



Amelia-Nottoway Technical Center
Student Handbook and Code of Conduct
2024-2025

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PRINCIPAL

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To Our ANTC Parents and Students

Welcome to the Amelia-Nottoway Technical Center (ANTC). Our school fosters a culture of freedom, where students are encouraged to explore their passions and chart their own career and technical education (CTE) journey. We cultivate strength and courage, nurturing the resilience to overcome challenges and chase ambitious goals. With determination, we ignite a fire within our students, motivating them to take action and pursue their dreams with unwavering passion. Like the untamed spirit of the stallion, we celebrate individuality and the relentless pursuit of excellence. Here, at ANTC, we empower our students to harness their inner strength, break free from limitations, and ride boldly towards their dreams.

ANTC parents' input and support are vital to the success of our school. We encourage parents to become involved in your students' program, course requirements, policies and procedures. It is vital to regularly monitor your students' progress, and note when report cards and interims are to be sent home.

Attendance is crucial here at ANTC. Our programs have minimum hour requirements set by the Virginia Department of Education and other state regulatory agencies. Please make sure to carefully read all materials pertaining to your program to ensure attendance compliance. Missing the required hours for your program will result in you not being able to obtain your industry certification/license and may result in receiving an "F" in that class.

The contents outlined in this document are designed to provide students, parents, school personnel, and the public with a comprehensive description of the minimum standards of behavior and ANTC policies and procedures for all students enrolled.

Please carefully review all the information in this document. The policies and procedures in the ANTC Student Handbook/Code of Conduct mirrors those of Amelia County Public Schools and Nottoway County Public Schools to ensure consistency between each of our schools. If you have any questions or concerns please call or email us. Our staff is here to assist you. We look forward to a new year with each of you.

Thank you in advance for your support.

AMELIA NOTTOWAY TECHNICAL CENTER | 2024-2025 CALENDAR

4 Office Closed- 4th of July

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

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 No School- Winter Break
 15 Early Dismissal- Nottoway
 20 No School- Office Closed –
 Martin Luther King, Jr. Day
 30 Early Dismissal- Amelia

19 instructional days

12 ANTC Teachers Report
 13 Open House 2p.m.-7p.m.
 15 1st Day of School
 30 No School- Office Closed-
 Labor Day holiday

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

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

12 Early Dismissal- Nottoway
 17 No School- Office Closed-
 Presidents' Day

19 instructional days

2 No School- Office Closed-
 Labor Day holiday
 18 Early Dismissal-
 Nottoway

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

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 Early Dismissal- Amelia
 31 No School- Spring Break

20 instructional days

9 ½ day Early Dismissal-
 Nottoway
 11 Early Dismissal- Amelia

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

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-4 No School- Spring Break
 21 No School- Easter Monday

17 instructional days

4 No School- Teacher PD
 5 No School- Teacher PD
 25-29 No School- Thanksgiving
 Break

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

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 ACHS Graduation
 23 Early Dismissal- Amelia
 26 No School- Office Closed-
 Memorial Day
 19-29 Amelia students report to
 ANTC
 30 Amelia students do not report

21 instructional days

20 Early Dismissal- Amelia
 23-31 No School- Winter Break

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

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-5 Amelia students report
 6 Amelia students do not report
 6 Last Day of School
 7 NCHS Graduation
 19 Office Closed- Juneteenth

5 instructional days

Total Number of ANTC Days: 184

Amelia-Nottoway Technical Center Arrival/Departure Time- Morning Session		
School	Arrival	Departure
Amelia High School	8:25 a.m.	10:55 a.m.
Nottoway High School	8:25 a.m.	10:55 a.m.

Amelia-Nottoway Technical Center Arrival/Departure Time- Afternoon Session		
School	Arrival	Departure
Amelia High School	12:05 p.m.	2:35 p.m.
Nottoway High School	12:15 p.m.	2:45 p.m.



“Empowering our students to harness their inner strength, break free from limitations, and ride boldly towards their dreams!”

School Directory

Dr. Tameshia V. Grimes, Nottoway County Public Schools Superintendent

10321 E. Colonial Trail Hwy
Nottoway, Virginia 23955
434-645-9596

Dr. Lori Harper, Amelia County Public Schools Superintendent

8701 Otterburn Road, Suite 101
Amelia, Virginia 23002
804-561-2621

Amelia County High School

8500 Otterburn Road
Amelia, Virginia 23002
804-561-2101
John Ringstaff, Principal
Katelyn Jamrozy-Hamby, Assistant Principal
Wayne Hawkins, Activities Director
Angela Royal, Secretary

Nottoway High School

5267 Old Nottoway Road
Crewe, VA 23930
434-292-5373
Reggie Wilson, Principal
Meredith Hudgins, Assistant Principal
Jesse Chropkas, Administrative Assistant/Athletic Director
Charlene Phillips, Secretary

Amelia-Nottoway Career & Technical Center

148 Vo-Tech Road
Jetersville, Virginia 23083
434-645-7854
Lauren-Anne Sledzinski, Principal
Bessie Oliver, Secretary

Amelia-Nottoway Technical Center Joint Board

Amelia County

Dr. David Geraghty, Vice-Chair
Dr. Wes Eary
Kay Fletcher

Nottoway County

William Outlaw, Chair
Sonny Abbott
Charles Wilson

Rights and Responsibilities

Principal/Designee – The principal/designee "is recognized as the instructional leader of the school and is responsible for effective school management that promotes positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources"; the principal/designee shall "ensure that the school division's student code of conduct is enforced and seek to maintain a safe and secure school environment." In addition, Section D of the Code of Virginia § 22.1-279.3:1 requires that school principals report certain student conduct violations to law enforcement. The same section also states, "Nothing in this section shall require delinquency charges to be filed or prevent schools from dealing with school-based offenses through leveled sanctions or educational programming before a delinquency charge is filed with the juvenile court."

1. Principals are responsible for managing student conduct on school premises, on the school bus, and at school sponsored events in accordance with local board policy;
2. Principals are responsible for establishing and implementing a clear, consistent, restorative process consistent with local board policy for removing students from an instructional setting at a teacher's request and for returning the student to the instructional setting;
3. Law enforcement officers should not become involved in instances of student misconduct except at the request of the school principal unless there is imminent danger to students, staff, or community members;
4. Reports to law enforcement do not necessitate the filing of delinquency charges;
5. Law enforcement officers and school administrators should work together to implement systems of support to address juvenile delinquent behavior when possible; and
6. In instances where charges are filed, "local law-enforcement authorities shall report, and the principal or his designee and the division superintendent shall receive such reports, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (§ 54.1-3400 et seq.) and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in clauses (i) through (viii) of subsection A, and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond."

The school principal/designee may request the student's parent or parents, if both have legal and physical custody, or guardian(s) who have legal and physical custody to meet with the principal or his/her designee to review the School Board's Standards of Student Conduct and to review the parent's, or guardian's responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress. The school principal shall inform, consult with, or refer to the Superintendent/designee any discipline matters that require a response, including but not limited to, acts of violence, threats to the school or to others, and accusations/suspicion of harassment of any type – and that involve special circumstances and/or may require special handling. The principal shall notify the parent(s) or legal guardian(s) of each in-school and out of school suspension and may require a meeting to review the Standards of Student Conduct and the parent/guardian's responsibility to

participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory attendance law, and to discuss the improvement of the child's behavior, school attendance, and educational progress prior to the student's readmission to school.

The ANTC principal will work with a student's home school administration to decide appropriate consequences for a student's violation of the Student Handbook/Code of Conduct.

Teachers/Instructional Staff - According to the Standards of Accreditation 8VAC20-131-220, "The professional teaching staff shall be responsible for providing instruction that is educationally sound in an atmosphere of mutual respect and courtesy...." Teachers are responsible for establishing and maintaining a safe, supportive environment that is developmentally and culturally appropriate and promotes student academic, behavior and social-emotional development through the development of positive relationships with students that are built on mutual trust and respect – which has been shown to demonstrate some of the highest positive effects on student achievement and behavior. Developing relationships requires "specific skills of the teacher such as the skills of listening, empathy, caring and having a positive regard for others."

- Teachers' responsibilities include, but are not limited to, the following:
- Develop positive relationships;
- Develop a safe, positive, and culturally responsive environment;
- Apply cultural competence to classroom management;
- Teach (and re-teach when necessary) behavioral expectations;
- Reinforce positive behavior;
- Provide instructional feedback on behaviors;
- Utilize the school's tiered framework of interventions and supports for students who are not meeting behavioral expectations;
- Recognize personal stress, reactions that may escalate negative student behavior, and personal bias; and
- Use individual and classroom data to progress monitor student behavior and the teacher's responses to behavior.

If a student is not meeting the behavioral expectations and the teacher has implemented classroom or school-based interventions as outlined in school procedures, the teacher may request that a student be removed from a class. Decisions regarding a removal may be made collaboratively using a school team that includes specialized instructional support personnel, the student and parents, the teacher, and a school-based administrator. When a student is removed from a class at a teacher's request, that student must continue to have access to graded work. The student should participate in behavioral interventions to support changing the behavior. The teacher should also receive support to address student behavior.

Parent(s)/Guardian(s) - Each parent/guardian of a student enrolled has a duty to assist the school in enforcing the expectations detailed in the Student Handbook and Code of Conduct and compulsory school attendance laws. Parents/guardians are also expected to maintain regular communication with school authorities and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to

notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

Parents/Guardians have the right to:

- Be actively involved in their children's education
- Be treated courteously, fairly and respectfully by all ANTC employees
- Receive information and prompt notification of inappropriate or disruptive behaviors by your child and any disciplinary actions taken by administrators or school staff.
- Receive information about due process procedures for disciplinary matters concerning your children, including information on conferences and appeals.
- Receive information from school staff about ways to improve your child's academic or behavioral progress.

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

- Reading the Student Code of Conduct and discussing the information with your child to ensure adequate understanding.
- Ensuring your child attends school on time each day and communicating reasons for absences and/or tardiness
- Proactively checking/searching your child's book bag/belongings daily to ensure they do not bring items that violate the code of conduct to school.
- Informing ANTC staff about any concerns and/or complaints in a polite and timely manner.
- Working with school administrators and teachers to address any academic or behavioral issues.
- Supporting ANTC by communicating with your child about acceptable and expected school behavior.
- Becoming familiar with and complying with the policies and regulations of the ANTC and the Student Handbook/ Code of Conduct.
- Providing and maintaining updated contact information and responding immediately to the schools' request for a conference.
- Supporting student completion of homework and participation in offered academic support programs.
- Being polite and courteous to staff, other parents, guardians and students at all times.

Students – Each student has the right to expect an educational environment in which they can strive to achieve their intellectual potential. The student is expected to attend school regularly, be diligent in their studies, and conduct in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur. Students who observe or are subjected to inappropriate actions as described in this Student Handbook/Code of Conduct 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. All disciplinary actions shall be taken in accordance with due process requirements. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to

discuss improvement of the student's behavior, unless the school principal/designee determines that readmission, without parent conference, is appropriate for the student.

Every student shall be guaranteed all rights and freedoms as are applicable and provided by the U.S. Constitution and the Virginia Constitution. Rights and responsibilities include, but are not limited to:

- Attending school and receiving a quality education
- Being informed of school rules and interventions/consequences. It is the responsibility of the students to know and follow all school rules
- Respecting the thoughts and beliefs of others
- Respecting, and being respected, by other students and school staff
- Following the dress code
- Participation in student activities and clubs
- Being free from bullying, name calling, harassment and avoid engaging in such behavior. It is the responsibility of the students to report this type of conduct to school staff.

Law Enforcement

ANTC works collaboratively with the state and local law enforcement agencies to provide a safe and secure environment for students. Cases involving any weapon, including but not limited to toy guns, look-a-like weapons, stun guns, pellet guns, CO2 pellet guns, BB guns, airsoft guns, knives, pocket knives, and/or any bladed weapon will be reported to the local sheriff's department. Any and all cases may result in criminal charges and/or a referral to the Department of Juvenile Justice.

School Resource Officers (SRO) have the authority to question students who may have information about criminal activity. As sworn law enforcement officers, SROs have authority to stop, question, interview, and take law enforcement action without prior authorization of the school administrator or contacting parents. However, the investigation and questioning of students during school hours or at school events should be limited to situations where the investigation is related to suspected criminal activity. Investigations and questioning of students for offenses not related to the operation of or occurring at the school should take place at school only when delay might result in danger to any person, destruction of evidence, or flight from the jurisdiction by the person suspected of a crime.

It is important that parents work proactively to educate their children about the rules and conditions outlined in this booklet. Proactive measures may include reviewing this book together, checking your child's book bag before school on a daily basis, safely securing contraband items at home out of the reach of school-aged children, and frequent reminders about the importance of adhering to school rules and regulations.

Search and Seizure

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers, student desks, or student automobiles whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation. The school board authorizes the use of video surveillance equipment, weapons detection devices, vape detectors, and metal detectors to be used to discourage students from unsafe activities and to discover potential prohibited items. School officials may seize any illegal, unauthorized, or contraband materials discovered in the search.

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Student locker combinations should not be shared by students. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a warrant.

Students are permitted to park on school premises as a matter of *privilege*, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant. Vehicles parked on school property, classrooms, storage facilities, and/or any school maintained property may be subject to periodic and random searches by school officials, law enforcement, and trained dogs.

Failure to adhere to school policies regarding searches will result in disciplinary consequences and may result in referral to law enforcement.

School Discipline

All students have a right to adequate and meaningful due process prior to being excluded from school for disciplinary purposes.

Student Behavior Categories - The following behavior categories were designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness of students' social-emotional development, emphasize the importance of helping everyone understand the effect of behavior, and point the way for developing a plan for improving.

- **Behaviors that Impede Academic Progress (BAP)**: These behaviors impede academic progress of the student or of students. This category may include, but not be limited to, the following examples:
 - Interfering with learning in the classroom (talking, excessive noise, off-task, out of seat, possessing items that distract)
 - Interfering with learning outside of the classroom (excessive noise, interrupting a class, etc.)
 - Scholastic dishonesty (cheating, plagiarism)
 - Unexcused tardiness to class (level 2)
 - Unexcused tardiness to school (level 2)

- **Behaviors Related to School Operations (BSO)**: These behaviors interfere with the daily operation of school procedures. This category may include, but not be limited to, the following examples:
 - Altering an official document or record
 - Giving false information to staff, misrepresentation
 - Refusal to comply with requests of staff in a way that interferes with the operation of school
 - Failure to be in one's assigned place on school grounds (Level 1 or 2 only)
 - Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school-served at home school)
 - Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building
 - Dress Code Violation (Level 1 or 2 only)
 - Gambling (games of chance for money or profit)
 - Possessing items that are inappropriate for school (examples include toys, literature, electronics)
 - Possession of stolen items
 - Unauthorized use of school electronic or other equipment
 - Violation of the Acceptable Use of Technology/internet policy
 - Violation of school board policy regarding the possession or use of portable communication devices
 - Vandalism, graffiti, or other damage to school or personal property

- **Relationship Behaviors (RB)**: These behaviors create a negative relationship between two or more people that does not result in physical harm. Relationship behaviors affect the whole school community in that the school climate is often a reflection of how people treat one another. This category may include, but not be limited to, the following examples:
 - Bullying with no physical injury
 - Cyberbullying
 - Posting, distributing, displaying, or sharing material or literature that is libelous, including using electronic means to post such material
 - Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature
 - Stealing money or property without physical force
 - Speaking to another in an uncivil, discourteous manner
 - Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight
 - Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)
 - Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability
 - Failure to respond to questions or requests by staff
 - Unwanted or inappropriate physical contact

- **Behaviors that Present a Safety Concern (BSC)**: These behaviors create unsafe conditions for students, staff, and visitors to the school. This category may include, but not be limited to, the following examples:
 - Alcohol: Possessing or using alcohol (Level 1 to 3)
 - Alcohol: Distributing alcohol to other students (Level 1 to 4)
 - Drugs: Possessing drug paraphernalia (Level 1 to 3)
 - Drugs: Violating school board non-prescription (Over the counter) medication policy (Level 1 to 3)
 - Tobacco: Possessing/Using tobacco products, electronic cigarettes, vaping equipment (Level 2 to 3)
 - Bullying Behavior without physical injury that continues after intervention; bullying that leads to physical injury should be classified as Assault and Battery (Level 2-4)
 - Cyberbullying that continues after intervention; Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences. (Level 3-5)
 - Bus: Distracting the bus driver (Level 1- 3)
 - Bus: Endangering the safety of others on the bus (Level 1- 3)
 - Harassment: Repeatedly annoying or attacking a student or group of students or personnel creating an intimidating or hostile educational or work environment
 - Fire alarm: Falsely activating a or other disaster alarm (Level 1 to 3)
 - Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke (Level 1 to 3)

- Engaging in reckless behavior that creates a risk of injury to self or others (Level 1 to 3)
- Fighting that results in no injury as determined by the school administration
- Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students (Level 2 to 5)
- Throwing an object that has the potential to cause a disturbance, injury, or property damage (up to Level 3)
- Shoving, pushing, striking a student with no visible injury (Level 1 to 3)
- Exposing body parts, lewd or indecent public behavior (up to 4)
- Physical contact of a sexual nature – patting body parts, pinching, tugging clothing (up to level 4)
- Stalking as described in the Code of Virginia section 18.2-60.3
- Stealing money or property using physical force (no weapon involved) (up to Level 3)
- Leaving school grounds without permission (up to Level 2)
- Trespassing (Level 2 to 3)
- Weapons: Possessing any weapon (other than a firearm) as defined by § 18.2-308.1 (Level 4 to 5)

Levels of Interventions and Responses - Provide guidance to school administrators when determining the appropriate interventions, supports, and/or responses for student misconduct. Each level/category represents the maximum consequence permitted for specific violations; however, depending on the circumstances, administrators may provide an intervention, support, or consequence from a lesser category. ***Please note any before school, after school, or in-school suspension (ISS) resulting from a policy infraction occurring at ANTC will be served at the students home school. Any student that is subject to in-school suspension at their home school will be considered “absent ISS” from their ANTC class once ANTC has verified the student is present at their home school's in-school suspension location. The student is responsible for making up all missed work.***

- **Level 1 Responses:** Level 1 responses are intended to prevent further behavioral issues while keeping the student in school. Possible consequences include: Restitution; Seat change; Loss of school privileges; Confiscation by the administration; Detention (before school, at lunch, after school); In-school suspension (one-two days) with behavioral instruction and academic support.
- **Level 2 Responses:** Administrative responses and interventions at this level are designed to prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate. Possible consequences include: Schedule change; Detention (before school, at lunch, or after school); Restitution; Confiscation; Temporary loss of privileges; In-school suspension with behavioral interventions and/or restorative practices (one-three days)
- **Level 3 Responses:** Level 3 behaviors may result in the student’s short-term removal from school. Possible consequences include: In-school suspension (three plus days not to exceed five days); Detention (before school, at lunch, or after school); Restitution; Revocation of privileges; Referral to alternative education programs; Short-term out-of

school suspension (one-five days) with conference upon return; Referral to law enforcement if required by local policy.

- **Level 4 Responses:** Interventions and Responses at this level may require a short-term suspension or a long-term suspension hearing with the superintendent. Violations in this category may result in a suspension between one (1) and 45 days. The long-term suspension may extend beyond 45 school days, if the division superintendent finds that (i) the offense involves a firearm or destructive device, dangerous object, drugs, or serious bodily injury, or (ii) aggravating circumstances - as defined by the Virginia Department of Education - exist.
- **Level 5 Responses:** Level 5 responses are reserved for those behaviors that require a referral to the superintendent or designee and shall require a recommendation for expulsion hearing.

*Please note: Individual circumstances may warrant administrative action above and beyond what is indicated as the level of response and in some instances referral to law enforcement.

Suspensions - Students have the right to be informed of any suspension, given specific reasons for the suspension, and offered the opportunity to tell their side of the story before being suspended.

- **Short-term suspensions:** Students and families have the right to receive in writing a description of the incident, the date the student may return to school, and notice of their right to appeal. This letter must also be sent to the school superintendent or designee. Upon written request by the student or parent/guardian, the superintendent must review the suspension. If no alternative education program is provided, schools must ensure that suspended students are able to access and complete graded work during and after the suspension.
- **Long-term suspensions:** Students and families have the right to written notice from the Superintendent about the conditions of a long-term suspension and their relevant due process rights. The student has a right to the following: A hearing in front of the Superintendent or their designee; An appeal of an unfavorable decision to the School Board; Consideration of a variety of factors aside from the offense itself, among them: age and grade level; the student's academic and behavioral history; the availability of alternatives; mental health, substance abuse, or special education assessments; and any other relevant matters; and Upon appeal to the School Board, a written decision within 30 days.

Schools should provide an academically appropriate alternative education program that permits students serving a long-term suspension to maintain sufficient progress in the curriculum and allow a smooth transition back into the student's school once the suspension term concludes. If no alternative education program is provided, schools must ensure that suspended students are able to access and complete graded work during and after the suspension. Schools may provide opportunities for earlier re-admittance based on student progress.

Expulsion: Students have the same due process rights to hearings and appeals as with long-term suspension, except that no expulsion is effective until approved by the School Board.

Students have the right to apply for re-admittance to school from an expulsion. Students also have the right to appeal a denial of re-admittance from an expulsion to the School Board.

Suspension from Home School: Students who are suspended from their home school will also be considered suspended from ANTC. It will be the responsibility of the student to make up all the work that is missed.

***Please note certain courses at ANTC have outside state agencies that mandate a minimum amount of hours a student must be physically present in class to sit for their state licensing exam. It is the students responsibility to ensure they have met those hour requirements regardless of the students disciplinary status.**

Major Categories of Behavior

This Code of Student Conduct specifically outlines 19 (nineteen) major categories of behavior and lists consequences which may occur as a result of misconduct. It is stressed that a) the descriptions include minimum expectations and b) in determining dispositions for a specific action, the student's past history will be considered.

1. Attendance
2. Chemical Abuse
3. Dangerous Objects, Firearms, Explosives, Arson, Bomb Threats
4. Dress Code
5. Cell Phone
6. Disorderly Conduct/Disruptive Behavior
7. Sexual Harassment/Inappropriate Sexual Behavior
8. Fighting/Assault/Threats
9. Integrity/Larceny/Theft
10. Transportation
11. Tobacco Products and Nicotine Vapor
12. Trespassing
13. Vandalism
14. Arson – Actual/Attempted
15. Reports of Conviction or Adjudication of Delinquency
16. Felony Charges
17. Sexual Harassment
18. Bullying/Harassment
19. Technology and the Internet

When enforcing this Code of Student Conduct, students and their property, including but not limited to backpacks, purses, other containers, automobiles, lockers, desks, and computers, may be searched. 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 definition section of this Code.

Attendance

Student Attendance Policy: Student attendance is a cooperative effort and the ANTC involves parents and students in accepting the responsibility for good attendance. Student attendance is directly related to success in their CTE course and in some programs there is a minimum hour requirement of in-person instruction that must be met to sit for state licensure.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents/guardians of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Parents/guardians may send a written excuse or send an email to oliver.bessiel@nottowayschools.org. (Please note the school will call to verify the note/email). Failure to provide notification of why the student was absent before or upon return to school will result in the student having an unexcused absence.

**If a parent/guardian elects to call in an absence a written excuse is required upon the students return to school.*

Absences are excused for the following reasons: funeral, illness (including mental health and substance abuse illnesses), injury, legal obligations, medical procedures, suspensions, expulsions, religious observances, and military obligation. Family vacations/trips are considered unexcused absences. Three or more consecutive absences or three or more absences in a week, or a pattern of excessive absence due to illness may require a physician's note. This requirement is at the discretion of the principal or his/her designee.

Students shall attend school for their entire class program time unless excused by the principal or principal's designee. High school students may spend school days each academic year participating in High-Quality Work-Based Learning (HQWBL) experiences established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full course day of school while participating in HQWBL experiences are not counted as absent for the purposes of calculating average daily membership. ANTC regulations include procedures by which students may make up work missed while participating in a HQWBL experiences. Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or ANTC to seek immediate compliance with the compulsory school attendance law. HQWBL experiences are to be done during the students scheduled time at ANTC. Any additional time beyond that must be approved by the principal of ANTC and the home school principal.

Excessive and Unexcused Tardiness: 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. Excessive tardiness is defined as more than one late arrival or early dismissal within a week.

Compulsory Attendance: When a student has an unexcused absence, the parent or guardian will be contacted to discuss the nature of the unexcused absence and the importance of consistent school attendance. For subsequent absences totaling 5 or more, the principal will schedule a meeting with the parent to develop an attendance plan. The meeting will be scheduled to jointly develop a plan to resolve the student's nonattendance. If the student is absent for more than one (1) additional day after a plan has been developed to resolve the absences, a school conference will be held with the administrator or his/her designee, parent or guardian and the student (if appropriate). The school conference will be held no later than 10 school days after the student's 10th absence. The principal will monitor the student's attendance and may meet again as necessary to address concerns and plan additional interventions. If attendance does not improve, and all steps have been documented, a referral will be made to the home school attendance officer. Upon receipt of an approved referral, the attendance officer will schedule a conference with the student and his/her parent or guardian within 10 school days. If attendance has not improved, the attendance officer may file a petition with the court to institute proceedings against the parent. Following this conference, the attendance officer may file a complaint with the juvenile and domestic relations district court, alleging the pupil is a child in need of supervision or in institute proceedings against the parent. Students who are absent more than 10% of the school year are considered chronically absent and are subject to the provisions listed under this clause regardless of whether absences are excused or unexcused.

Report for Suspension of Driver's License: In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

Attendance Reporting: Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

Dismissal Precautions: Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of the parent or guardian. The principal establishes procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

Chemical Abuse **(Alcohol, Drugs, Drug Paraphernalia)**

Each student has the right to learn in an environment free of drugs and alcohol. ALCOHOL AND OTHER DRUGS NOT PRESCRIBED FOR THE STUDENT ARE PROHIBITED. A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, marijuana, or other drugs on school property, on school buses, or during school activities, on or off school property.

CHEMICAL ABUSE: possessing, which includes bringing substances onto school property or to a school sponsored event; using, or having evidence of prior use of illegal chemicals, alcohol, look- alike/imitation drugs, chemicals and alcohol, anabolic steroids, inhalants, any drug not prescribed for the student by a physician, or any substance represented as a drug; theft or attempted theft of student prescription medications, OR possession or use of drug paraphernalia. CHEMICAL ABUSE ALSO ENCOMPASSES MANUFACTURE, DISTRIBUTION, AND INTENT TO DISTRIBUTE, WHICH INCLUDES SALE, GIFT, SHARING, AND TAKING ORDERS FOR OR ARRANGING FOR A SALE BEFORE, DURING, OR AFTER SCHOOL.

Procedures for handling chemical abuse violations:

- I. **Possession** Possession, Use, or Evidence of Prior Use of Alcohol or Drugs; and Possession or Use of Drug Paraphernalia

Certain circumstances may warrant a recommendation for expulsion; however, the following dispositions will apply:

First Offense Disposition

- Report the incident to the Sheriff's Department, Superintendent or designee.
- A minimum out-of-school suspension of five (5) school days is mandatory.
- If a student has an illegal substance in a motor vehicle, parking permit privileges will be revoked for 30 school days. A 30 school day exclusion from all extracurricular activities is mandatory.
- The parents may enroll the student in a community drug counseling program of their choice and sign permission to share information between school and program.

Subsequent Offense Disposition

In addition to any of the penalties described under possession, the following will be implemented:

- Report to Sheriff Department
- Referral to Superintendent or designee

- II. **Distribution, Bringing onto School Property, or to a School-Sponsored Event**

Manufacture, Distribution, Intent to Distribute or Bringing onto School Property or to a School sponsored Event, any of the following: Alcohol, Drugs, Chemicals or

Look-Alike/Imitation Drugs or Chemicals (whether sale, gift, sharing, or taking orders for or arranging for a sale before, during, or after school)

Disposition

In addition to any of the penalties described under possession, the following will be implemented

- Report to Sheriff's Department
- Referral to Superintendent or designee

III. **Prescription Medications & Non-Prescription Medications**

A. **Prescription Medications** ANTC principal or designee may give prescription medication to students only with a physician's or nurse practitioner's written order and written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal or school division designee by the parent/ guardian of the student. Forms are available from the principal.

Disposition: The following will be implemented:

- Report to Sheriff Department
- Referral to Superintendent or designee

B. **Nonprescription Medications** ANTC principal may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal school division designee by the parent/guardian of the student. Forms are available from the principal.

First Offense Disposition: One or more may apply:

- In-School Suspension (3 – 5 days)
- Behavior Contract
- Referral to Specialized Instructional Support Personnel or other support personnel

Subsequent Offense Disposition: In addition to any of the penalties above

- Short-term out-of-school suspension

C. **Self-Administration of Asthma Medication and Auto-Injectable Epinephrine** Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, the following conditions must be met:

- written parental consent that the student may self-administer inhaled asthma medications must be on file with the school;
- written notice from the student's health care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of

inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication;

- an individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and
- information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications will be effective for a period of one school year and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication may be limited or revoked after appropriate school personnel consult with the student's parents.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

**Any medication that is not picked up by the last day of school will be destroyed.*

Dangerous objects, firearms, explosives, arson, bomb threats

Each student has the right to learn in a safe environment with others who respect his/her well-being. Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. The following categories are considered extremely serious violations which threaten a suitable and secure learning environment:

A. The possession, use, sale, or purchase of restricted items on school property, on school vehicles, or during school-sponsored activities on or off school property is prohibited. This includes, but may not be limited to, any firearm or weapon enumerated in the Code of Virginia §§ 18.2-308.1., 18.2-308., and in the federal Gun-Free Schools Act. In addition, the possession of unloaded weapons by students on their persons or in their lockers, backpacks, or vehicles also is prohibited.

B. The possession of dangerous objects is prohibited. Dangerous objects include, but are not limited to, bullets, machetes, brass knuckles, razors, switchblades, knives, Chinese stars, mace, laser pointers, firecrackers, fireworks, stink bombs, any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be

known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, slingshots, spring sticks, brass or metal knuckles, blackjacks, etc. Possession includes bringing the item(s) onto school property, or to a school sponsored activity. Also included is the use as a dangerous object of commonplace objects, including but not limited to keys, locks, etc. Violation of this rule may result in a recommendation for expulsion.

C. In accordance with § 22.1-277.07., of the Code of Virginia, any student determined to possess a firearm, destructive device, a firearm muffler or firearm silencer, or a pneumatic gun on school property or at a school-sponsored activity may be recommended for expulsion. Definitions of "firearm," "destructive devices," and "pneumatic gun" are set forth in § 22.1-277.07.E. of the Code, and are consistent with the federal Gun-Free Schools Act. A copy of this Act is included in the Appendices.

D. 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. Possession includes bringing the item(s) onto school property or to a school-sponsored activity.

E. The use of any objects noted in A or B used or intended to intrude on the security and safety of fellow students and school personnel will result in referral to Superintendent or designee and may result in an expulsion recommendation.”

This prohibition does not apply to programs or to the possession of firearms as part of the curriculum or other programs sponsored by the schools or other organizations permitted by the school to use its premises.

F. The possession of a firearm or destructive device, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity, is prohibited unless specifically authorized by school officials. Possession includes bringing a firearm onto school property or to a school-sponsored event and storing it in a vehicle, locker, or other receptacle. Firearms include pellet guns, BB guns, CO2 air pistols, air rifles, stun weapon, paintball guns, any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, any destructive device, or any unloaded firearm in a closed container, and any other device which meets the definition of firearm in the Code of Virginia. Destructive device includes any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. **VIOLATION OF THIS RULE WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**

1. A student in possession of a firearm on school property or at a school-sponsored activity as prohibited by VA Code 18.2-308.1 or who is in possession of a firearm or destructive device as defined in VA Code 22.1-277.07 or a firearm muffler or firearm silencer or a pneumatic gun as defined in VA Code 15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE.

G. The use of a firearm or look-alike firearm, whether loaded or unloaded, operative or inoperative, in a manner which threatens a person's safety or health, WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.

H. The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials. Possession includes bringing the item(s) onto school property or to a school-sponsored event. Unloaded firearms in closed containers are prohibited.

I. Students shall not engage in any illegal conduct involving fireworks, cherry bombs, pop rocks, smoke/stink bombs, firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property. Possession includes bringing the items onto school property or to a school-sponsored event.

J. The use or the intent to use any material 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.

Dress Code

ANTC recognizes the importance of a dress code in promoting and maintaining an orderly and safe learning environment. We further recognize that neatly attired and well-groomed students take more pride in themselves. Additionally, students are more likely to practice habits of self-discipline and display a more positive attitude and demeanor toward all aspects of their educational program. The purpose of the dress code is to eliminate distractions while at school so as to increase the focus on instruction and to encourage and promote professional and responsible dress for all students.

School administrators shall use their discretion when there is any question about appropriate or inappropriate dress. The principal may also designate days for students to wear particular attire in recognition of school-wide events such as "Dress-Up Day", Spirit Week, etc.

The following guidelines apply to all students at ANTC and apply to students while in attendance at school or school-sponsored events (i.e. Career and Technical Student Organizations events, academic competitions, field trips, etc.).

- Headgear will not be permitted to be worn in the building except for educational, religious, or medical purposes. Headgear refers to a covering for the head including, but not limited to, hats, caps, bandannas, sweatbands, hoodies, and scarves. Hats are not to be worn during the instructional day.
- Pajamas are not to be worn in school. Sunglasses are not to be worn in school.
- Appropriate footwear must be worn in the building at all times. Heelys, Bella Ballerinas, bedroom slippers, sock feet, and bare feet are not permitted. In instances when particular

footwear is deemed to be unsafe, the principal shall make the decision regarding appropriateness. ***Closed toed shoes to be worn in labs at all times.***

- Shorts, skirts, skorts, and dresses must NOT be shorter than four inches from the top of the knee.
- Pants must be worn high enough up to not expose undergarments or backsides.
- Rips, tears, or holes shall be no higher than four inches above the knee. Spandex or leggings may be worn underneath pants with rips, tears, or holes higher than four inches.
- Shirts and tops must cover the torso. The midriff may not be exposed at any point including while seated or standing.
- Spandex, jeggings, or other form fitting clothing are permitted as long as the material is opaque, does not expose undergarments, has an accompanying top that is lower than the waist, and complies with the requirements in the previous bullet.
- Necklines shall be modest, not revealing, and shall not allow cleavage to show. Shirt straps must be at least 3 inches and extend to the shoulder. Spaghetti straps or tops not meeting the 3-inch rule are not allowed. Mid-drifts cannot be exposed and long arm holes are not permitted.
- Students' clothing, haircuts, or tattoos may not display any of the following: weapons, pictures of tobacco products, drugs, alcohol, nudity, vulgarity, obscene, lewd, or profane words, inflammatory racial statements, and/or other prohibited expressions as outlined.
- Any clothing that has a likelihood of causing a substantial disruption of or material interference with school activities is prohibited.

Willful violation of the student dress code regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various in-school actions, to suspension from school for continued willful violations.

Dress code violations should be handled as discreetly as possible. No student should be subject to humiliation in front of the class or other students when making a determination of a violation.

Each class here at ANTC may have additional clothing requirements for safety and/or classroom policy requirements. Please refer to your class syllabus for additional clothing requirements.

Recommended Consequences for Dress Code Violations

1st Offense	Warning with opportunity to change clothes to correct dress code violation; parent notification
2nd Offense	A second warning with opportunity to change clothes to correct dress code violation; parent notification
3rd Offense	Administrative consequence

Cell Phone/Portable Communications Devices

The student use of any type of unauthorized electronic or mechanical device that is not part of the instructional program is prohibited during school hours. *Video and/or audio recording of staff and/or students during the school day or school sponsored activity is prohibited.* This shall include, but not limited to: mobile phones, portable music devices, laser pointers, cameras, laptop computers, MP3 players, iPods, portable DVD players, etc. *Smart watches are not allowed to be worn during administration of licensure/credential testing.* **All students are required to turn off their cell phones and keep them out of sight at all times during the school day from entrance into the building till they exit the building, with the exception of teacher-planned instructional uses.** The consequence for failure to follow this will be confiscation of the cell phone with a parent-required phone pick up from school. Repeated incidents would subject the students to In-School Suspension (ISS) or Out of School Suspension (OSS) and contact with parents. Cell phones must not be used to harass (either directly or indirectly), bully, or embarrass students. Additionally, student recorded video footage at school should not be posted to any social media site without the express permission of the supervising adult during the time the video footage was recorded. Video recordings, pictures, posts, or screenshots of students violating the code of student conduct on school property may subject a student to school discipline for both the student recording the incident and the student committing the violation.

Consequences for Cell Phone/Media Violations

1st Offense	Confiscation of the device by administrator/designee and is returned at end of the day.
2nd Offense	Confiscation of the device by an administrator/designee and returned to the parent/guardian on a designated day and time deemed to be convenient for both the administrator and the parent.
3rd Offense	Student privileges for the use of device will be banned for a period of time.

If a student refuses to comply with giving the device to the administrator/designee, the student may be subjected to additional consequences for refusal.

* Depending on the nature and severity of the offense, more severe consequences may be warranted and will be at the discretion of the building administrator.

Disorderly Conduct/Disruptive Behavior

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities is prohibited. Any communication, activity or social media post, committed outside of the school setting that interrupts or interferes with the school day is also prohibited, and subject to the Code of Student Conduct.

A. Any event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others is gambling. This violation includes exchanging items of value, as well as currency, and extends to keeping score for later settlement.

B. The possession or distribution of print or electronic materials which are obscene, violent, inappropriate, or significantly disruptive to the educational process is prohibited. Distribution includes sending, forwarding, displaying, retaining, storing, sharing, or posting of obscene or disruptive materials. Included are inappropriate student expression, sexting, threats, hit lists, distribution of non-authorized literature, and illegal assembly.

C. Verbal assault is cursing, threatening, or using abusive language or written remarks intended to demean or harm a student, staff member, or visitor and is prohibited. This violation includes, but is not limited to: actions, displays, or written material of an obscene, violent, or inappropriate nature and the wearing of clothing or adornments, including inappropriate jewelry, which themselves convey either violent or sexually suggestive messages or offensive statements towards school personnel and/or students (i.e., vulgar language).

D. Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/volunteers, or law enforcement officers is considered insubordination. Also, refusing to comply with reasonable requests made by school personnel, or obstructing school personnel in a way that interferes with the operation of school, is strictly prohibited.

E. Gang Activity or Association. 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. Students shall not engage in gang activity on school grounds, on school buses or on any school sponsored activity. A gang is defined as any group of two or more persons whose purpose includes:

- commission of illegal acts,
- participation in activities that threaten the safety of persons or property,
- disruption of the school activities,
- creation of an atmosphere of fear and intimidation.

G. Hazing. Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity

H. Other activities which disrupt the orderly functions of the school include, but are not limited to: demonstrating hostile or disruptive behavior, repeated offenses/violations of the Code of Student Conduct, unauthorized fraternities or secret societies, unauthorized sales by students, possession of inappropriate toys, inappropriate use of school lockers and facilities, setting off false fire alarms, and compromising school safety (propping doors open for easy access, opening doors for individuals instead of making them enter through the main entrance, etc.), spraying of chemicals and aerosols in confined spaces and throughout the building.

Sexual Harassment/Inappropriate Sexual Behavior

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

Sexual harassment under Title IX is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the educational program or activity. The Student Handbook/Code of Student Conduct prohibits Sexual harassment under Title IX as well as inappropriate sexual behavior including the distribution of obscene materials, any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

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

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

Examples of activities which could constitute sexual harassment or sexual misconduct include, but are not limited to:

- (1) unwelcome leering, sexual flirtations, or propositions;
- (2) unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- (3) graphic comments about an individual's body or overly personal conversation;
- (4) targeted sexual jokes, stories, drawings, pictures, or gestures toward others;
- (5) spreading sexual rumors;
- (6) inappropriate or suggestive sexual gestures;
- (7) cornering or blocking of normal movements;
- (8) displaying sexually suggestive objects in an educational environment or online;
- (9) displaying sexually explicit behavior; or
- (10) stalking, dating violence, or domestic violence based on sex.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. Any student who believes he or she has been subjected to inappropriate sexual behavior should immediately report their concerns to the Principal. In addition, any student who believes that he or she has been subjected to sexual harassment by another student or employee should immediately contact their home schools Title IX Coordinator. Complaints may be filed with the Title IX Coordinator at any time by phone, email, in writing and in person.

Any student who is found after an investigation to have engaged in sexual harassment of another student will be subject to disciplinary action appropriate to the offense from a short-term suspension up to a recommendation for expulsion.

Fighting/Assault/Threats

Students and school personnel are entitled to a school environment free from threat and aggression. A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Battery is the unlawful application of force to the person of another.

A. Actions, comments, or written messages intended to cause others to fight or which may result in a fight are prohibited.

B. Intentionally hitting, shoving, scratching, pushing, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.

C. Threatening and/or conveying by gestures, notes, or verbal comments the intent to cause bodily injury or to deprive a student of his 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. Aggression directed toward a teacher, administrator, coach, bus driver, or other School Board employee, Law Enforcement Officer, "Too Good for Drugs" Officer, or volunteer is prohibited. VIOLATION OF THIS RULE WILL RESULT IN AN IMMEDIATE RECOMMENDATION FOR EXPULSION.

G. Conveying by gestures, notes, or verbal comments the intent to cause bodily injury or to deprive a teacher, administrator, coach, bus driver, or other School Board employee, Law Enforcement Officer, "Too Good for Drugs" Officer, or volunteer of his/her rights, or demonstrating hostile act, is prohibited.

H. Any inappropriate behavior which is of a sexual nature, including, but not limited to, touching of private areas of a person's body, is prohibited.

I. 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 or for any other reason.

J. Bullying/Cyber Bullying. A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. This includes, but is not limited to, social chat rooms or web space (i.e. Facebook, You Tube, My Space, instant messaging, etc.), 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. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying.

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.

- Repeated, unwanted negative overtures and actions over time toward a person or persons are prohibited.
- 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.

- 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.).
- The principal or his/her designee is directed to notify the parent(s) of any student involved in an alleged incident of bullying and of the status of any investigation within 24 hours of the allegation of bullying.
- 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.
- 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.
- Cursing, using abusive language, teasing, hazing, or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

Disposition – One or more may apply:

1. Threat Assessment as indicated by the behavior
2. Referral to law enforcement as required
3. Referral to Superintendent or designee
4. Recommendation for short term out of school suspension, or
5. Recommendation for long term out of school suspension, or
6. Recommendation for expulsion to the school board

K. Assault or assault and battery with or without bodily injury of any person on a school bus, on school property or at a school-sponsored activity is prohibited.

L. Unsafe conduct which endangers either oneself or others is prohibited. Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious

injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting; or assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person or stalking of any person as described in Va. Code 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity.

Integrity/Larceny/Theft

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 or tests.

B. Plagiarism includes using or copying language, structure, ideas, and/or thoughts 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.

D. Theft. A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

E. 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.

F. Unauthorized use of technology and information accessed through technology without permission is prohibited. Student files are subject to search at any time.

G. Willful or malicious false accusations/reports against school personnel or other students.

Transportation

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus to assure that the rights of others, including private residents whose property may be affected by student behavior, are respected. Students must ride the bus to which they are assigned unless granted permission to do otherwise by an administrator.

A. The School Bus

School bus transportation is provided for many ANTC students. This service exists for students to and from school, instructional field trips, and special after-school activities. Riding a school bus is a privilege. Students who violate the Student Handbook/Student Conduct and designated bus rules on the school bus may have the privilege of riding revoked for a specified time or permanently. In addition, other dispositions may apply. The driver of the bus has the authority and the responsibility for maintaining order and providing a safe environment. When the driver requires assistance to resolve a potentially harmful situation on the bus, a principal, or designee, of the school served by the driver will render assistance.

Serious offenses will result in immediate removal from buses and possible suspension from school. **A bus-only suspension does not release the student from compulsory attendance.** If the student is removed from the bus, it becomes the parent's responsibility to provide transportation. Students who have already had problems with behavior on buses during this school year will be placed on the appropriate step below the next time they break bus rules.

Consequences for Violating Bus Rules

1st Step	Driver will take sole action (except in very serious violations). Driver actions include changing the child's assigned seat, verbal warning, etc.
2nd Step	Driver will submit a discipline referral. Administrator will warn the student and send a copy of the discipline letter home to a parent.
3rd Step	Driver will submit a discipline referral to the school administrator. Administrator may remove student from all buses 1-2 days. (Note: students denied bus privileges will lose bus-riding privileges indefinitely if they ride another bus). Students may also lose privileges to be on school property after hours for up to 30 days. Administrator will notify parent and send copy of discipline letter home
4th Step	Driver will submit a discipline referral to the school administrator. Administrator may remove student from all buses 2-3 days. (Note: students denied bus privileges will lose bus-riding privileges indefinitely if they ride another bus). Students may also lose privileges to be on school property after hours for up to 30 days. Administrator will notify the parent and send a copy of the discipline letter home.
5th Step	Driver will submit a discipline referral to the school administrator. Administrator may remove student from all buses for 3-5 days. (Note: students denied bus privileges will lose bus-riding privileges indefinitely if they ride another bus). Students may also lose privileges to be on school property after hours for up to 30 days. Administrator will notify the parent and send a copy of the discipline letter home.

6th Step	Driver will submit a discipline referral to the school administrator. Administrator may remove student from all buses for 5-10 days. (Note: students denied bus privileges will lose bus-riding privileges indefinitely if they ride another bus). Administrator will notify the parent and send a copy of the discipline letter home.
7th Step	Driver will submit a discipline referral to the school administrator. Administrator will notify the parent and may suspend the student to the Discipline Hearing Officer.

B. Drivers

ANTC 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 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 dispositions of the Student Handbook/Code of Conduct, including loss of driving privilege and having one's vehicle booted or towed from the premises at the operator's expense.

Requirements for drivers:

- Complete all required driver paperwork prior to driving to ANTC.
- Obtain signatures by your home school principal and ANTC principal.

****No student shall be allowed to ride with another student driver without proper paperwork. Only one (1) rider per car.***

Tobacco Products and Vaping

Students are prohibited from possessing any tobacco product or vaping product on a school bus, on school property, or at an on-site or off-site school sponsored activity. In addition, the use or distribution of any tobacco product or nicotine vapor product, on a school bus, on school property, or at an on-site or off-site school-sponsored activity is prohibited.

1st Offense	Short-term out of school suspension (not to exceed 3 days)
2nd Offense	Short-term out of school suspension; additional action may be taken by home school administration

****Students who are in possession of vape pens containing THC or sold/marketed as THC pens, will be referred to the disciplinary hearing committee with a recommendation for long-term***

suspension. This includes vape pens marketed as Delta 8, Delta 9, Delta 10 or higher, as well as hemp, Hashish, Ganja, and/or marijuana. This list is not a conclusive list, however, school administrators reserve the right to use judgment.

Definitions

- "Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.
- Vaping is the inhalation of aerosol generated by an e-cigarette or other vaping device (VDH, 2022). E-cigarettes and vaping fluids are regulated by the FDA as tobacco products and many times contain nicotine or other toxins that can be addictive. The Code of Virginia § 18.2-371.2(B) states it is illegal for minors to buy, sell or possess vapor products. Vaping or possession of vaping pens, products, and fluid is prohibited at school. Students who violate this will be subject to disciplinary consequences and after a repeated offense will be referred to the Commonwealth's Attorney for illegal possession and use of a nicotine product of a minor.
 - "Nicotine vapor product" means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

Trespassing

The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. Students, patrons, and school personnel are expected to have the appropriate authorization to be on ANTC property.

A. Any student who has been suspended from their home school *or* ANTC will be considered a trespasser if he/she appears on ANTC property during the suspension period without permission of the school principal. Violation of this section will be considered an additional infraction and will require a separate disposition.

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 will be considered trespassing.

D. No student or other person may attend or visit ANTC as a guest during the regular school day without authorization from the school's administration.

1st Offense	Short-term out of school suspension (not to exceed 3 days)
2nd Offense	Short-term out of school suspension Recommendation for long-term out of school suspension

Vandalism

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 ANTC 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.

1st Offense	In school suspension (not to exceed 3 days)
2nd Offense	Short-term out of school suspension

**In some instances referral to law enforcement may be necessary*

Arson- Actual/Attempted

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's resource officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion packet.

A. The use, intent to use, or threat to use an explosive, including, but not limited to, fireworks, cherry bombs, smoke/stink bombs, or any device contributing to a fire or representation of an explosive device, including a bomb threat, is prohibited. These actions include bringing the items on school property or to 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.

Disposition – One or more may apply:

1. Threat Assessment as indicated by the behavior
2. Referral to law enforcement as required
3. Referral to Superintendent or designee
4. Recommendation for long term out of school suspension, or
5. Recommendation for expulsion to the school board

Reports of Conviction or Adjudication of Delinquency

Pursuant to §16.1-305.1

Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, §16.1-305.1, may be suspended or expelled.

For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.

Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

Disciplinary Authority Under Certain Circumstances

The principal may require any student to attend an alternative education program regardless of where the crime occurred if the student has been:

- Charged with an offense relating to Virginia law or with a violation of school board policies, on weapons, alcohol or drugs, intentional injury to another person;
- Found guilty or not innocent of an offense relating to Virginia laws on weapons, alcohol or drugs, or of a crime that resulted in or could have resulted in injury to others, or for which the disposition ordered by a court is required to be disclosed to the Superintendent pursuant to the Code of Virginia section 16.1-305.1;
- Found to have committed a serious offense or repeated offenses in violation of School Board policies;
- Suspended pursuant to Code of Virginia section 22.1-277.05; or
- Expelled pursuant to Code of Virginia sections 22.1-277, 22.1-277.06, 22.1-277.07, or 22.1- 277.08.

Technology and the Internet

NETWORK ACCEPTABLE USE POLICY The purpose of telecommunications technology in ANTC is to support research, communication, and education, and to provide access to unique resources and opportunities for collaborative work. The use of ANTC computer networks, including Internet access, must be in support of education and consistent with the educational objectives of ANTC and the Virginia Board of Education. This policy applies to all users of ANTC electronic information, services, and networks.

The ANTC Joint Board approved the following Acceptable Computer System Use policy. The changes reflected in the revised File IIBEA are a result of the federal Children's Internet Protection Act, known as CIPA. These changes are in the Instruction Section of the Policy Manual and coordinate with the Student Section File JFC -Student Conduct and File JFC-R -Standards of Student Conduct.

In accordance with Va. Code § 22.1-70.2, ANTC requires all students to receive Internet safety training from their home schools. Through an implementation plan, Internet safety is both taught to and practiced by students, and integrated into the curriculum, K-12. Special emphasis is

placed on safety, security, and ethics in the instructional program. LEGAL REFERENCE: Code of Virginia, 1950, as amended, 18.2-372,17.2-374:1,18.2-390,22.1-70.2, and 22.1-78 18 U.S.C. Section 1460,2256 47 U.S.C. Section 254

Technology includes, but is not limited to, computers, electronic devices, software, the Internet, social networks, email, and web pages. All ANTC 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, ANTC 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.

ACCEPTABLE COMPUTER SYSTEM USE

ANTC provides access to a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All students are issued a county device for learning from their home school. Devices are property of Nottoway County Public Schools/Amelia County Public Schools and any damage will be the responsibility of the parent. ANTC provides limited access to the computer lab located at ANTC. The purpose of this lab is to provide students access, in accordance with the acceptable use policy, for research projects, testing, or class assignments as needed.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the principal.

The ANTC principal is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The principal is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The guidelines include:

1. a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of ANTC's computers by minors;
4. provisions establishing that the online activities of minors will be monitored;
5. provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
7. provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
8. a component on Internet safety for students that is integrated in the division's instructional program:
9. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of ANTC as well as the varied instructional needs, learning styles, abilities and developmental levels of students. ANTC's computer system is not a public forum.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

No employee or agent of ANTC or person or entity contracting with ANTC may download or use any application, including TiKTok or WeChart, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by ANTC, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet.

The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. Users of the system agree to indemnify ANTC for any losses, costs, or damages relating to or arising out of any violation of this policy or the Technology Use Guidelines.

ANTC is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, ANTC will not be responsible for any unauthorized charges or fees resulting from access to the computer system. The Joint Board will review, amend if necessary, and approve this policy every two years. Legal Refs: Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1- 70.2, and 22.1- 78. 18 U.S.C. §§ 1460, 2256. 47 U.S.C. § 254.

Notification to Law Enforcement

ANTC policy must provide for notification of the principal or designee in accordance with § 22.1-279.3:1.A. of the Code of Virginia, § 22.1-279.3:1.D. requires principals to immediately report to the local law enforcement agency any act enumerated in clauses (ii) through (vii) of § 22.1- 279.3:1.A. that may constitute a criminal offense.

However, nothing in § 22.1-279.3:1.D. shall require delinquency charges to be filed or prevent schools from dealing with school-based offenses through leveled sanctions or educational programming before a delinquency charge is filed with the juvenile court.

§ 22.1-279.3:1.A. of the Code of Virginia lists offenses that require reporting to the principal or designee as stated below:

- i The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- ii The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
- iii. Any conduct involving alcohol, marijuana, synthetic cannabinoids as defined in § 18.2-248.1:1, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;

- iv Any threats against school personnel while on a school bus, on school property or at a school sponsored activity;
- v The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property;
- vi Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
- vii Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses; or
- viii The arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefore.

The principal of the school division must also report these incidents to the Department of Education in accordance with § 22.1-279.3:1.C. of the Code of Virginia. Incidents reported to the Department of Education annually must accurately indicate any offenses, arrests, or charges as recorded by law enforcement authorities.

The principal or designee must also notify the parent of any student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult, regardless of where the offense is committed, or would be a violation of the Drug Control Act if it occurs on a school bus, school property, or at a school-sponsored activity [§ 22.1-279.3:1.B. and C.]. The 2005 General Assembly amended § 22.1-279.3:1.D. to require that principals notify parents that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire. Whenever a student commits a reportable incident named in the Code of Virginia, the student shall be required to participate in prevention and intervention activities as determined appropriate by the superintendent or designee (§ 22.1-279.3:1.C.).

Procedures in the Disciplinary Process

ANTC will follow all policies and procedures as set forth in the students home school divisions code of student conduct. Please refer to this material for the procedures relating to suspensions/expulsions of students and appealing the suspension

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that ANTC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ANTC may disclose

appropriately designated “directory information” without written consent, unless you have advised ATNC to the contrary in accordance with ATNC procedures. The primary purpose of directory information is to allow the ATNC to include this type of information from your child’s education records in certain school publications. Examples include:

- A CTSO program, showing your student’s role in the event;
- Recognition lists;
- Community service projects

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want ANTC to disclose directory information from your child’s education records without your prior written consent, you must notify the ANTC in writing. ANTC has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student’s name | -Participation in officially recognized activities |
| -Address | - members of CTSO |
| -Telephone listing | -Photograph |
| -Electronic mail address | -Degrees, honors, and awards received |
| -Date and place of birth | -The most recent educational agency or institution attended |
| -Major field of study | -Student ID number, user ID, or other unique personal |
| -Dates of attendance | |

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

Title IX, a section of the Education Amendments Act of 1972, prohibits sex discrimination in any federally funded educational program. This prohibition applies to all institutions receiving certain federal funds, including public school districts and publicly funded charter schools, and includes all educational experiences the district offers— academics, athletics, and extracurricular activities.

Parental Release for Media Recording

I do hereby grant or deny permission to Amelia-Nottoway Technical Center to use the image of my child. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, yearbooks, newspapers, videos, and digital images such as those on the Amelia-Nottoway Technical Centers website.

Please check one of the following options:

I deny permission to use my child's image.

I grant permission to use my child's image.

Parent Signature _____

Date _____

Parent/Guardian Name (Printed) _____

Students program _____

Acknowledgement of Receipt of the Student Handbook/Code of Conduct

I certify:

1. receipt of the Amelia-Nottoway Technical Center Student Handbook/ Code of Conduct and understand that printed therein are Sections 22.1-254 and 22.1-279.3 of the Code of Virginia, and the ANTC Acceptable/Safe Use of Technology and the Internet.
2. that my signature indicates my permission to allow my son or daughter to have access to the Internet and computer lab under the conditions set forth.
3. that I have reviewed the content of the Student Handbook/ Code of Conduct, including school bus rules/driving privileges and consequences with my child.

4. that I have been informed that all personal belongings kept on school property (including on school buses and all other vehicles used for student transportation), brought to school-sponsored events, or brought to bus stops will be at the sole risk of the owner. ANTC will not accept responsibility for damage, loss, or theft of any personal belongings on school property, brought to school-sponsored events, or brought to bus stops. This includes damage, loss, or theft to bicycles, motorbikes, motorcycles, motor vehicles, musical instruments, cell phones, electronic devices, clothing, shoes, glasses, and/or all other personal belongings. Owners shall not assume that personal property will be replaced or repaired by ANTC.

5. that I have received and reviewed the ANTC Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information included in this document and understand that I must follow the instructions described therein in order to request non-disclosure of the information listed.

6. that signing below only signifies receipt and review, and furthermore, that by signing this statement of receipt, I am not waiving, but expressly reserving, my rights protected by the constitutions or laws of the United States or Commonwealth of Virginia and my right to express disagreement with a school's or school division's policies or decisions. I understand that this Student Handbook/Code of Conduct applies to my child and all students of AmeliaNottoway Technical Center.

 Student's Name/Grade

 Grade

 Student's Signature Date

 Parent(s)/Legal Custodian(s)' Signature

 Date