

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

7

Larceny/Theft

Some offenses under this section must be reported to the local law enforcement agency by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

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

CodeRVA Regional High School students are expected to respect the rights and property of others.

The following acts are also prohibited:

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

8

Transportation

TN2/Cat. 1: Drivers TN4/Cat. 1: Walkers/Property/Rights

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

The School Bus

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

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

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

Drivers

Students who meet the requirements and accept the responsibilities of driving vehicles to school are permitted to do so. This privilege depends upon the student's compliance with the parking and vehicle regulations as prescribed by CodeRVA Regional High School, including consent to search. Students are assumed to have knowledge of and will be held responsible for all items in their vehicles. Failure to adhere to these regulations could result in disciplinary action as listed in the recommended consequences of the *Standards of Student Conduct*, including loss of driving privilege and having one's vehicle booted or towed from the premises at the operator's expense.

Walkers/Property/Rights

Students who live within walking distance are required to arrive promptly at school. Parents are encouraged to identify and assist in the choice of a safe route. Student walkers are prohibited from violating the rights of others including homeowners, apartment dwellers, and businesses on their way to or from school.

Reminder: The Bus Stop is considered property of the home school division and CodeRVA Regional High School; therefore, all Standards of Student Conduct offenses committed at the bus stop shall receive the same consequence(s) as if committed in school.

Additionally, the Standards of Student Conduct is enforceable from "door-to-door", which means the authority of CodeRVA Regional High School begins the moment the student leaves home until the student returns home.

9

Tobacco Products

- TC1/Cat. 2: Tobacco Use**
- TC2/Cat. 2: Tobacco Possession**
- TC3/Cat. 4: Tobacco Sales/Distribution**
- T4B/Cat. 2: Bringing Tobacco Paraphernalia to School or School Event**

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

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

Trespassing

- TR1/Cat. 4: Trespassing (A)**
TR1/Cat. 3: Trespassing (B, C, D)

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

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

11 Vandalism

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

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

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

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

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

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

12 Sexual Harassment/Inappropriate Sexual Behavior

Some offenses under this section must be reported to the local law enforcement agency by an administrator or his/her designee in accordance with section 22.1-279.3:1 of the Code of Virginia.

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

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

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

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

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

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

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

(10) displaying sexually explicit behavior.

Any student who believes that he or she has been subjected to sexual harassment should immediately file a complaint of the alleged act with the executive director. The executive director shall request that the complaint be in writing. The executive director shall investigate the complaint and work towards a resolution of the matter. The executive director must immediately report the complaint of the alleged incident to the Superintendents' Advisory Council Chair (SACC), or designee. If the complaint is against the executive director, the student shall file the complaint with the School Counselor at the school, who will immediately contact the SACC, or designee and the Director of Human Resources. The student may make direct contact with the Director of Human Resources if he/she is uncomfortable going to the School Counselor. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken.

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

Any student who has knowledge of the occurrence of sexual harassment of a student by an adult should contact the executive director. Any employee with knowledge of the occurrence of sexual harassment involving one or more students should notify the executive director or the Director of Human Resources. The executive director must immediately report the complaint of the alleged incident to the SACC, or designee.

Any administrator, teacher, other employee, or student who is found after an investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or dismissal.

Technology and the Internet

- T1C/Cat. 2: Unauthorized Use of Technology or Information**
- T2C/Cat. 5A: Causing/Attempting to Cause Damage to Computer Software or Files**
- T3C/Cat. 2: Violations of Acceptable Usage Policy**
- T4C/Cat. 3: Violations of Internet Policy**

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

Technology is constantly in flux; yet the security, safety of, and opportunity for our students and staff is paramount. Students and staff are encouraged to use school division technologies in support of teaching and learning, recognizing that there is an inherent responsibility to protect one's self, others, and property in the process. To minimize risk, CodeRVA Regional High School employs a number of tools and monitoring technologies, such as filters, designed to comply with relevant laws as well as to create a reasonable expectation of safety. It is ultimately up to each individual student or staff member to be responsible for his or her use of these networks and to understand the specific policies herein as they pertain to computer, network and Internet use. Refer to pages 14-19 for guidelines on the use of Technology & the Internet.

14

Arson: Actual/Attempted

- AS1/Cat. 5B: Arson: Actual**
- AS2/Cat. 5A: Arson: Attempted**
- AS3/Cat. 5A: Lighted Firecrackers, Cherry Bombs, Stink Bombs (That Contribute to a Damaging Fire)**
- WP6/Cat. 5B: Possession of Explosive Device**
- WP7/Cat. 5B: Use of a Bomb or Explosive Device**
- W9P/Cat. 4: Bringing Fireworks, Firecrackers or Stink Bombs to School or School Event**

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the local law enforcement agency. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

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

15

Bullying/Harassment

CodeRVA Regional High School takes bullying seriously; therefore, additional offenses under this category may warrant more serious consequences.

BU1/Cat. 4:	Bullying
BU2/Cat. 4:	Cyber Bullying
HR1/Cat. 4:	Harassment (Non-Sexual) - physical, verbal, or psychological (Sexual Harassment refer to Code Violation 12)

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

- A.** Repeated, unwanted negative overtures and actions over time toward a person or persons are prohibited.
- B.** Bullying methods (repeated) such as verbal abuse, social exclusion or isolation, physical abuse, intimidation, lies, rumors, sexual inferences, robbery, damaged personal items, threats, racial attacks, and bullying through electronic devices will not be tolerated.
- C.** Electronic bullying and/or cyber-bullying-related activity of any nature and that which is obscene, pornographic, threatening, or otherwise inappropriate, including (but not limited to) email, instant messaging, web pages, and use of hardware and/or software which substantially disrupts or interferes with the safety and welfare of the school and its students, are strictly prohibited, even if such uses/actions take place off school property (i.e., home, business, private property, etc.) Refer to cyber bullying definition on page 49.
- D.** All aspects of the Acceptable Use Policy/Regulation apply to this section on bullying.
- E.** Conveying by gestures, notes, or verbal comments with the intent to cause bodily/emotional injury or to deprive a student of his rights is prohibited.
- F.** The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- G.** Cursing, using abusive language, teasing, hazing (as further defined on page 47), or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

Definitions - of terms related to the disciplinary process.

Alternative Placements/Suspensions/Expulsions - In accordance with section 22.1-277.2:1 of the *Code of Virginia*, a student that has been (1) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, regarding weapons, alcohol, drugs, or intentional injury to another person, (2) charged, found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, drugs, a crime that resulted in or could have resulted in injury to others, or with an offense that is required to be disclosed to the executive director pursuant to subsection G of section 16.1-260 of the *Code of Virginia*, (3) found to have committed a serious offense or repeated offenses in violation of school board policies; (4) suspended or expelled pursuant to sections 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.08, or subsection B of 22.1-277 of the *Code of Virginia*, the Superintendents' Advisory Council Chair, at the direction of the executive director, shall determine whether the student shall be required to attend an alternative education program in lieu of a regular education program with the general student population. This section applies regardless of the location of the incident.

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

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

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

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

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

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

Bullying - A person is being bullied or victimized when he or she is exposed repeatedly and over time to negative actions on the part of one or more persons. Two main components of bullying are aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength. Different forms of bullying are verbal, social exclusion or isolation, physical, lies and rumors, money or possessions taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber bullying via cell phone or Internet (as further defined on page 49). The person who inflicts such activity upon another or others is considered the bully and will be disciplined accordingly. Bullying does not include ordinary teasing, horse-playing, arguing, or peer conflicts.

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

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

Confiscation - Any item prohibited by the *Standards of Student Conduct* or the law will be

removed from the student's possession.

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

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

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

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

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

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

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

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

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

Hazing - Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The executive director shall report the hazing to the Superintendents' Advisory Council Chair, or designee, who shall report it to the local Commonwealth's Attorney.

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

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

Law Enforcement Agencies - In cases of serious violations of the law and/or when required by the *Code of Virginia*, the Richmond City Police (to include School Resource Officers), Child Protective Services, and Juvenile Probation Departments may be contacted, consulted, or included in the consequence of student matters.

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

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

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

Medication - any drug or other substance used in treating illnesses, disorders, healing, or relieving pain, including over-the-counter drugs, such as aspirin, cough syrups, gargles, cold tablets, and the like.

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

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

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

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

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

Schedule I and II Drugs - Controlled substances included in Schedules I and II of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812 and further defined in the Code

of Federal Regulations, 21 C.F.R. Sections 1300.11 through 1300.15, and the Virginia Drug Control Acts, as further defined in *Code of Virginia* Sections 54.1-3446 and 54.1-3448, all as amended from time to time (includes controlled substance analogs and cannabimimetic agents).

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

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

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

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

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

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

Superintendents' Advisory Council Chair or designee - The SACC or designee coordinates and enforces the school's efforts to maintain safe, healthy learning environments in each school. The SACC or designee conducts interviews and hearings that are required due to the severity of a student's behavior.

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

Technology-Related

Terms:

- **Application** - A program that helps the user accomplish a specific task. Examples include word processing programs or spreadsheet programs.
- **Cyber Bullying** - Abusive behavior including, but not limited to: taunting,

threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated using information and communication technologies, such as cell phone text messages, pictures, Internet email, social networking sites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile behavior intended to harm others.

- **Extensions** - Small programs that add to or extend the capabilities of the computer's system software.
- **Hacker** - One who uses programming skills to gain illegal or unauthorized access to computers, computer networks, or files.
- **Preferences** - Settings that are altered by the user to personalize the computer. Examples include track pad, date, time, Internet settings, and network settings.
- **Proxy** - Proxy is a computer system or router that can be used to bypass firewall rules, web filters, and/or security policies.
- **Sexting** - The act of sending and receiving sexually explicit messages or photos electronically, primarily through use of cellular phones. This includes consensual and nonconsensual exchange, distribution, or possession of graphic images or messages.
- **Software Image** - The pre-set software image is defined as the configuration of the system software, preferences, and extensions that reside on the computer.
- **System Software** - The programs and routines that control the functioning of the hardware and direct its operation.

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

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

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

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

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

Procedures in the Disciplinary Process

Appeals

A decision to suspend a student may be appealed by the student or parent/guardian. An appeal of any suspension shall not hold the suspension in abeyance; meaning, **a student shall remain on out-of-school suspension while awaiting the appeal.** Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A student or parent/guardian may appeal a suspension to the executive director of the school, then to the Superintendents' Advisory Council Chair (SACC), or designee, the Student Disciplinary Committee (SDC), in the following manner:

- **In-School Suspensions/Bus Suspensions** - In-school disciplinary actions and bus suspensions taken by the executive director may be appealed in writing, within two (2) working days of verbal or written notification (to include electronic notification) of the suspension.
- **Out-of-school suspensions of ten (10) days or less**
 - A student or parent/guardian shall submit a written letter of appeal, which should include all supporting documentation, to the executive director of the school within two (2) working days of verbal or written notification (to include electronic notification) of the suspension. The student or parent/guardian should state specifically the reason(s) for the appeal and consider the following before appealing a suspension: (A) whether the facts warrant the suspension; (B) if the consequences were appropriate for the behavior; and (C) whether school procedures were followed. The executive director shall review the suspension, along with all of the evidence, and render a written decision within three (3) working days.
 - To appeal further, the student or parent/guardian shall submit written notice to the executive director within two (2) working days of the executive director's decision to uphold the suspension, requesting that the executive director forward the letter of appeal and all documentation to the SACC, or designee, for review. The executive director shall review the appeal letter and forward the letter and documentation to the SACC, or designee, within two (2) working days. The SACC, or designee, shall review the information, gather additional information, and/or conduct a hearing if necessary, and render a decision. For suspensions of ten (10) days or less, the decision of the SACC, or designee, shall be final.
- **Out-of-school suspensions of more than ten (10) days (long-term suspensions and recommendations for expulsion)** - The SDC may suspend students from school in excess of ten (10) school days, remove students from CodeRVA Regional High School, or recommend expulsion to the School Board after the executive director has provided to the student or the parent/guardian written notice of the proposed action, the reason therefore, and of the right to a hearing. The SDC is composed of at least three CodeRVA School Board members, one of whom should be from the student's home division. The decision of the committee, if unanimous, is the final decision of the CodeRVA School Board. In non-unanimous decisions, the student shall have the right to appeal to the full CodeRVA School Board. The CodeRVA School Board shall render a final decision in such cases on the appeal within 30 days of the Committee decision. **A student shall remain on out-of-school suspension while awaiting the appeal.** The student or parent/guardian should state specifically the reason(s) for the appeal and consider the following before appealing a suspension:

- A. whether the facts warrant the suspension;
- B. if the consequences were appropriate for the behavior; and
- C. whether school procedures were followed.

A student or parent/guardian may appeal a suspension in excess of ten days, a removal from CodeRVA Regional High School, or a recommendation for expulsion in the following manner:

Long-Term Suspension

- When a student has been suspended by the SDC, with a non-unanimous vote, for more than ten (10) days, but less than 365 days, the student or his or her parent/guardian may appeal that decision to the CodeRVA School Board. Such an appeal must be in writing and must be filed with the chairperson of the board or the school board clerk within seven (7) calendar days of the decision to suspend in excess of ten (10) days. Failure to submit a letter within seven (7) calendar days will constitute a waiver of the right to appeal.
- When a student or parent/guardian has requested a hearing with the CodeRVA School Board in his/her written appeal, the student or parent/guardian will be contacted by the School Board Clerk, with the date, time, and location of the hearing.
- The CodeRVA School Board shall render a decision based on the record, the written appeal, and any information presented in the hearing and shall inform all parties of the decision within 30 calendar days of the decision to suspend in excess of ten days. The decision of the School Board shall be final.

Removal from CodeRVA Regional High School and return to the home school division

- When a student has been suspended to return to his/her home high school by the SACC, or designee, the student or his or her parent/guardian may appeal that decision to the SDC. Such an appeal must be in writing and must be filed within seven (7) calendar days of the decision for the student to return to the home school. Failure to submit a letter within seven (7) calendar days will constitute a waiver of the right to appeal.
- When a student or parent/guardian has requested a hearing with the SDC in his/her written appeal, the student or parent/guardian will be contacted by the SACC, or designee, with the date, time, and location of the hearing.
- The SDC shall render a decision based on the record, the written appeal, and any information presented in the hearing and shall inform all parties of the decision within 30 calendar days of the decision to remove the student from CodeRVA Regional High School. The decision of the SDC shall be final.

Recommendation for Expulsion

- When a student has been recommended for expulsion by the SACC, or designee, the student or his or her parent/guardian may appeal that decision first to the SDC. Such an appeal must be in writing and must be filed within seven (7) calendar days of the decision to recommend expulsion. Failure to submit a letter within seven (7) calendar days will constitute a waiver of the right to appeal.
- If the student or his or her parent/guardian are not satisfied with the decision reached by the SDC; they have the right to a final appeal to the School Board; which shall be in writing. The SACC, or designee shall record the date that the appeal is received and provide copies of the appeal to the SDC and the School Board Clerk.
- The School Board shall render a decision based on the record, the written appeal, and any information presented in a hearing before the Board.
 - When a student or parent/guardian has requested a hearing before the School Board in his/her written appeal, the student or parent/guardian will be contacted by the School Board Clerk with the date, time, and place of the meeting or work session when the School Board will be acting on the appeal.
 - The School Board shall consider the written appeal and any information presented in the hearing and shall inform all parties of the decision within 30 calendar days of the decision to expel the student from CodeRVA Regional High School.

Reference: *Code of Virginia 22.1-277.*

Search and Seizure

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

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

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

Metal Detectors - School officials may conduct random metal detector searches at any regular or extracurricular school event. School authorities may also use metal detectors for searches when there is reasonable suspicion that the search will disclose the possession of items which violate law or school policy, rules, and regulations.

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

Interim Educational Opportunities

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

- Class work sent home
- Self-directed online learning opportunities

Receipt of Standards of Student Conduct and
Virginia's Compulsory Attendance Law

As required by Section 22.1-279.3 of the *Code of Virginia*, CodeRVA Regional High School provides this set of Standards of Student Conduct to parents and students 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 and review of the Standards of Student Conduct, Virginia's compulsory school attendance law, Bring Your Own Device regulations (accept terms), Acceptable Computer System Use (accept terms), and all other information contained in the Standards of Student Conduct and return this page to CodeRVA Regional High School. By signing this statement, parents recognize their responsibility to assist CodeRVA Regional High School in enforcing the Standards of Student 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 CodeRVA Regional High School's policies or decisions.

Student Signature: _____ Date: _____

Student Name (Please print): _____

Parent or Guardian Signature: _____ Date: _____

Parent or Guardian Name (Please print): _____