

Henrico High School
2009-2010 CONSEQUENCE ASSIGNMENTS

Tardies

1. Tardy to **class** unexcused

Teacher Response

- 1st Warning
- 2nd Parent contact
- 3rd Parent contact
- 4th Administrative Referral

Administrator Response

- 1st Saturday Detention (1.5 hrs)
- 2nd Saturday Detention (3 hrs)
- 3rd 1 Day OSS
- 4th OSS-parent conference w/ AP
Restriction of parking privileges
- 5th OSS- Principal

Clean sweeps will be conducted on a random basis. Any student tardy to class without a pass will be directed to designated location. Consequences for Clean Sweeps follow the Tardy to class consequences.

2. Tardy to School unexcused

- 1st – 3rd Warning/Parent Contact
- 4th Saturday Detention (1.5 hours)
- 5th Saturday Detention (3 Hours)
- 6th 1 day OSS
- 7th OSS- to parent conference w/AP

Cutting Class (Failure to Report to Class)

1st Administrative Referral

- 1st AAC 1 day
- 2nd AAC 2 days
- 3rd AAC 3 days
- 4th OSS to parent conference w/ AP
Behavior contract signed
- 5th OSS to hearing w/Principal

Leaving/Skipping School

1st Administrative Referral

- 1st AAC 2 days
- 2nd AAC 3 days
- 3rd OSS to parent conference w/AP
Restriction of parking privileges
- 4th OSS to Hearing w/ Principal

2. Chemical / Substance Abuse – Distribution

1st Immediate Administrative Referral

1st Recommend for Expulsion, Refer to SRO
Refer to DRHO

Possession (Drug and Alcohol)

1st Immediate Administrative Referral

1st 10 days OSS;
Refer to SRO, Hearing w/ Principal
No extracurricular activities-30 days

2nd Recommend for Expulsion
Refer to SRO, Refer DRHO
(Cumulative within 3 years)

Possession/use of medication and prescription drugs 1st Immediate Administrative Referral 1st AAC- Recommend for Expulsion

3. Dangerous Objects

Firearms 1st Immediate Administrative Referral 1st Recommend for Expulsion, Refer to SRO, Refer DRHO

Possession of Dangerous Objects 1st Administrative Referral 1st OSS & May Recommend for Expulsion

4. Disruptive Behavior

At Any HCPS

Extra Curricular Activity C/A to administrative referral

Loss of privileges to attend extra curricular events to OSS

Classroom 1st Parent contact (document)
2nd Teacher/Dept. Detention
3rd Administrative Referral

1st Administrative Detention to AAC
2nd AAC 2 Days
3rd OSS 3 Day/Adm. Hearing

Hall / Cafeteria 1st C / A to Adm. Referral

1st C / A to OSS

Profanity or disrespect Using 1st C/A to Adm. Referral
Vulgar or Offensive Verbal or Written
Language

1st AAC to OSS
2nd OSS 2 Days
3rd OSS 3 Days/ Parent Conference

Toward school staff 1st Adm. Referral

1st OSS 10 Days-hearing w/Principal
2nd 10 OSS to a hearing w/DRHO

In AAC 1st Administrative Referral

1st C / A to OSS

Insubordination 1st Parent contact
2nd Administrative Referral

1st OSS 1 Day
2nd OSS 3 days
3rd OSS 5 Days hearing w/AP Behavioral Contract

Dress Code

1st In all instances of inappropriate dress, AAC until appropriate
clothing available/Parent Contact
2nd Saturday Detention (1.5 hrs)/parent contact
3rd 1 Day OSS- parent meeting

Electronic Devices

Walkman, mp3 players Radios, Recorders, Cameras, Beepers, Headphones Cell Phones (if visible and not off)	1 st C/A-Administrative Referral	1 st C/A-Confiscate, Parent pick up 24 hours 2 nd Confiscate, Saturday Detention 3 rd Confiscate, OSS 1day 4 th Confiscate, OSS 3 day
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If unauthorized electronic device Visible during any Assessment	1 st Zero Given on Assessment Confiscation	Same as above
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5. Fighting/Assault/Threats

Instigation		1 st 3 AAC- 10 Days OSS
Threats (directed towards student) (directed towards staff)		1 st 3 days AAC- OSS 1 st 10 Days OSS hearing w/Prin. and/or refer to DRHO for recommendation for expulsion
Unsafe Conduct Willful with intent to harm		1 st 3 AAC- OSS 1 st 5-10 OSS to hearing with Prin. and/or refer to DRHO
Assault on a Student	1 st Administrative Referral	1 st 10 days OSS to admin Hearing/refer to SRO
On a Teacher	1 st Administrative Referral	1 st OSS / Recommended for Expulsion/refer to SRO
Fighting	1 st Immediate Admin. Referral 2 nd Immediate Admin. Referral	1 st 10 days OSS/ HSIP; hearing w/Prin. 2 nd 10 days OSS Disciplinary Office Hearing May Recommend for Expulsion
Horseplay	1 st Administrative Referral	1 st AAC to OSS for Subseq. Occurrences
Bullying	1 st Administrative Referral	1 st 3-5 OSS 2 nd OSS to Hearing with Principal

6. Forgery / Cheating

1 st Parent Phone Contact notification of cheating letter/zero on work--no make-up Administrative Referral/Loss of SOL exemption	1 st 2 Days AAC
2 nd Zero on work--no make-up / Administrative Referral	2 nd 2 Days OSS
3 rd Zero on assignment/Administrative Referral	3 rd 3 Days OSS

Theft	1 st Administrative Referral 2 nd Administrative Referral	1 st 3-5 Days OSS, refer to SRO, restitution 2 nd 5-10 Days OSS, Conference w/Principal, refer to SRO
7. Pupil Transportation ** Forgery/Lying to Staff Inappropriate Conduct	1 st Administrative Referral 1 st Administrative Referral 2 nd Administrative Referral	1 st 2 Days OSS 1 st C/A- Bus Suspension 3 Days 2 nd Bus Suspension 5 Days-hearing w/Principal
8. Tobacco Products	1 st Administrative Referral	1 st Parent contact- 3 days AAC/ Referral to Resource Officer 2 nd Student / Parent Conf., OSS 3 days Referral to Resource Officer 3 rd Ten days OSS
9. Trespassing	Refer to County Code	1 st Warning & Notice to SRO 2 nd Refer to Resource Officer-Charges filed, Trespassing letter
10. Vandalism	1 st Administrative Referral	1 st Restitution to OSS
11. Sexual Harassment	1 st Administrative Referral	1 st AAC to OSS could be referred to DRHO or SRO
12. Inappropriate Use of Technology	1 st Parent Contact/Warning 2 nd Administrative Referral 3 rd Administrative Referral 4 TH Administrative Referral 5 th Administrative Referral	2 nd 2 Days of AAC 3 rd 2 OSS, parent conference with AP 4 th Oss to hearing with Principal 5 th OSS to hearing with DRHO
Altering/modifying HCPS	1 st Administrative Referral	1 st 10 OSS to hearing with Principal
Pre-set software including loading Unauthorized software and/or taking apart the computer	2 nd Administrative Referral	2 nd 10 days OSS to DRHO
Vandalism to laptop	1 st Administrative Referral	1 st 5-10 Days OSS, restitution, refer to SRO

Specific laptop infractions are addressed below

Acceptable use Policy Infractions	Teacher Response	Administrator Response
1. Sending or attempting to access e-mails, instant messages, Chat rooms and/or hosting personal web pages with their laptops during instructional day and file sharing without teacher Direction	1 st Refer to Admin	1 st AAC 1 day 2 nd AAC 2 days 3 rd OSS 2 days –parent conf. W/ Assist. Prin. 4 th OSS to hearing with Principal
2. Having pornographic or obscene, vulgar images, Sounds, video, or music, language or materials on Computer or printed	1 st Refer to Admin.	1 st OSS 5 days, computer scrubbing, add filters 2 nd OSS 10 days to hearing with Principal, computer scrubbing, update filters 3 rd OSS hearing to DRHO
3. Viewing inappropriate Materials	1 st Refer to Admin.	1 st Remove files, 3 days AAC 2 nd Remove files, 2-5 days OSS 3 rd Remove files, OSS to hearing with Principal
4. Using a Proxy to circumvent Filtering software	1 st Refer to Admin	1 st Warning, letter home 2 nd 1 Day Oss, laptop cleaned of files 3 rd 5 day OSS, laptop cleaned of files, 2 week loss of laptop use 4 th 10 days OSS, Laptop cleaned, loss of laptop use for 30 days, mtg with AP 5 th OSS to hearing with Principal, Loss of Laptop use
5. Downloading music/video on the server	1 st refer to Admin	1 st 1 Day AAC 2 nd 2 Days AAC 3 rd 2 days OSS, parent conference with AP 4 th OSS to hearing with Principal 5 th OSS to hearing with Disciplinary Review
6. Downloading and/or playing games during the instructional day, including using USB drive for anything but file storage	1 st Refer to Admin	1 st Saturday Detention 2 nd 2 days AAC 3 rd 2 days OSS, parent conference 4 th OSS to hearing with Principal 5 th OSS to hearing with DRHO
7. Student using a Ethernet Jack in School	1 st Refer to Admin	1 st 3 days OSS, computer confiscated and evaluated by TST. If there is of other code violations, further disciplinary consequences will apply 2 nd OSS to hearing with Principal 3 rd OSS to DRHO

9. Sales Transactions

1st Refer to Admin

- 1st 2 Days AAC
- 2nd 3 Days AAC
- 3rd 5 days OSS to hearing with Principal
- 4th 10 days OSS to hearing with DRHO

13. Arson- Actual/Attempted

1st Refer to Admin

1st Oss- recommend for expulsion, refer to SRO

Definitions

C / A	Counsel and Admonish	Conf.	Student / Parent Contact	OSS Out-of-School Suspension
AAC	Attitude Adjustment Center (in-School suspension	HSIP	Henrico Suspension Intervention Program	

The next step for any offense that has already gone to an AP will automatically go the principal. In addition, when VA/Federal law is violated, SRO will be notified and legal action may be taken, and student will be suspended to a hearing with the Disciplinary Review Hearing Officer where a recommendation for expulsion to the School Board may occur. In one school year a student may not be assigned to AAC more than five assignments or 10 days. Any violations of the Code of Student Conduct beyond this will result in out-of school suspension.

**School authority extends from the student's door to the school's door. Proper behavior is required to and from school and at the bus stop. These consequences are subject to change based on the stipulations indicated in the 2008-2009 Henrico County Code of Conduct booklet in which case the County Code of Conduct booklet supersedes this document.