

Maggie L. Walker Governor's School

FOR GOVERNMENT & INTERNATIONAL STUDIES



Home of the Green Dragons

2020-2021

1000 North Lombardy
Richmond, Virginia 23220
Phone 804-354-6800
Fax 804-354-6939
Web: www.mlwgs.com

Using MLWGS Web Calendar

1. Use a web browser to navigate to www.mlwgs.com
2. Click on the word Calendar in the top line.
3. You have the options to see the VHSL Athletic Calendar, Search for an event, the Year Long calendar or view the web calendar. To find specific information about each day move your cursor over the day and event. Click on the event for more details.
4. Subscription information is at the bottom of the page.



Power Announcement allows our school to send messages using email, voice, and text messaging. Voice calls will be sent with 804-354-6800 as the caller ID number. You may want to add this phone number to your address book to help you recognize incoming calls from the school easily. Text messages will be sent using a caller ID of 77811. You may want to add this phone number to your address book as well. Please note you will not be able to reply to text messages sent from the school.

School Safety Hotline- (804) 354-6800 x1001

Abuse Prevention Reporting- MWabuseprevention@gsgis.k12.va.us

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Letter from the Director

Greetings Green Dragons! On behalf of the entire MLWGS faculty and staff, it is my privilege to welcome you to the 2020-2021 school year!

Our team has developed this handbook which includes a lot of useful information that will help you navigate the school year including an addendum to help you understand the expectations in the event that we are learning in a virtual environment. By being a student at Maggie Walker, we believe that you have earned a great deal of freedom to pursue your education. That being said, it is important that we all adhere to the rules and policies so that everyone has an equal opportunity for success. Please pay particular attention to the information that is highlighted in yellow as it represents changes that have come from the General Assembly, State Board of Education, and/or from within the community.

Finally, if you make a point of living **The Walker Way** every day by showing **Courage, Compassion, Community, and Collaboration**, I am confident that you will have an exceptional school year!

Go Dragons!

Dr. Robert Lowerre, Director

Vision & Mission Statement

Vision

Maggie L. Walker Governor’s School for Government and International Studies envisions a school that cultivates a community of independent thinkers who embrace civic responsibility, ethical leadership and diverse world views.

Mission

Our mission engages intellectually curious students in an inclusive environment that offers comprehensive, inter-disciplinary education enriched by local and global connectedness.

Mission Beliefs

The mission of MLWGS is based on the beliefs that:

1. Our success is fueled by the unique geographic footprint of our students who share diverse ideas and perspectives from a wide range of Central Virginia School divisions.
2. Gifted students benefit from special academic programs designed to meet their unique educational needs.
3. By cultivating a family-like, nurturing community of students, supported by our staff of professional and dedicated teachers, our school is an effective, proven platform for limitless personal and academic development.
4. A rigorous, exciting education that is responsive to the emotional, social, physical and intellectual needs of each student prepares them to reach their goals for higher education, define their academic passions, and to cultivate their talents.
5. Our school’s deep-rooted heritage of liberal arts curricula, infused with an emphasis on government and international studies, inspires our students to embrace the responsibility of citizenship, the value of effective government and the richness of diverse cultures.
6. The pursuit of excellence in interdisciplinary, collaborative, and experiential academic studies prepares students to contribute productively to society and to compete successfully in the workplace.
7. Because our students have a wide array of curricular, co- and extra-curricular interests, including history, sciences, arts, technology, music, literature, mathematics, athletics, and more, we inspire our students to find their own unique path.
8. Honor, integrity, character, and mutual respect are fundamental to our school’s tradition of lifelong, remarkable friendships and our track record of nationally recognized academic excellence.

Diploma Requirements

- **English: 4 units** that must include World Literature and Comp. I & II, American Literature 11 or AP Language & Comp. 11, and British Literature or AP Literature & Comp. 12
- **Mathematics: 4 units** through a minimum of Pre-Calculus.
- **Social Studies: 5 units** that must include Global Studies I & II, US & VA History, US & VA Government, and one additional Social Studies elective
- **Science: 4 units** that must include Biology, Chemistry, and Physics
- **International Languages: 6 units** with a minimum of four credits in one language and two credits in another language
- **Health and PE: 2 units** (9 and 10)
- **Fine Arts: 1 unit** (Art, Drama, Music)
- **Senior Seminar/Mentorship: 1 unit** to be completed in senior year
- **Foundations of Independent Research & Communication (FIRC): 1 unit** to be completed in freshmen year
- **Economics and Personal Finance: 1 unit** to be completed online
- **Community Service: 1 unit** for a minimum of 140 hours in 4 years; only 70 hours from one organization will count toward requirements, although all hours will be shown on transcript
- **Elective: 1 unit** based on student choice

Note: All students must have an online experience.

Minimum Total Units of Credit: 31*

* MLWGS graduation requirements exceed requirements for graduation with a Virginia Advanced Studies Diploma. All students electing to attend MLWGS are required to maintain a full day schedule of classes. When students successfully complete courses offered for credit in grades nine through twelve *by the end of the eighth grade year*, standard and/or verified credit shall be counted toward meeting the units required for graduation in accordance with 8 VAC 20-131.50 of the State Board of Education's regulations. Verified credits are required in accordance with standards of accrediting schools in Virginia as prescribed in 8 VAC 20-131-110.B. Standard diplomas are no longer issued at MLWGS.

Approval by the State Board of Education May 2010

Regional School Board (RSB) and Superintendents

Chairperson: [Mrs. Michelle Ogburn](#), [Henrico County Schools](#)

Vice-Chairperson: [Mr. John D. Wright](#), [Goochland County Schools](#)

Clerk: Mrs. Barbara Marshall

Members:

- [Ms. Harwood Hall*](#), [King and Queen Schools](#)
- [Mr. John Axselle, III](#), [Hanover County Schools](#)
- [Mrs. Valarie Ayers](#), [Powhatan County Schools](#)
- [Ms. Sarah Grier Barber*](#), [New Kent County Schools](#)
- [Mr. Royce Paige](#), [Charles City County Schools](#)
- [Mr. J. Scott Barlow](#), [City of Richmond Schools](#)
- [Ms. Linda Hyslop](#), [Hopewell Public Schools](#)
- [Mr. Kenneth Pritchett*](#), [City of Petersburg Schools](#)
- [Ms. Debbie Bailey](#), [Chesterfield County Schools](#)
- [Ms. Jill Andrews](#), [Prince George County Schools](#)

Superintendent's Steering Committee

Chairperson: Dr. Jeremy Raley, Superintendent of [Goochland County Schools](#)

Vice-Chairperson: Dr. Amy Cashwell, Superintendent of [Henrico County Schools](#)

Members:

- Mr. Jason Kamras, Superintendent of [City of Richmond Schools](#)
- Dr. Lisa Pennycuff, Superintendent of [Prince George County Schools](#)
- Dr. Dalphine Joppy, Superintendent of [Charles City County Schools](#)
- Dr. Melody Hackney, Superintendent of [Hopewell Public Schools](#)
- Dr. Eric L. Jones, Superintendent of [Powhatan County Schools](#)
- Dr. Carol B. Carter, Superintendent of [King and Queen Schools](#)
- Dr. Maria Pitre-Martin, Superintendent of [City of Petersburg Schools](#)
- Dr. Mervin B. Daugherty, Superintendent of [Chesterfield County Schools](#)
- Mr. Brian Nichols, Superintendent of [New Kent County Schools](#)
- Dr. Michael B. Gill, Superintendent of [Hanover County Schools](#)

MLWGS School Administration

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Coordinator of Admissions

Mike Geiger
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mgeiger@gsgis.k12.va.us

Virginia Department of Education:
Dr. Donna Poland
Phone: 225-2884 Fax: 786-5466

Transportation Information

Each school district provides for transportation of that district’s students. Riding a bus is a privilege not a right. All students are under the jurisdiction of the driver while they are on the bus. Drivers have the same authority as a teacher in the classroom. Matters of student conduct by MLWGS students will be governed by the Student Code of Conduct. For additional information refer to Policy No. 8002. Questions should be addressed to the respective districts as follows:

Points of Contact

County/City- Supervisor/Director	Telephone/Fax (All 804)	Email
Charles City- Jerome Tyler	829-9249 / 829-6723	jmtyler@ccps.net
Chesterfield- Calvin Frye	768-6123 / 751-4122	james_frye@ccpsnet.net
Goochland- Kathy Sullivan	556-5361 / 556-9820	ksullivan@glnd.k12.va.us
Hanover- Adrian Frierson	365-6521 / 365-6529	afrierson@hcps.us
Henrico- Kevin Roye	226-5564 / 222-8792	ktroye@henrico.k12.va.us
Hopewell- Thomas Pond	541-6418 / 541-6419	tpond@hopewell.k12.va.us
King & Queen- Jennifer Perry	785-5981 / 785-5686	jperry@kqps.net
New Kent- Mervin Hence	297-5458/ 966-2761	mhence@nkcps.k12.va.us
Petersburg- Drew Spencer	862-7034 / 733-9640	anspencer@petersburg.k12.va.us
Powhatan- Brian Bartlett	598-5706 / 598-9774	brian.bartlet@powhatan.k12.va.us
Prince George- Dustin Nase	733-2712 / 863-0486	dnase@pgs.k12.va.us
Richmond- Floyd Miles	674-1234 / 319-3074	fmiles@richmond.k12.va.us

NOTE: If you desire to change your drop-off point for the day, you must have written permission from your parent and signed by a member of the administration. You may also need to have this cleared with your school division transportation director. **Bus Departure: 3:20 P.M. Mon-Thurs, 3:25 P.M. Fri.**

School Bus Safety Rules:

- Cooperate with the driver.
- Talk quietly and respectfully to each other and to the driver.
- Enter and exit the bus in an orderly fashion.
- Stay in your seat and keep the aisles clear all times.
- Keep your hands to yourself.
- Do not throw anything on the bus, at the bus, or out of the bus.
- Do not put arms, hands, head, or any other part of your body outside the window.
- Do not eat on the bus.
- Keep the bus clean.
- Do not damage the bus or tamper with bus equipment.

General Calendar Information

DURING PHASE 3 OF RECOVERY: The first nine weeks (Sept 8 – Nov 6) of instruction for the school year will be virtual. A reassessment will be conducted in October.

Length of Day for Students: 6 hr. 30 min. (M-R); 6 hr. 35 min. (F)
 Instructional Days: 180
 Teacher Work Days: 9.5 (includes three 0.5 evenings)
 Staff Development Days: 3

Make-up (Snow or Other Missed Instructional Days):

8 days are built in as banked time.

If 9 days are needed, Jan 29 becomes a school day.

If 10-11 days are needed, they can be made up through extending each schedule A class by 4 minutes and reducing the lunch block by 24 minutes for 5 weeks for each full day required.

If 12 days are needed or the extended schedule is not possible, Feb 15 becomes a school day.

Faculty and staff should not make commitments which will prevent them from fulfilling their contractual obligations. In the event of lost time (i.e., school closures for inclement weather), faculty and staff should expect the session calendar to be adjusted.

Freshman Orientation: August 25 9th grade students collect final schedule and pay student fees (fees must be paid before materials will be distributed) Location-Blackbox, Time: 8:30 A.M.-9:30 A.M. and 1:00 P.M.-2:00 P.M.

Upper Classmen: September 1 & 2 10th-12th grade students pick up final schedules and pay student fees (fees must be paid before materials or parking permits will be distributed) Location-Black Box (Room 136), Time: 8:30 A.M.-11:30 A.M. and 12:30 P.M.-3:30 P.M

Report Card Distribution: November 17, February 9, April 20, June 25

Intent to Return Forms Distributed February 4, Return by February 11

(Failure to return form by deadline may result in loss of student slot for the next year.)

TEACHING DAYS (by Academic Period)		STUDENT DAYS (by Month)	
First Nine Weeks.....	43	September.....	17
Second Nine Weeks.....	45	October.....	22
Third Nine Weeks.....	44	November.....	17
Fourth Nine Weeks.....	48	December.....	14
First Semester.....	88	January.....	18
Second Semester.....	92	February.....	19
Year.....	180	March.....	23
		April.....	17
		May.....	20
		June.....	13

School Schedule

Each day begins with a moment of silence, “Pledge of Allegiance,” and announcements

Schedule A- Odd/Even (Mostly used M-Th)

8:35- Warning Bell	
1 st /2 nd Block	8:40-10:08
3 rd /4 th Block	10:13-11:35
Lunch	11:35-12:15
5 th /6 th Block	12:20- 1:42
7 th /8 th Block	1:47-3:10

Schedule B- All Classes Meet (Mostly used on Fridays)

8:35- Warning Bell		
Period 1	8:40-9:20	40 min
Period 2	9:25-10:05	40 min
Period 3	10:10-10:50	40 min
Period 4	10:55-11:35	40 min
Lunch	11:35-12:15	40 min
Period 5	12:20-1:00	40 min
Period 6	1:05-1:45	40 min
Period 7	1:50-2:30	40 min
Period 8	2:35-3:15	40 min

Extended Day Schedule C

Warning Bell-	8:35 A.M.	
Period 1/2	8:40-10:10 A.M.	90 min.
Period 3/4	10:15-11:40 A.M.	85 min.
Activity/Tutoring/Lunch		
	11:40-12:05 P.M.	25 min.
Period 5/6	12:10-1:35 P.M.	85 min.
Period 7/8	1:40-3:10 P.M.	90 min.

Busses Depart 3:20 P.M.

Bus transportation leaves at 3:20 P.M. M-Th, on Fri buses depart at 3:25 P.M.

College Board Test Dates

PSAT/NMSQT practice tests are given in the 10th and 11th grade years in mid-October. Freshmen will be engaged in a service project and field trip that day. Student contact information may be provided in the survey that may solicit return emails from colleges. Please counsel your child if you do not wish that information to be shared. The SAT is usually taken in the spring of the junior year and again in the fall of the senior year and is a required test for admission to many colleges. Plan to take the SAT at least twice. Higher scores lead to increased chances of college acceptances as well as scholarship opportunities. The SAT Subject Tests measures your knowledge or skills in a particular subject. Registration materials are available in the School Counseling Offices. Visit the [College Board’s web site](#) for additional information and testing dates.

Attendance Policy

General

Regular attendance is compulsory according to Virginia State Code §22.1-254 and essential for the student to benefit from the educational program of Maggie L. Walker Governor’s School. Pupil presence and participation in classroom activities improves learning opportunities for the student, increases the efficiency of instruction for the teacher, and protects the academic standards of the school. Students are considered present when participating in field trips, athletic events, student government activities, and other functions sanctioned by the school and are marked present on all school records. For additional information see Policy No. 8010.

Excused absences are counted in the tally of absences. They are the result of the following:

- 1) personal illness (if over 3 days, the school may require a verification from the doctor)
- 2) court appearance
- 3) death in the family
- 4) religious holidays
- 5) college visits (4 days per year for juniors and seniors) requires documentation from the college
- 6) extenuating circumstances which are determined by the school administration
- 7) home school district closed for inclement weather

Unexcused absences are those that result from:

- 1) tardiness (15 minutes late for a class is an absence) This includes traffic unless you ride the bus.
- 2) leaving school or class without permission
- 3) absences not identified above

After School Participation

Students must be present for at least half the instructional day (unless they have been on a school sponsored activity), in order to participate in any after school activity, i.e. sports, co-curricular, or extra-curricular. If the absence is unexcused, the student may not participate. Coaches and sponsors will be informed of the absence by the Activities Director.

Regulations

1) To be classified as excused, all absences must be **verified by a parent/guardian the day the student returns. Students will be marked unexcused until confirmation is provided. If confirmation is not provided within three days of the absence it will be permanently coded as unexcused.**

Written: submitted to the Attendance Office

Phone: (804) 354-6800 x1020

Fax: (804) 358-6939

Email: dbowman@gsgis.k12.va.us

2) It is the student's responsibility to schedule make-up work with the teacher **on** the day(s) he/she returns to school. See guidelines below.

Short term absence

A short term absence is defined as missing one class meeting. A verification from a parent or doctor is required. Assessments missed on the day of absence should be rescheduled with the teacher on the day of return to class. These assessments should be made up as quickly as possible, but no later than one week from return to class. Assignments which were due on the day of absence are to be submitted on the day of return to class. Work assigned on the day of absence is due upon the student's return to class plus one class meeting. For example, if a student is absent on Monday and work is assigned, then the work will be due on Friday. Grades for work missed due to absence may be recorded as zero (0) until completed.

Long term absence

A long term absence is defined as missing two to six consecutive class meetings. It is important that students remain engaged with Schoology and in email contact with their teachers (if possible) for instructional updates.

Upon return (no later than the first class meeting) the student must meet with each teacher to arrange a schedule to make up work. Work is due as arranged with the teacher (no later than the 6th class meeting). A note from a parent is required. A doctor's note is required for long term absences due to illness (3 or more days). Grades for work missed due to absence may be recorded as zero (0) until completed.

Extended/Chronic absence

An extended/chronic absence is defined as missing more than six class meetings in any marking period. Attendance letters from the administration may be sent to families per Virginia Code. The grade level counselor and the grade level administrator shall convene a meeting with teachers to identify individual plans for such students. Grades for work missed due to absence may be recorded as zero (0) until completed. Students who are absent more than ten (10) class meetings over the course of the school year (absences do not have to be consecutive) shall be required to make up seat time. Seat-time requirement may be waived by director upon appeal. Consideration for waiver shall be on a case by case basis. Waiver of seat time does not bring with it a waiver of course requirements.

Requests for make-up work for unexcused absences will be the responsibility of the parent(s)/guardian(s) and student. Credit for such work is left to the discretion of each teacher.

- 1) All absences that can reasonably be foreseen should be approved by the use of the "Non-School Sponsored Pre-excused Absence" form. These forms are located in the attendance office, reception office and online. A note from the parent/guardian is required along with administrative approval. Students will receive the appropriate assignments for missed work at the time students notify their teachers. The completed form is then returned to the attendance office.
- 2) Students wishing to get assignments before returning to school should: (a) absences of one or two days – contact the teacher, check the website or contact a friend in class to obtain information, (b) absences of three or more days - call the attendance office requesting assignments. Please remember that teachers need time to prepare assignments. Assignments may be picked up in the attendance office the day following the request.
- 3) Juniors and seniors are permitted four days per year of excused absence for college visits. However, students are encouraged to schedule college visits during school breaks. If a college is visited during school time a "Pre-Excused Absence Form" must be completed and on file or the absence will be unexcused. Official documentation from the college is required.
- 4) The Code of Virginia requires that, "Every teacher in every school in the Commonwealth shall keep an accurate daily record of attendance of all children..." The teacher's class record is the official record of student absences. The school will contact the home on each day of a student's absence from school. If a student accumulates four (4) unexcused absences, written notification will be sent to the parent(s) or guardian. If a student accumulates five (5) unexcused absences, the director or his designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The director or his/her designee, the pupil and the pupil's parent(s) shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reason for the pupil's nonattendance. If the pupil is absent an additional day (6 days) without an excuse, the director or his designee shall schedule a conference within ten (10) days with the pupil, his/her parent(s), and any school personnel or other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than fifteen (15) school days after the sixth absence. Upon the next unexcused absence (7 days), the school director or his designee shall enforce the provisions of the compulsory attendance laws by either or both of the following: (I) contacting the home division so that a complaint can be filed with the Juvenile

and Domestic Relations Court alleging the pupil is a child in need of supervision as defined in § 16.1-228 of the Code of Virginia, or (2) contacting the home division so that proceedings can be instituted against the parent(s) pursuant to § 18.2-371 or §22.1-262 of the Code of Virginia. If a student has ten (10) or more unexcused absences from school on **consecutive** school days, the director may contact the home division so that a petition can be submitted to the appropriate court, which may result in the court's suspension of the student's driver's license.

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

Late Arrivals

1) Students arriving after 8:40 a.m. should check in the attendance office.

(Student parking lot doors will be locked at 8:40 A.M.)

2) Students must bring a note signed by a parent/guardian, dentist or doctor in order for the tardy to be "excused" An admittance tardy permit will be issued to the student; a copy is maintained in the attendance office.

3) If the tardy is "unexcused" the same procedure as above will apply.

Early Dismissals

1) Requests for check-out/early dismissal are handled by the attendance office.

2) A note is required from the parent/guardian including a daytime phone number, where contact can be made during the day to verify the appointment.

3) Students should present the note to the attendance secretary by 8:30 A.M. and to the teacher at time of dismissal. The teacher will allow the student to go to the attendance office where the clerk will verify the early dismissal and the student will "sign-out".

4) Students will not be released to a non-custodial parent without the custodial parent's permission.

5) Students will not be exempted from attending independent study or tutorials. Excessive tardiness or unexcused absences will result in an office referral.

6) The presentation of a false or forged note will result in disciplinary action.

7) Failure to follow appropriate procedures for checking in/out of school will result in disciplinary action.

8) **During exam week**, students that are exempt from exams do not need to attend. To leave early once the student has arrived at school requires a note from the parent/guardian. This note should be given to attendance upon arrival to school. **Students will not be dismissed from class until their exam block is finished.**

Tardiness

Being tardy to class will result in the following disciplinary action: Attendance is taken electronically by period.

Tardy #1 Warning; Tardy #2 1 demerit-Automatic; Tardy #3 Office Referral-3 demerits- 3hrs.work detail

Dress Code

All students are expected to dress appropriately for the high school environment.

- Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. Disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color,

arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

- Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes the midriff, or undergarments, or that is otherwise provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sleeveless shirts, sagging or low-cut pants, low-cut necklines, tube tops, halter tops, backless shirts or shirts with only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes. Shorts must be at least the length of the thumb when hands are at one's side. Skirts, dresses and jumpers must be at least the length of the longest finger when hands are at one's side. Tights may be worn with a thumb length top. Jeans or other pants with slits, tears or worn through areas above fingertip length are not acceptable attire.
- Professional attire may be required at certain functions to be designated by the administration or the activity sponsor.
- Shoes must be worn at all times. Closed toe shoes are required in science lab classes.
- The dress code is in effect from when a student arrives at school until he or she departs from school. The dress code is still in effect when they attend co-curricular functions after school hours and at school dances with the exception of appropriate, approved athletic activities.
- The wearing of hats in the classrooms will be at the discretion of the classroom teacher. Hats are not allowed in the auditorium or other school-designated assemblies or functions. Sunglasses are not to be worn indoors.
- Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the Director.
- Students not complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.

Behavior Expectations

Members of MLWGS community are expected to conduct themselves in a responsible manner at all times. Demerits can be recommended by authorized members of the faculty or staff, subject to the Director's approval, to students whose behavior is unacceptable. Depending upon the seriousness of the behavior, consequences will vary from warnings to expulsion. The Standards of Student Conduct will apply in all cases. These rules will be reviewed by all students during the first two weeks of school each year. When a student has acquired three or more demerits in each semester, he or she will be required to participate in after school work detail for one hour per demerit. Work detail will be held most afternoons, except vacations, from 3:30-5:00 P.M. Parents will be notified by phone when work detail needs to be served. Failure to attend work detail without an acceptable prior written excuse will result in a more serious consequence, which may include suspension. **A student who accumulates 12 or more demerits in a semester may be suspended.**

Computer/Technical Equipment

(Also see Section P. Technology Acceptable Use Standards for Students p. 52-55; For additional information see Policy No. 3045 and Regulation No. 3045.)

School computers are maintained for the use and benefit of all faculty and students. All users are expected to assist in the successful operation of the school computers. Anything that might disrupt the operation of the equipment or interfere with the learning of other students is not acceptable. Student access to computers may be denied if necessary. Other disciplinary action may also be imposed as

stated in the MLWGS Student Code of Conduct or MLWGS Honor Code. The following guidelines are intended to help students understand what is expected of them as they use the school computers:

General Information:

- The computers are intended for educational use.
- Only the software programs installed by school staff can be used.
- Internet access must promote the instructional mission or administrative function of MLWGS.
- Electronic communication is to be restricted to brief, appropriate comments.
- Offensive, obscene or harassing communications are strictly prohibited.
- Playing computer games on school equipment is prohibited unless authorized and directly supervised by an instructor.
- Running executable software programs from a USB drive or other external devices is prohibited.

Respect for Others:

- Students should respect the rights of others.
- Be considerate by previewing all material to determine its usefulness before printing in order to save paper and printer toner.
- Do not attempt to disrupt the system and interfere with the work of another student by using any form of IM or non-instructional email.
- Leave equipment and surrounding area in good condition for other students.
- Do not access, use, or change another student's account.
- Do not give your account information to another.
- Neither food nor drinks are allowed in computer labs.
- Misrepresenting oneself through email is not allowed.

Respect for Property:

Software:

- Modifying school software is not allowed.
- Copying software from school computers is considered theft and is a violation of federal copyright laws.

Hardware:

- Vandalism or defacing of equipment or files will not be tolerated.
- All computer equipment is to be left in place.
- USB drives may only be used on computers that have the USB port on the front of the CPU.
- Report equipment problems immediately. **DO NOT TRY TO FIX IT YOURSELF**

Consequences may include but are not limited to:

- Parent contact with office referral.
- Parent conference with office referral
- Suspension or termination of account
- 1 – 12 demerits
- Suspension from school
- Expulsion from school
- Legal action

Content Filtering Information- MLWGS uses content filtering in accordance with the Children's Internet Protection Act. Further information about MLWGS' filtering process can be obtained from the

Coordinator of Technology. Students and Teachers can request that a site be unblocked if it has legitimate educational value.

Blocked Web-based Email

Web-based email is blocked because:

- Web-based email causes significantly more SPAM to come through our email server.
- New viruses and Trojans constantly develop. Web-based email services are targeted by programmers because of the large number of users.
- Administrative work would increase because the potential for thousands more emails would be coming into our server and taxing it beyond what should be normal for a school.
- Opening web-based email takes away the ability to control what kind of attacks come from outside services.
- Each MLWGS student is given a school email account to use to alleviate the need for web-based email.

Printers/Copiers

Student fees cover the cost for students to use the school's printers. The student copier located in the commons may be used by students if there is a need to make multiple copies for class work. There is currently no charge for using this service. **The copier should only be used for MLWGS related school work.** A log sheet is located in the copy room for students to record their name and the number of copies made. Please make only what is needed for your classes. If this service is abused, students will be charged to use the copier. **Students using the copier for personal, non-related class work will be banned from using the student copier.**

Lockers

Lockers are assigned to individual students, but lockers remain the property of the school. Lockers may be inspected in order to ensure proper maintenance. Each student has the responsibility to secure his/her locker and to not provide the combination to any other student. Lockers may be searched at any time when the school administration has reasonable suspicion to do so.

Metal Detectors

Metal detectors and cameras may be utilized as additional tools to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Metal detectors may be used on a random basis to deter the possession of weapons and other dangerous objects as defined by the Standards of Student Conduct; and cameras may be used to promote safety and behavior which is not in violation of the provisions of the Standards of Student Conduct. Cameras record but are not directly monitored 24/7.

Media Devices

Personal laptops, DVD players, iPods, cell phones and other media devices may be checked for inappropriate material. No un-rated, R, Mature rated or PG-13 material is to be brought onto school grounds without expressed prior permission from school administration. Equipment may be confiscated to be returned to parent/guardian or law enforcement officials depending on the nature and content of the material. Additional disciplinary action may occur.

Homework Guidelines and Policy

Homework is defined as any school work assigned outside of class time and includes (but is not limited to) completing projects, designing presentations, practicing concepts or skills, watching instructional videos, conducting research, take home assessments and studying for in-class assessments. For additional information see Policy No. 3021 and Regulation No. 3021.1.

Homework contributes to the academic growth of students as well as the development of organizational skills, self-discipline, and a sense of responsibility. Homework assignments will be appropriate, meaningful, and focus on quality rather than quantity.

In keeping with this philosophy, and in an effort to better manage student stress, teachers will observe the following guidelines when developing assignments in their courses:

- No homework will be assigned for completion during Thanksgiving, Winter, or Spring breaks. No tests may be given on the first class period returning from a school break. Major assignments(projects, papers) spanning a school break must be assigned at least two weeks in advance of break and be due no sooner than one week following break.
- Tests and major projects must be assigned at least one week in advance. More notice may be required based on the estimated time necessary for students to complete the assignment. Benchmark deadlines encouraged for long term projects. Teachers should refrain from giving major assessments on schedule B days (8 period days). Teachers should not have other assignments due on the same day as a test or project in their class. Also, there should be no tests given the week before midterm and final exams.
- Timely feedback must be provided to students before subsequent assignments of a similar nature are submitted.
- Teachers should provide a clearly communicated scoring guide, assignment description, or rubric for major assignments.
- Schoology courses, including homework assignments, should be maintained so that plans are available by Monday morning for the upcoming week. The site should be updated as necessary, so that homework assignments and due dates are appropriately communicated to students. If students are expected to reference Schoology for completion of an assignment due the next Monday or Tuesday, this needs to be announced in class, and Schoology must be updated by Friday at 5:00 pm.
- Given that some students will require more or less time than expected, homework assignments should be designed so that most students can complete the assigned tasks within the following time allotments:

Per Subject

- Electives/Honors/Plus Courses: 30 minutes per class meeting OR 1.5 hours per week
- AP/Dual Enrollment: 60 minutes per class meeting OR 3 hours per week

Schedule Change Procedure

The Student Schedule Change Request Form must be completed and appropriate counseling provided prior to a student dropping or adding a course.

Drop/Add procedure and policy:

Full Year Courses

1st six weeks	No grade recorded	
7th week to the end of 1st semester . .	Withdraw Passing	(WP)
	Withdraw Failing	(WF)
3rd nine weeks	Withdraw Failing	(WF)
4th nine weeks	Failure	(F)

Semester Courses

1st six weeks	No grade recorded	
7th week to end of 1st grading period . .	Withdraw Passing	(WP)
	Withdraw Failing	(WF)
After 1st grading period	Failure	(F)

*WP and WF do not become part of the grade point average, but will appear on the transcript. The assignment of grades for a student who transfers into a related course will be determined by the Director and the involved teachers.

VCU/MLWGS Dual Enrollment Courses:

VCU enrollment status is governed by the timeline below. Drop/Add dates are set by VCU.

- 1st **TWO** weeks: No grade recorded and class dropped from academic record
- 3rd Week to end of 10th week: Withdraw with a grade of "W"
- After 10th week: Failure (F)

Grading Scale

<i>Effective Sept 2017 (Policy No. 3002.2)</i>	Honors & Plus Quality Points	AP & Dual Quality Points
A+ (95-100)	4.5	5.5
A (90-94)	4.0	5.0
B+ (85-89)	3.5	4.5
B (80-84)	3.0	4.0
C+ (75-79)	2.5	3.5
C (70-74)	2.0	3.0
D+ (65-69)	1.5	2.5
D (60-64)	1.0	2.0
F (<59)	0.0	0.0

Calculation of grade point average:

The grade point average is calculated by using the final course grade for all courses taken in grades 9-12. Courses taken on a Pass/Fail basis will count for credit, but will not be averaged into the grade point average. GPA = Total number of quality points divided by Total number of credits

Class rank:

MLWGS does not rank students because of the competitive nature of selection requirements. Class rank cannot be regarded as a valid indicator of performance given the caliber of the student body. Valedictorian and Salutatorian will not be recognized. These policies will be clearly stated to all college admissions/scholarship committees. Counselors may report mid 50% GPA and GPA range for college admission and/or scholarship purposes.

Weighting of classes:

All courses are based on a 4.0 scale and core courses are considered to be on the honors level. Advanced Placement, university and dual enrollment courses will have an additional weighting of 1.0.

Honor Code & Honor Council

Honor Council

In order to support the community of trust described above a student led Honor Council is elected annually. Their responsibilities and duties are governed by Policy #4000. Each student suspected of being in violation of the Honor Code has the option of having their case heard by the Student Honor Council if a FERPA waiver is given. After the conclusion of the investigation, a recommendation will be made to the Director or designee. Cases not heard by the Honor Council will be adjudicated by the Director or designee.

Excerpted from Policy #4000

ARTICLE I: PURPOSE & PLEDGE

The purpose of the Honor Code of the Maggie L. Walker Governor’s School for Government and International Studies (the “School”) is to promote, protect, and sustain a community of trust, so that students can enjoy the freedom to develop their intellectual and personal growth. By agreeing to the Honor Code, students commit themselves to the pursuit of truth. Dishonest means are incompatible with this pursuit. Toward that end, all students who have committed to this pursuit agree that they shall not lie, cheat, steal, or commit plagiarism or acts that constitute forgery.

The following pledge must be written at the end of all examinations and on assignments at the request of the teacher:

On my honor, I have neither given nor received any unauthorized aid on this work [assignment, project, quiz, test, examination, etc.].

Teachers may insist that the statement be written on all academic work and may refuse to extend credit for work on which it does not appear.

ARTICLE II: RESPONSIBILITIES

A. STUDENTS have the responsibility to:

1. Avoid lying, cheating, stealing, plagiarizing, and committing acts that constitute forgery, or situations that might contribute to lying, cheating, stealing, plagiarizing, and committing acts that constitute forgery.
2. Avoid unauthorized assistance on all academic work.
3. Report violations of the Honor Code. If a student witnesses or realizes that a violation of the Honor Code has occurred, the student must report the offense to a teacher or an administrator. Failure to report a violation to a teacher or an administrator shall constitute a violation of the Honor Code.

4. Sign the Honor Pledge on every exam, test, quiz, and/or assignment as requested by the teacher.

B. TEACHERS have the responsibility to:

1. Teach or review the correct use of sources when assigning work.
2. Design and maintain a classroom atmosphere and culture that will reduce the possibility of cheating.
3. Specify the types of collaboration that are prohibited and those that are permitted.
4. State at the beginning of each course and assignment any relevant information as it relates to the Honor Code.
5. Take immediate action when violations are noticed or reported by:
 - a. Questioning the student under suspicion; and
 - b. Referring the case to an administrator.

C. ADMINISTRATORS have the responsibility to:

1. Encourage teachers to strictly enforce the Honor Code.
2. Maintain accurate records of reported violations of the Honor Code.
3. Create a school-wide environment that encourages adherence to the Honor Code.
4. Assure that all teachers, school staff members, students, and parents have knowledge of the Honor Code.
5. Maintain records of all Honor Code violations and provide help in arranging all necessary conferences and hearings.

D. PARENTS have the responsibility to:

1. Read and be familiar with the Honor Code and the consequences for a violation of the Honor Code.
2. Encourage students to adhere to the Honor Code.
3. Support teachers, school staff members, and administration in enforcing the Honor Code.

ARTICLE III: DEFINITIONS OF SPECIFIC OFFENSES

A. CHEATING includes, but is not limited to, the following:

1. The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage over other students in academic work or other school-related activities.
2. Fraud, duress, deception, theft, trickery, talking, signs, gestures, copying from another student, and the unauthorized use of study aids, memoranda, books, computers, data, online sources, or other information, in connection with academic work or other school-related activities.
3. Attempted cheating.

B. PLAGIARISM includes, but is not limited, the following:

1. Presenting as one's own the words, work, creative art, or opinions of someone else, without the proper acknowledgement.
2. The borrowing of the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement.
3. Failure to document with quotation marks any material copied directly from other sources.

C. LYING means knowing and willful telling of an untruth or falsehood, as well as any form of deceit, attempted deception, or fraud in an oral or written statement. This includes, but is not limited to:

1. Lying to administrators, teachers, and school staff members.

2. Lying to a member or representative of the Honor Council concerning an Honor Code violation or alleged violation.
3. Falsifying any school documentation by mutilation, addition, deletion, or other means.

D. FORGERY means the falsification of a signature, and includes, but is not limited to a teacher’s, administrator’s, parent’s, or student’s signature.

E. THEFT. Theft is a violation of the Honor Code. Theft includes, but is not limited to, the following:

1. Taking an item of recognized monetary or personal value without consent from any member of the School’s community, from the School building or any associated property, or from any individual, organization, or location while representing the School.
2. Taking someone else’s possession and passing, selling, or presenting it as one’s own.

Athletics/Activities

VHSL and the RSB prohibit MLWGS students from participating in VHSL activities for their home school divisions. This could result in forfeiture of all games, and awards for that school’s team. Students participating for MLWGS Athletics/Activities will be in Conference 33, and Region 2A East. For complete pairings, please see the VHSL website.

The following sports will be offered here at MLWGS:

Basketball (Girls/Boys)	Swim and Diving (Girls/Boys)	Baseball
Cross Country (Girls/Boys)	Golf (Girls/Boys)	Softball
Indoor Track (Girls/Boys)	Soccer (Girls/Boys)	Wrestling
Outdoor Track (Girls/Boys)	Field Hockey	
Tennis (Girls/Boys)	Volleyball (Girls/Boys)	

Athletic Participation

Medical Physical- Students must complete VHSL Athletic Participation/Parental Consent/Physical Examination Form and MLWGS Sports Concussion Management Plan APPENDIX A. A separate physical examination is required for each school year **May 1** of the current year through **June 30** of the succeeding year. Check with your insurance provider to determine coverage. **Students participating in “Out of Season Practices” must have a current physical in order to participate.** Most companies will only pay for one physical per renewal year. Forms for insurance and physicals are available in Room 102 or you can download them from the [VHSL web site](#).

Schedules (Game and practice) Check the school athletic website listed above for schedules, practice locations and coach’s information. You may need to visit the web calendar for schedule updates. In order to participate in any practice or game athletes must be present for at least half the instructional day unless they were on a school sponsored activity. If the absence is unexcused the student may not participate. Coaches and sponsors will be informed of the absence.

Clubs and Activities

Student Leadership - Leadership and direction are shared responsibilities involving students. The student council is actively involved in school governance and provides a voice for the student body in operational affairs.

Student Honor Council - Student rights and responsibilities are important facets of the school. To protect the integrity of the learning process, while granting to students the freedom of a society based on principles of honor, a judiciary system with student direction exists.

Co-curricular Activities - Regular activity periods allow for growth and understanding in the areas of special interest. Student clubs and activities are subject to student interest and will change based on student interest, and RSB approval. **Students interested in starting a club should contact the Activities Director for a sample bylaws and constitution format. Fundraising activities must be approved by the Activities Director.**

Field and/or Cultural Trips

Field and cultural trips are an integral part of the curriculum. They are designed to complement the academic growth and development of students. Students are representatives of Maggie L. Walker Governor's School and are expected to conduct themselves as such at all times. Permission slips are required for all trips. This includes athletic trips unless prior permission is stated.

Automobiles

Permission to drive to school is a privilege and may be revoked by the Director. Students must apply for a parking permit. The cost is \$50 and checks are to be made payable to Maggie L. Walker Governor's School. A \$10 fee is charged for an additional permit. Permit privileges will be extended to the Senior class only. This permit is non-refundable and non-transferable. Students must follow the parking regulations or risk loss of privilege and additional disciplinary action.

The following regulations apply:

1. Students must apply for permit.
2. Students must park only in designated areas.
3. If cars are towed it is the responsibility of the car owner to pay towing expenses.
4. Students are not to remain in vehicles or loiter in the parking area. **Parked cars are off-limits to students during the school day unless they have specific authorization to leave school and have an off campus pass.** Students using their vehicles to leave school without authorization will lose their parking privileges.
5. Students who drive in a careless or dangerous manner and/or ignore parking rules are subject to revocation or suspension of their driving privileges.
6. MLWGS is not responsible for students' cars or contents.

Parental Involvement

Parents are encouraged to participate in school activities. Formal activities include the Parent-Teacher-Student-Association, Academic Boosters, Music Boosters, and Athletic Boosters Clubs. We encourage all parents to become involved in our school family.

(FERPA) & Management of Student Records

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C.§ 123g; 34 CFR Part 99) On January 14, 2013, the President signed into law the Uninterrupted Scholars Act, which amended the *Family Educational Rights and Privacy Act* (FERPA). (Refer to Superintendent's Memo #133-13.) These amendments permit educational agencies and institutions to disclose personally identifiable information (PII) from the education records of students in foster care placement, without parental consent, to an agency caseworker or other representative of a state or local child welfare agency (CWA). Congress also amended FERPA to allow educational agencies and institutions to disclose a student's education records pursuant to a judicial order issued in specified types of judicial proceedings in which the parent is already a party, without requiring additional notice to the parent by the educational agency or institution. The U.S. Department of Education's Family Compliance Office (FPCO) has issued guidance to implement the amendment to FERPA. A copy of the guidance document is attached and can be retrieved from [the FPCO's website](#). Questions regarding this

guidance or FERPA may be directed to FERPA@ed.gov or (202) 260-3887; or you may contact Dr. Sandra E. Ruffin, Director of Federal Program Monitoring, with the Virginia Department of Education at Sandra.Ruffin@doe.virginia.gov or (804) 225-2768. The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies, and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “Directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about Directory information and allow parents and eligible students a reasonable amount of time (15 calendar days from notice) to request that the school not disclose Directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTSA bulletin, **student handbook**, or newspaper article) is left to the discretion of each school. For additional information see Policy No. 4045.

Counseling Services

The mission of the counseling program is to help students acquire specific learning necessary for maximizing lifetime pursuits and to master the developmental tasks encountered during high school. A paramount goal is to provide opportunities and experiences to prepare students to become productive members of society. Consistent with these goals, the objectives of the program are to establish procedures by which students:

- acquire realistic understandings of themselves and others;
- resolve problems which interfere with learning;
- develop positive interpersonal relationships;
- become more self-directive; and qualify for further education and/or employment.

Through a systematic program of guidance and counseling experiences, students are assisted to work toward accomplishing educational, personal, social, and career development outcomes.

Assignment of Students to Counselors

Seniors – A-L	Kierstin Streitl	354-6800 Ext. 3240
M-Z	Rachel Loving	354-6800 Ext.3211
Juniors & Sophomores	Joy Cobb	354-6800 Ext. 3220
Freshmen–(Dept. Chair)	Karl Zweerink	354-6800 Ext. 3210
Registrar/Admin. Asst.	Zona Hicks	354-6800 Ext. 3213

Academic Standards

As stated in the *Academic Standards and Community Service Policy 3003* (amended by the RSB, October 15, 2015), to be in "good standing" students must meet ALL of the following criteria:

- 1) achieve a grade point average of 2.0 or greater at the end of each school-year;
- 2) fail no more than one course per year based upon final course grade;
- 3) exercise ethical academic behaviors in line with high standards of character;
- 4) have completed, or have an approved plan in place to complete, at least the minimum number of eligible community service hours recommended in the guidelines for their grade level;
- 5) have an approved plan in place to complete the graduation requirements for the MLWGS Advanced Studies Diploma in four years at MLWGS.

Note: Additional requirements may be set by participating school divisions including but not limited to the availability of funding and continuous review of progress, e.g., grades, attendance, and behavior. Students who fail to remain in “good standing” may be remanded to their home high school.

Portfolio/Transcript

In order to provide a complete record of the student’s accomplishments during high school, Maggie L. Walker Governor’s School will prepare a portfolio on each student. The portfolio will include each student’s achievements and will be used for college admissions. Maintenance of the portfolio will be shared by the student and the guidance department. **Each portfolio will contain the following items, with those items asterisked as the responsibility of the student:**

- School profile of The Maggie L. Walker Governor’s School
- copy of the student’s transcript
- record of all community service*
- listing of student’s activities/athletic participation*
- listing of research completed*
- honors and awards received*
- teacher recommendations*
- other items deemed appropriate

The format for each portfolio section will be provided by the school and will be maintained in the Guidance Department.

Scholarships and Financial Aid

Information about scholarships and other financial aid may be obtained from counselors, guidebooks, and college catalogs. Students who need such assistance should file financial aid applications as early as possible in the senior year, preferably at the same time the college application is sent. Limited funds may be available. Most colleges use a central financial aid program called FAFSA. Information can be accessed on line at www.fafsa.ed.gov. This is designed to help the college make a fair estimate of how

much financial assistance each student needs. The student is expected to obtain a copy of the Financial Aid Form (FAF) available in the Guidance Office or on line. The information is confidential. It is customary for colleges to grant financial aid only to students whose parents supply the requested information. The FAF forms should be submitted as soon as possible after January 1 of the student’s senior year.

Eating Disorders Awareness

Authorization

Code of Virginia, Section 22.1-273.2, Parent Educational Information Regarding Eating Disorders. The *Code of Virginia* requires that each school board shall annually provide parent educational information regarding eating disorders for pupils in grades five through twelve.

Summary. Virginia Public Schools shall provide educational information to parents of students in grades five through twelve on an annual basis.

Overview

According to the National Eating Disorders Association (NEDA, 2013): Eating disorders are real, complex, and devastating conditions that can have serious consequences for health, productivity, and relationships. They are not a fad, phase, or lifestyle choice. Eating disorders are serious, potentially life-threatening conditions that affect a person’s emotional and physical health.

Resources- A letter to parents of students was placed in the notifications section of the school website. In addition, there are several links below where students and parents can find additional information and help about eating disorders.

<p>Organizations</p> <p>Academy for Eating Disorders (AED) American Academy of Pediatrics (AAP) American Psychological Association (APA) Families Empowered and Supporting Treatment of Eating Disorders (F.E.A.S.T.) National Association of Anorexia Nervosa and Associated Disorders National Association of School Nurses (NASN) National Eating Disorders Association (NEDA) National Institute of Mental Health</p>	<p>Educational Tools</p> <p>Academy for Eating Disorders (includes videos for parents) Eating Disorders Information Network Tips for School Staff E.D. Guide to Medical Management National Association of Social Workers NEDA Coach & Athletic Trainer Toolkit NEDA Educators Toolkit NEDA Parent Toolkit Parenting During Eating Disorder Recovery</p>
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If you need additional assistance please contact our counseling department. (804)-354-6800 ext. 3213 and ask to speak to your child’s counselor.

Tutoring

Tutoring for math, science and English is provided four days a week (M, W, Th) after school from 3:30-5:00 P.M. free of charge. Students may also use this time to make up quizzes and tests. **Students are expected to sign tutoring log. (Rooms 202-203)**

Drivers Education

Richmond Public Schools will provide “behind-the-wheel” and simulator service to MLWGS students. Cost is \$200 to all MLWGS students. MLWGS will continue to conduct the classroom portion of driver education through P.E. class. One Carnegie unit is awarded for the combined class of Health/PE/Drivers Ed. **Fees are subject to change.**

Exam Policy

Students are required to be present during the examination time period. Early release will be granted if the student has no exam and has written prior approval from parent/guardian submitted to the attendance office. **Exams will not be given early to accommodate travel plans.**

Exam Exemption

Students must meet all criteria as outlined below before they may exempt from the exam. Absences that will not count against exam exemption are school excused (SE), field trips (FT), office excused (OE), medical (M), emergency medical (EM), and up to four college visits (CV).

For each class, the following Attendance Policy should be used in considering exam exemption:

If student exceeds 10 total absences (AE & AU), the student is not exempt.

If student exceeds 2 unexcused absence (AU), the student is not exempt.

If student exceeds 10 total tardies (TE & TU), the student is not exempt.

If student exceeds 4 unexcused tardies (TU), the student is not exempt.

Dual Enrollment Courses

1st Semester – No student may exempt; **2nd Semester** – No student may exempt

AP Courses

1st Semester – No student may exempt; **2nd Semester Seniors**-- If you have a B for the semester and a B cumulative average. **2nd Semester Underclassmen**-- If you have a B for the semester and a B cumulative average and have taken the National AP Exam for the course.

Non-Dual Enrollment Semester Long Courses

Seniors-If have an A for the semester; **Underclassmen** – May not exempt

All Other Year Long Courses

1st Semester – **Seniors**- If have A for semester; **Underclassmen** –May not exempt

2nd Semester – **Seniors**- If you have a B for semester and have a B for cumulative average; **Underclassmen** – May not exempt

In the event that a senior earns an exemption but fails to maintain the attendance criteria for the exemption following the senior exam administration window, the exemption will be cancelled and the senior will be required to take the exam during the underclassmen exam window. The Director or designee will determine if activities are school excused. Students who have sufficient grade averages but fail to qualify for exemptions may appeal the attendance provision of the policy to the appropriate administrator. The following will be considered valid reasons for an appeal:

- a. Hospitalization
- b. Prolonged illness over a specific period of time
- c. Death in the family
- d. Doctors or dentists appointments
- e. College visits in excess of 4

To initiate an appeal, a student must secure the appropriate form from the office, complete all requested information, have each of his/her teachers sign the form, and return it to the office with any supporting information no later than the indicated deadline. If the student is absent or tardy, for any reason, after the waiver is granted, the exemption will be voided.

School Closing (Inclement Weather)

Information on school closing or late opening because of snow or other inclement weather will be sent via Power Announcement and posted on the school web calendar. Closings will also be broadcast on radio (WRVA 1140 AM, WRVQ 94 FM) and WCVB 88.9 FM and on television stations (Channel 6, Channel 8, Channel 12). **Please do not phone or email school officials for closing information.** In the event that a student's home district is on a two hour delay, those students will be school excused for arriving two hours late. If a student's home district is closed, the student will be school excused for that school day. Students are responsible for all make-up work in either case.

Infirmary (Clinic)

Students are permitted in the infirmary with a pass from their teacher. They are allowed in without a pass only in emergencies. The clinic aide is allowed to administer medicines to students only upon parental consent. This regulation also pertains to the dispensing of aspirin. All medicine must be in original bottle/package with directions for dispensing. (If the clinic aide has dismissed a student from school they must also sign out with attendance secretary.) The infirmary (clinic) is located in room 101 next to the attendance office. The direct phone number is (804) 204-2385.

Fire Drills

The Commonwealth of Virginia requires two fire drills in the first twenty school days and one per semester for the rest of the year; and all staff, visitors, and students must evacuate the building when the fire alarm sounds. The alarm has a sound unmistakable for anything other than a fire alarm. The system also has flashing strobe lights. The signal to return to the building will be announced by staff. No one is to remain in the building when the alarm is activated.

Phone Usage

Students may use personal phones before school, between classes, during study halls, at lunch, and after the school day. Personal phones must be turned off and put away in classrooms and during assemblies unless expressly permitted by the teacher. Students not in compliance will have their personal phone confiscated and released only to a parent/guardian. Repeat offenders will be disciplined. Personal phones are not to be accessed in restrooms or locker rooms at any time due to privacy issues. Students may use school phones located in hallways at lunchtime or with a pass from their teacher. Parents are discouraged from requesting the school deliver messages to students during the day unless it is an emergency.

Food Services

Breakfast and lunch are served in the school cafeteria. Students may avail themselves of these services or may bring their own lunches to school. **Students are not permitted to order food for delivery to the school from outside vendors. Students may not leave school property for lunch. Failure to comply with this directive may result in suspension from school.** See exception: 'Off Campus Lunch (Seniors)'. For more information visit the food services [website](#).

Off Campus Lunch (Seniors)

Off campus lunch for seniors is a privilege. Seniors who have completed at least 105 eligible hours of community service by Sept. 1st and are in good academic standing, with a GPA of 2.0 or higher, and are not failing any class may go off campus for lunch on Fridays. **Seniors must have 140 eligible hours by the end of the third quarter to have this privilege continued.** Seniors must provide permission forms signed by a parent/guardian to be kept on file in the attendance office 102. Students are to sign out and back in at

attendance when leaving for lunch. Students who are late in returning will have this privilege revoked. Distance limitations are printed on the permission forms.

Library

The library is the single most important resource center available to the student. Library instruction (including individual research consultations), resources, and programs support students' academic success and personal growth, nurture curiosity, and foster a sense of community. Many library resources are available online for use anywhere students have Internet access. When the school is operating in a virtual or hybrid mode, students may schedule online research consultations with the librarian at a mutually agreeable time. The library also offers regular opportunities for students to earn community service hours both on and off-campus. Whereas some class time will be spent there, the student is encouraged to use the library and its resources on their own time.

Textbooks, Media Center Material, and Equipment

The teacher issues textbooks. Books must be protected and returned at the end of the year in good condition. Textbooks, media center material or equipment lost, damaged, or broken through carelessness must be paid for by the student. A fee will be assessed based on replacement cost.

Lost and Found

Do not leave your personal items unattended! Lost and found items of high value will be placed in the Security Office (Room 103). Clothing and books will be kept next to the Security Office. Items not claimed may be discarded at the end of every other week. Students should not leave athletic bags or other items in the locker rooms overnight unless they are secured inside a locker and locked. Unattended items may be discarded by cleaning staff if left overnight.

Electronic Devices

Electronic devices may be used on buses with driver permission and at school when not in class unless given permission by the instructor. Misuse will result in the loss of this privilege. **The school is not responsible for loss or theft of personal items.**

Partnerships/Governor's School Foundation

Maggie L. Walker Governor's School recognizes the importance of the involvement and participation of local business and community agencies. The school is in the process of expanding the list of participants. If you would like to help please contact our Governors School Foundation Office at (804) 354-1566 www.GovernorsSchoolFoundation.org

Non-Discrimination (Policy No. 0011)

The MLWGS RSB is committed to a policy of nondiscrimination with regard to race, ethnicity, gender, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with which the RSB does business.

Student Fees

Student fee schedules are mailed over the summer to students based on their current course selections. Freshmen pay their fees during orientation in August. Upper classmen pay their fees when they pick up their final schedule in August. When a student's schedule changes adjustments will be made to the fees. Annual fee schedules are posted on the school website [here](#). **See school website for fee waiver policy.**

Community Service

Requirements:

- 140 hours are to be earned over a 4-year period while attending MLWGS.
- Complete 140 community service hours by the end of 3rd quarter of the senior year.
- Hours must be reported within 60 days of completing an activity.
- No more than 70 hours may be completed through Maggie Walker with a cap of 35 hours per activity, per school year, although all hours will be shown on the student’s final transcript.

Eligible Community Service Hour Guidelines

Grade Level	Mid-year	3 rd Nine Weeks	End of Year
Freshman	17	26	35
Sophomores	52	61	70
Juniors	87	96	105
Seniors	122	140	140

Hour Submission and Accountability

- Log all hours using the community service program, x2VOL: <https://www.x2vol.com/login.html>
Login with your MLWGS school email.
- A verification email will be sent to your community supervisor. Please supply an accurate email and phone number for your supervisor. Note: your parent or classmate is no a valid supervisor.
- If your activity is not on the approved list, complete an **Approval Form** at least a week prior to the activity.
- Thirty-five hours are due at the end of each school year. Students not completing a minimum of 35 hours per year will be counseled and quarterly reports will be sent back to their home school division for review. Seniors should have at least 105 hours by the start of school their senior year. Transfer students will be prorated.
- A cumulative total for your hours will be updated in Power School on the last day of each quarter.
- If an activity is planned after a deadline for submitting hours, you may request an extension by completing an **Extension Form** before the deadline.

Special Notes:

- Service hours should be contributed to nonprofit organizations, however hospitals and nursing homes are an exception.
- Logged community service hours should be worked in the state of Virginia unless prior approval is given. For consideration of other activities, complete an **Approval Form** for consideration before engaging in that activity.
- Community service hours submitted toward service requirements for another organization such as NHS or an Eagle Scout Award may not count as community service hours at MLWGS.
- Hours worked to run a donation drive like a food drive count as service hours, but contributing canned foods or other goods does not count toward your hours.
- Students may not receive compensation or dual benefit (as in earning school fine art credits or scout merit badges) for services.
- Family and religious activities are personal responsibilities and are not eligible for community service hours. Outreach programs to the community such as Meals on Wheels, Habitat for Humanity, and CARITAS sponsored by a religious organization would qualify.
- Theater, ballet and musical performances are not eligible for community service hours.

- Hours worked in family businesses will not be accepted.
- Tutoring fellow classmates is not considered community service.
- Club sponsors must attend the event in order for students to receive credit for MW community service activities.
- Students not in good standing with regard to their community service hours may be prevented from holding or running for class and SCA office.

Supervision at MLWGS

Morning:

- The bluestone doors open to students and staff at 7:30 A.M. Student parking lot doors and front doors are open at 8:00 A.M. and are closed at 8:40 A.M.
- Music students need to secure their instruments in the band room by 8:35 A.M.
- Breakfast will be served from 8:00 A.M. to 8:30 A.M.

Lunch:

- Lunch will be served at 11:15 A.M. for students in 3rd or 4th period independent study. Lunch service ends by 12:30 P.M. Seniors in 4th period independent study with off campus lunch privileges may sign out at 11:15 A.M. on Friday's. This is an incentive offered only to seniors and 4th period independent study to help with lunch overcrowding in the cafeteria.
- **The front and sides of the school, and all parking lots are off limits at lunch.**
- **The athletic field is off limits at lunch unless supervised by school staff. Signage in the athletic hallway will denote whether the field is open for the day.**
- Students may eat lunch in classrooms if supervised by teacher or club sponsor. Please take care of any trash.
- The outside areas of the student courtyard and the area outside of the entrance to attendance reception (Bluestone Lobby) may be used at lunch.

After School: Security present until 7 P.M. each evening

- Music students need to pick up their instruments no later than 3:20 P.M. or they will be locked in the band room 124 until the next school day.
- All students not directly supervised by club sponsors or a teacher need to be in the commons area or athletic hallway by 4:30 P.M. each day.

The Fitness Center will be open to all students with supervision from 3:20- 4:30 P.M. After 4:30 P.M. the center will be open only with the athletic coaching staff. Students must be trained on the equipment before being allowed to use the center. (See Health and P.E. instructors)

Students need to make arrangements to be picked up from school no later than 6:00 P.M. each day.

Students that must stay for afterschool activities such as athletic events, co-curricular activities, dances, performances, rehearsals beyond 6:00 P.M. will be asked to show proof of such activity. Under no circumstances should any student invite outside guests into the school **at any time** without direct permission from a school official.

Dances

All students and their guests will be under the supervision of the school at school-sponsored dances and will be expected to abide by all school rules and regulations including the following:

- Each person attending the dance will be appropriately dressed. Proper dress will be determined by the dance sponsors and announced prior to the dance. Any person who fails to comply with the dress requirement may be refused admission or asked to leave.
- All dances will end by 10:30 p.m. Parents are asked to make sure that transportation home is provided and students are picked up by 10:45 P.M. **Richmond City curfew is to be followed.**
- Use of controlled substances (alcohol, tobacco, etc.) is prohibited and is subject to disciplinary action.
- Any dancing that involves lewd, or vulgar movements (for example grinding) will result in a warning by the chaperones to those involved. Any subsequent or continued inappropriate “dancing” will result in removal of those individuals from the dance and notification of parents.
- Only MLWGS students and their approved guests are permitted to attend MLWGS dances. **No middle school students or persons over the age of 21 are permitted to attend as guests.**



STANDARDS FOR STUDENT CONDUCT-Policy Number 8002

The Maggie L. Walker Governor’s School for Government and International Studies recognizes the right of every student to enjoy a relevant education without disruption and a corresponding responsibility not to deny this right to any other student. It encourages acceptable behavior by working with students in an atmosphere of respect and understanding centered on freedom, firmness and consistency to build pride and confidence in the student and the school. Each student will be involved in the governance of the school and establishment of ethical behavior with strong emphasis on each student’s honor and integrity.

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A. Roles & Responsibilities

The Maggie L. Walker Governor’s School Regional School Board (RSB) operates in the same manner as a local school board. In matters of student conduct the RSB can admonish, suspend and expel a student or return a student to his/her home school division. The RSB may also hold hearings and appeals about student issues. The Director of the school has the same authority granted to him/her by the RSB as the director of a high school. All matters that would normally be referred by the director to the superintendent of a local school system shall be referred by the Director to the Chairperson of the Superintendents Steering Committee. Additional considerations required above the “Superintendent” level will be presented to the RSB for review and final action.

The Maggie L. Walker Governor’s School RSB expects a high standard of student conduct in an effort to ensure that education is provided in an atmosphere conducive to learning, free of disruption and threat to person or property, drug free, and supportive of individual rights. The primary objectives of the standards for student conduct are (1) to provide standards and guidelines for student behavior; (2) to assist the student in becoming a responsible, productive, and self-disciplined citizen; and (3) to maintain a safe and orderly environment in the classroom and all other areas of the school.

RSB members, school personnel, parents, and students share the responsibility to create and maintain a school environment that is safe and conducive to learning. It is the responsibility of the RSB to adopt policies and regulations. The Director has responsibility to issue standards for student conduct, adopted by the RSB, including a list of corrective disciplinary actions for violation of the standards. The school Director has the responsibility to enforce the student conduct standards using reasonable judgment. Each parent has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance. Students are expected to attend school regularly and to demonstrate good citizenship, enjoying the rights and fulfilling responsibilities set forth in the student conduct standards.

The standards apply to students while on school property, when at school-sponsored activities, and when going to and from school. Students and staff have the primary responsibility for creating a climate of mutual respect, honesty, and trust in order that the dignity of the individual is protected and the potential of each student may be realized. The Director and those to whom he/she delegates the authority for the discipline of students, including teachers, are responsible for the consistent and uniform application of all RSB policies and regulations, and rules of the Maggie L. Walker Governor’s School for Government and International Studies, which together set forth the standards for student conduct.

The Director or designee shall determine the appropriate disciplinary measures for each case of misconduct by a student, except where consequences are predetermined by specific RSB policy or by law. Determinations of disciplinary measures shall include considerations of the relative impact of a violation on the entire student body as well as on the individual, the school, and the student’s cumulative discipline record.

The Director or his/her designee shall inform, consult with, or refer to the Chairperson of the Superintendents’ Steering Committee, hereafter known as “Superintendent”, any discipline matters that involve situations of extreme danger, acts of violence, threats to the school, and any discipline matters that involve unusual circumstances or need special handling. The Director or his/her designee shall

notify the parent of each suspension and may request a parent conference prior to readmission. All disciplinary actions shall be taken in accordance with due process requirements.

B. Range of Consequences

Category 1 (CAT1)	Category 2 (CAT2)	Category 3 (CAT3)
Class based interventions up to 3 hours of work detail	4-6 hours of work detail	7-12 hours of work detail
Category 4 (CAT4)	Category 5 (CAT5)	Category 6 (CAT6)
1-5 days of out of school suspension, notification to home district superintendent Notification to law enforcement	6-10 days of out of school suspension, notification to home district superintendent Notification to law enforcement	10-45 days of out of school suspension, recommendation to return to home district Notification to law enforcement

Code of Conduct violations are marked as to which category they are associated with for the range of consequences. CAT1-CAT3 require a phone call home. CAT4-6 require a parent conference with Administration. Students are prohibited from co-curricular and extra-curricular school activities for a period of 1 day per hour of punishment they receive (see Social Probation on p.60).

C. Violation of Law & RSB Policy

Violations of law may be handled by referring the case to law enforcement officials in addition to the use of other disciplinary measures. Code of Virginia §22.1-279.3:1. Reports shall be made to the division superintendent and to the Director or his designee on all incidents involving (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 (CAT4); (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 (CAT6); (iii) any conduct involving alcohol, marijuana, cannabimimetic agents 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 (CAT4/CAT5); (iv) any threats against school personnel while on a school bus, on school property or at a school-sponsored activity (CAT4); (v) the illegal carrying of a firearm, as defined in § [22.1-277.07](#), onto school property (CAT6); (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 (CAT6); (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 therefor (CAT6).

"Destructive device" (CAT6) means (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (ii) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is

homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in § [18.2-299](#) or any firearm prohibited from civilian ownership by federal law; and (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of § [18.2-308.2:2](#).

"Firearm" (CAT6) means any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material or the frame or receiver of any such weapon. "Firearm" does not include any pneumatic gun, as defined in subsection E of § [15.2-915.4](#).

"School property" means any real property owned or leased by the RSB or any vehicle owned or leased by the RSB or operated by or on behalf of the RSB.

Dangerous Objects, Firearms, Explosives, Arson (CAT6)—The following categories are considered extremely serious violations which threaten a suitable and secure learning environment.

1. Any student determined to be in possession of or to have brought any prohibited weapon onto school property or to a school-sponsored activity may be expelled for a period of not more than 45 days. However, the RSB may determine, based on the facts of a particular case, in which special circumstances existed and that another disciplinary action or term of expulsion is appropriate. The Director may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate, and impose such action.
2. The possession or representation of a firearm, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity, is prohibited unless specifically authorized by school officials. Possession includes bringing a firearm onto school property or to a school-sponsored event and storing it in a vehicle, locker, or other receptacle.
3. 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.
4. The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, any pneumatic gun, as defined in subsection E of § [15.2-915.4](#), comb knives, is prohibited on school property. Possession includes bringing the item(s) onto school property or to a school-sponsored event.
5. The possession of dangerous objects is prohibited. Dangerous objects include the representation of items commonly understood to be inappropriate to school activities. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, any dirk, knives, box cutters, other sharp objects, Chinese stars, mace, laser pointers, firecrackers, fireworks, stink bombs. Possession includes bringing the item(s) onto school property, or to a school-sponsored event. Also included is the misuse of common place objects, including but not limited to keys, locks, scissors, drawing compass. Violation of this rule may result in a recommendation for expulsion.
6. 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.

7. The use, intent to use or threat to use an explosive, including, but not limited to, fireworks, smoke/stink bomb or any representation of an explosive device, is prohibited. A false threat or the intent to create a false threat, including, but not limited to a bomb threat or false fire alarm against students, school personnel or school property, is also prohibited. Possession includes bringing the item(s) onto school property or to a school-sponsored event.
8. The use or the intent to use any material which may result in a fire on school property, or setting fire or attempting to set fire to the property of students, staff, or volunteers is prohibited unless specifically authorized by school officials.

Chemical Abuse- Drugs, Alcohol, Chemicals, Drug Paraphernalia (CAT4/CAT5)- The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of alcohol, anabolic steroids, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, imitation controlled substances, inhalants, or drug paraphernalia. Refusing to submit to alcohol or drug testing in cases where the Director or designee has reasonable suspicion that the student may be under the influence of drugs or, the possession of any medication or prescription drugs, even if recommended or prescribed for the student's use. All medications shall be taken by the parent or guardian to the clinic or designee for handling and safekeeping. Violation of this policy by students shall result in suspension and/or expulsion according to the following schedule:

1. Alcohol- The first offense for possession, or use, or being under the influence of alcohol, or refusing alcohol testing where a reasonable suspicion that the student may be under the influence will be punished with up to a five-day out-of-school suspension. Subsequent offenses may result in a recommendation to the RSB for extended suspension or expulsion.
2. Marijuana, Controlled Substance, Imitation Controlled Substance or Drug Paraphernalia- The first offense for possession, use, or being under the influence of marijuana or any controlled substance or possessing drug paraphernalia or refusing drug testing where a reasonable suspicion that the student may be under the influence shall result in a five day out-of-school suspension. Subsequent offenses may result in a recommendation to the RSB for extended suspension or expulsion. Parents, police and juvenile authorities shall be notified.
3. The Director will refer all first time violators: (1) to a substance abuse intervention program within the students' home school district. If this service is not provided by the home school district then the parent(s) or guardian must find a private service at their expense, and demonstrate that the student has successfully completed a RSB approved program, (2) and their parent(s) or guardian to the Director.
4. All first violators of this policy will be suspended from participation in or attendance at after school or school-sponsored activities for a period of 45 school days or the length of the suspension, whichever is greater, beginning with the date of suspension. A student violating this policy when fewer than 45 days remain in the school year will complete the remaining days of suspension from participation in or attendance at all after school or school-sponsored activities beginning the first day of the next school year. This requirement may be waived by the Superintendent if the parent(s) or guardian presents evidence of appropriate substance abuse screening and intervention.
5. All violations will result in the loss of parking privileges.

Distribution of Drugs or Alcohol (CAT5/CAT6)- Students shall not possess drugs or drug paraphernalia on school property or at a school-sponsored event with the intent to sell, give, share, pass on to, take

orders for, or arrange for a sale to occur before, during, or after school. Violation of this policy by students shall result in suspension and/or expulsion according to the following schedule:

1. The first violation involving distribution, including selling, giving, or attempts to sell or give shall result in a ten-day out-of-school suspension and may be recommended for expulsion.
2. The Director will refer all first violators and their parent(s) or guardian to the Superintendent for a conference that must be completed prior to readmission.
3. All first violators of this policy will be suspended from participation in or attendance at all after school or school-sponsored activities for a period of 45 school days or the length of the suspension, whichever is greater, beginning with the date of suspension. A student violating this policy when fewer than 45 days remain in the school year will complete the remaining days of suspension from participation in or attendance at all after- school or school-sponsored activities beginning the first day of the next school year.

Prescription Drugs- The illegal use of prescription drugs is prohibited. Further, no student may have in his or her possession any prescription drug. The parent or legal guardian shall take all such items to the clinic for safekeeping and administration within prescribed procedures. Students that are required to self-medicate must have a note from the physician on file with the clinic.

1. In the case of a first violation, the Director’s designee may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action is appropriate. Nothing herein shall prohibit the permanent expulsion of such students (CAT5).
2. Any student who repeatedly possesses, distributes, or receives a prescription drug at any time while on school property or at a school-sponsored activity may be recommended for expulsion by the Director (CAT6).

Over-the-Counter Drugs (CAT4)- No student may have in his her possession any over-the-counter drug, even if recommended or prescribed for the student’s use. The parent or legal guardian shall take all such items to the clinic for safekeeping and administration within prescribed procedures.

1. Possessing, using, distributing, or receiving over-the-counter drugs by a student is prohibited and may result in a disciplinary action up to a 5 day suspension and may be recommended for expulsion.

Tobacco Products- All students are PROHIBITED from the use and possession of tobacco products, nicotine vapor products, e-cigarettes and alternative nicotine products, matches, and lighters. Violation of this policy by students shall result in suspension and/or expulsion according to the following schedule: First offense (CAT3), Second offense (CAT4), Third offense: (CAT5)

D. Violation of School Regulations

(See Section P on pp.55-61 for specifics)

- Continued or willful disobedience. (CAT1)
- Defiance of authority of any employee of the school system. (CAT2)
- Trespassing upon school property. (CAT1/CAT2)
- Willful interruption or substantial disturbance of any school function. (CAT2/CAT3)

- Leaving school grounds without the prior written permission of the Director or designee. (CAT2/CAT3)
- Absence from class without a valid excuse. (CAT2)
- Willfully misrepresenting oneself using E-mail or logging in or attempting to log in to a school computer system server using an account not assigned the student by the computer system administrator. (CAT3)
- Cheating, plagiarism, or otherwise representing the work of others as one's own. (CAT1/CAT2)
- Gambling in any form is prohibited on school property or in association with any school activity. (CAT4)
- Any other conduct which interferes with the orderly operation of the school. (CAT1/CAT2)

Progressive Discipline: Students who repeatedly violate the Code of Conduct will be subject to progressively more significant consequences as deemed necessary by the Director or his designee. This may include any of the above range of consequences as repeated disruptions to the MLWGS community represent willful defiance of school authority and the school program.

E. Threats to Persons

- Conduct of such character as to constitute a continuing danger to the physical well-being of others. (CAT4)
- 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-See definition of Gang-Related Activity). (CAT4)
- Assault is to intentionally put one in fear by intimidation or threats. This includes, but is not limited to, harassment based on sexual, religious or physical differences. Actions against any full or part-time school employees engaged in their duties. (CAT4)
- Battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner. In the event of injury to a staff member, expulsion shall be recommended. Class 1 misdemeanor same as above. (CAT6)
- Profanity §18.2-416 Punishment for using abusive language to another. If any person shall, in the presence or hearing of another, curse or abuse such other person, or use any violent abusive language to such person concerning himself or any of his relations, or otherwise use such language, under circumstances reasonable calculated to provide a breach of the peace. (CAT1/CAT2)
- Bullying, either individually or as part of a group, no student shall harass other students. Repeated or single incidents of negative behaviors targeting a specific victim. The following conduct is illustrative of bullying: Physical intimidation, taunting, name calling, and insults. Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person. Falsifying statements about other persons. (CAT2-CAT4)
- Malicious wounding without a weapon. (CAT5)
- Sexual misconduct, whether consensual or not. (CAT6)
- Aggravated sexual battery against a student less than 15 years-old. (CAT6)
- Use or possession of any type of weapon, either operable or inoperable, or a look-alike weapon. Violation of this regulation will result in out-of-school suspension, and may include a recommendation for expulsion. (CAT6)
- Use or possession of any object deemed by the Director to be hazardous to safety and welfare. (CAT5/CAT6)

F. Threats to Property

- Taking or attempting to take without permission another person's personal property or money including school-owned property or money. (CAT3/CAT4)
- Willfully causing, or attempting to cause damage to school property. (CAT3/CAT4)
- Unauthorized occupancy of any part of the school or school grounds, or failure to leave promptly after having been directed to do so by the Director, other school employee, or law enforcement officer. (CAT1/CAT2)
- Willfully causing or attempting to cause damage to software, operating systems, or data files stored on school computer systems. (CAT3/CAT4)
- Any threat or attempt to bomb, burn or destroy in any manner a school building or any portion thereof. Lighted firecrackers, or cherry bombs, stink bombs that contribute to a damaging fire will be considered as arson. (CAT6)
- A student (or the student's parent/guardian) shall be required to reimburse the RSB for any actual loss of, breakage or, destruction of, or failure to return property owned by or under the control of the RSB caused or committed by such student. (CAT3/CAT4)

G. Search and Seizure

- Lockers, desks and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of the school administration. The school administration has the right to search lockers, desks and other storage facilities when the school administration has reasonable suspicion to do so.
- Vehicles parked on school property, lockers, desks and other storage facilities may be subject to periodic random searches by school officials.
- The school administration also has the right to search any student and the student's belongings when there is reasonable suspicion to believe that the student possesses an item which violates law, or school policies. In no event shall strip-searches of students be conducted.

H. Procedures for Suspension and Expulsion**1. Suspension for Ten Days or Less**

The Director may suspend a pupil for ten or fewer school days using the following procedures:

- The student shall be apprised of the nature and facts of the alleged misconduct.
- The student shall be given an opportunity to explain his/her version of the facts.
- The Director or designee may conduct a further investigation into the matter.
- The student shall be informed of the conditions of the suspension, such as required parental conference prior to return, prohibition from coming on school property and/or to scheduled school activities, etc. A reasonable effort will be made to notify the student's parent of the suspension, inform the parent that a copy of the rules governing suspensions and the procedures for appeal are being sent home with the student, and make arrangements for the student's return home.
- The Director or designee shall execute a letter of suspension stating the condition of the suspension the length of the suspension, the right to an appeal, the student's right to return to school, and any conditions for that return. Copies of the letter of suspension shall be given to the student, if possible, and mailed to the student's parents and to the Superintendent or his/her designee.

2. Emergency Suspension

Any student whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be summarily removed from school immediately and the notice, explanation of facts, and opportunity to present his or her version required under Suspension for Ten Days or Less shall be given as soon as practicable thereafter.

3. Suspension in Excess of Ten Days-§22.1-277.05

The Director may suspend students from school for more than ten school days following a hearing before the Director/designee. The Director may determine that transfer to another school serves the best interest of the student and the school. The discipline committee of the RSB may confirm or disapprove the suspension of a student. A hearing shall be held before the discipline committee within ten days of the date of notice from the Director. If the decision of the three-member committee to uphold the suspension is unanimous, there is no right of appeal. If, however, the decision of the committee is not unanimous, the student and his/her parent/guardian may appeal the decision to the full RSB. The RSB will consider the appeal upon the record of the suspension hearing within 30 calendar days of the appeal. When a student is placed on long-term suspension, written notice of the suspension shall be sent in accordance with state law. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.

4. Expulsion-§22.1-277.06

The Director, with the concurrence of the Superintendent's Steering Committee, may recommend that a student be expelled. The Director shall notify the student and his parent(s) or guardian in writing of the following:

- The proposed action and the reasons therefore;
- The right of the student and his parent(s) or guardian to a hearing before the Superintendent's Steering Committee under the procedure promulgated by the Superintendent; and
- The right to inspect the student's school records; the student and his parent(s) shall also be provided with a copy of the Standards of Conduct.

If the Director/designee upholds the recommendation of expulsion, after an opportunity for a hearing, the student shall be suspended until the matter is decided by the RSB. The Superintendent's Steering Committee may impose a lesser sanction.

If the Director's recommendation of expulsion is upheld by the Superintendent's Steering Committee, the student and his parent(s) or guardian may request a hearing before the RSB. Such request must be in writing and must be filed with the RSB within seven calendar days of the decision to uphold the Director's recommendation. Failure to file a written request within the specified time will constitute a waiver of the right to a hearing before the RSB. Upon a timely request for a hearing before the RSB, the RSB shall notify the student and his parent(s) or guardian of the time and place of the hearing.

5. RSB Hearing

The procedure for the RSB hearing shall be as follows:

- The RSB shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the RSB.

- The RSB may ask for opening statements from the Director or his representative and the student or his parent(s) (or their representative) and, at the discretion of the RSB, may allow closing statements.
- The parties shall then present their evidence. Because the Director has the ultimate burden of proof, he shall present his evidence first. Witnesses may be questioned by the RSB members and by the parties (or their representative). The RSB may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination; provided, however, that the RSB may take testimony of student witnesses outside the presence of the student, his parent(s) and their representative if the RSB determines at its discretion, that such action is necessary to protect the student witness.
- The parties shall produce such additional evidence as the RSB may deem necessary. The RSB shall be the judge of the relevancy and materiality of the evidence.
- Exhibits offered by the parties may be received in evidence by the RSB and, when so received, shall be marked and made part of the record.
- The RSB may, by majority vote, uphold, reject, or alter the recommendation.
- The RSB shall transmit its decision to the student, his parent(s), the Director and Superintendent.

The Chairman of the RSB may elect, at his/her discretion, to appoint a committee of the RSB to hear the expulsion case. In the event a committee conducts the hearing, the student or his parent(s) may appeal the committee's decision to the full RSB. The appeal must be in writing and must be filed with the Superintendent within five calendar days of the committee's decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The RSB will decide the appeal upon the record of the case within 30 calendar days of the request for an appeal. No statements, witnesses or evidence may be presented at this appeal unless specifically requested by the Chairman of the RSB.

I. Discipline of Students with Disabilities

1. Definition

For purposes of this section, a student will be considered disabled if he or she has been identified as disabled by the Eligibility Committee and has not subsequently been terminated from the special education program.

2. Short-Term Suspension

Students with disabilities may be suspended for ten days or less at a time in accordance with regular suspension procedures.

- The Director is to keep a tally of the total number of days of suspension received by each disabled student. When a student has accumulated more than ten days of suspension in any single school year, the Director must refer the student to the coordinator of special education in the home school division for a review of the student's educational program and to consider whether the suspensions have effected a change in placement. More than 10 cumulative days of suspension in a single school year may be a change in placement requiring reevaluation and procedural protections. Factors to consider in determining whether a change in placement has occurred are the length of each suspension, the proximity of the suspensions and the total number of days suspended in a single year. If it is

determined that future suspensions would result in a change in placement, then the procedures in Section 3 for Long-Term Suspension and Expulsion must be followed. In any case, once suspensions have totaled ten days in a single school year, the coordinator of special education in the home school division shall convene an IEP committee meeting to determine if any modifications in the special education program including up-dated evaluations are required. Customary procedures for notice of evaluation and of the IEP meeting, including procedural safeguards, must be followed.

- Suspension from the bus and in-school suspension may count as a day of suspension if the student does not receive the services specified in the IEP during the suspension.

3. Long-Term Suspension and Expulsion

If it is proposed that a student with a disability be expelled or receive a single suspension of more than ten days, the following procedures must be followed in addition to the regular suspension and expulsion procedures:

- The Coordinator of Student Conduct in the home school district or designee shall be notified immediately by the Director of the proposed disciplinary action.
- Because long-term suspensions and expulsions are a change in placement, notice of the contemplated change in placement and notice of procedural safeguards must be given to the parent(s) or guardian. The Coordinator of Student Conduct of the home school district or designee is responsible for seeing that these notices are given.
- Updated evaluations must be performed to assess the student's current functioning with emphasis on evaluating the conduct which gave rise to the proposed disciplinary action. Notice of re-evaluation must be given to the parent(s) or guardian and permission obtained by the Coordinator of Student Conduct or designee. The re-evaluation should be completed within ten days of the date of suspension.
- A Disciplinary Review Committee composed of the members of the IEP Committee and others as specified below, must be convened immediately after receipt of the updated evaluations to determine whether there is a direct causal relationship between the student's disability and the conduct and whether the placement is appropriate.

The committee should be composed of members familiar with special education and/or the student. The following are to serve as members of the committee and additional members may be appointed by the Coordinator of Student Conduct or designee:

- Director/ or administrative designee
- Special Education Teacher
- School Psychologist
- School Social Worker
- Parent(s) or Guardian

The parent(s) or guardian is to be notified of the committee meeting and invited to participate. The Coordinator of Student Conduct or designee shall be responsible for notifying the parent(s) or guardian of the time, date, place, and purpose of the meeting and must identify the individuals who will be attending the meeting. Accommodations in the scheduling should be made to permit the parents' or guardian's attendance. Documentation of efforts to notify the parent(s) or guardian shall be maintained. If the parent(s) or guardian decline to attend or fail to attend after having been given notice, the committee may meet without them. The parent(s) or guardian may have representation during the meeting at their own expense, if desired. The committee is to consider the updated evaluations, the

student's records, and any information or evidence presented by the school division or parent(s) or guardian. The committee will then decide whether there is a direct causal relationship between the student's disability and the conduct and whether the current placement is appropriate. Minutes of the meeting shall be maintained. The minutes shall include those attending, the information considered, the vote of the committee and the rationale for the decision. The Coordinator of Student conduct or designee shall give written notification to the parent(s) or guardian of the committee's decision and of procedural safeguards including the right to contest the committee's decision through a due-process hearing. If the committee determines the student's disability and conduct have no direct causal relationship, the student may be considered for a long-term suspension or expulsion through the regular disciplinary procedures.

If the committee determines the student's disability and conduct have a direct causal relationship, the student may not receive a long-term suspension or expulsion but may still be suspended to the maximum of ten days at a time if the student has not already served a full ten days of suspension for the same conduct. The student may not be suspended from school for more than ten days while the evaluation and committee process is being followed unless the parent(s) or guardian gives permission for a longer suspension or for a change in placement, which may be homebound instruction. In the absence of parental consent, authorization for a longer suspension or change in placement may be sought from the court. Authorization from the court should only be sought in those cases where the student is considered dangerous to himself or others. During the pendency of any proceedings to contest the imposition of discipline, and except as provided in the previous paragraph, the student must remain in his or her current educational placement.

In those cases where handling of discipline is specified in the student's IEP, the IEP's provisions shall supersede this regulation.

J. Procedure for Appealing Out-Of-School Suspensions of Ten Days or Less

Code of Virginia §22.1-277.04 A decision to suspend a student out of school for ten or fewer days or less may be appealed by the student, parent or legal guardian. An appeal of a suspension shall not hold the suspension in abeyance. Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. The student or his/her parent may appeal a suspension to the Director of the school, then to the Superintendent's Steering Committee in the following manner: A parent/guardian shall submit a written letter of appeal to the Director of the school within two administrative working days of notification of the suspension. The parent or legal guardian should state specifically the reason(s) for the appeal and consider the following before appealing a suspension: (A) whether the facts warrant the suspension; (B) if the consequences were appropriate for the behavior; and (C) were school procedures followed. Failure to file a written appeal within the specified time will constitute a waiver of the right to appeal.

- The Director shall review the suspension and all the evidence, and render a decision.
- To appeal further, the parent shall submit written notice to the Director, within two days administrative working days of the Director's decision upholding the suspension, requesting that the Director forward the letter of appeal to the Superintendent's Steering Committee for a review. The Superintendent shall review the information, gather additional information, and/or conduct a hearing if necessary, and render a decision. For suspensions of ten days or less, the decision of the Superintendent's Steering Committee shall be final.

K. Procedure for Appealing Out-Of-School Suspensions of More than Ten Days and Expulsions

Code of Virginia §22.1-277.05 The Superintendent/designee may suspend students from school in excess of ten school days after the pupil and his parent(s) or guardian have been provided by the Director written notice of the proposed action and the reason therefore and of the right to a hearing. A parent may appeal a suspension in excess of ten days to the RSB in the following manner:

- The appeal must be in writing and must be filed with the Chairperson of the RSB within seven calendar days of the Superintendent's Steering Committee decision to suspend in excess of ten days. Failure to file a written appeal within the specified time will constitute a waiver of the right to appeal.
- The RSB shall, within thirty calendar days of the decision to suspend in excess of ten days, conduct a review of the record and render a decision.

Code of Virginia §22.1-277.06 "Expulsion"- is defined as "any disciplinary action imposed by a RSB or a committee thereof, as provided in RSB policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion."

L. Procedure for Appealing Out-of-School Expulsions for Attending MLWGS

Code of Virginia §22.1-277.2. Authority to exclude students under certain circumstances; petition for readmission; alternative education program.

- Any student suspended for more than 30 days, expelled, or returned to his/her home school division shall be excluded from attendance from the Maggie L. Walker Governor's School for Government and International Studies unless petitioned by the home school division and approved by the RSB.

M. Teacher Removal of Students from Class

Teachers shall have the initial authority to remove students from class for disruptive behavior. Disruptive behavior is defined as a violation governing student conduct that interrupts or obstructs the learning environment.

1. Criteria for Removal

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

- The removal of the student from the class is necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior.
- The removal of the student occurs only after teacher or administrative interventions have failed to end the disruptive behavior. However, nothing shall preclude the immediate removal of a student for behavior that might warrant suspension from school.
- The removal of a student is an appropriate response to student behavior that is a violation of the rules of conduct.
- Written notice of the student's behavior and removal from class is given to the parent by the teacher.

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

2. Requirements for Incident Reports

No removal under this policy shall occur unless two prior written incident reports have been filed with the Director or his/her designee.

3. Procedures for Written Notification of Student and Parents

The Director or his/her designee shall provide copies of any incident reports and supportive documentation to the student and his or her parents and notify them of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. The teacher shall document, in writing, his or her attempts to request and encourage the parents to meet with school administrators and/or the teacher. Such notice and documentation shall be required for each incident report and student removal. The removal of the disruptive student shall be facilitated by the Director or his/her designee.

4. Guidelines for Alternative Assignment and Instruction of Removed Students

The Director shall determine the appropriate placement of the student. The Director has several options regarding the placement of a removed student including, but not limited to:

- a. Assigning the student to an alternative program.
- b. Assigning the student to another class.
- c. Sending the student to the Director's, the Associate Director's or the Assistant Director's office or study hall. If the Director chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student.
- d. Suspending or expelling the student. If the Director chooses this option, alternative instruction and assignment, if any, shall be provided according to RSB policy and in the case of students with disabilities, in accordance with federal law.
- e. Returning the student to class (see procedures below).

5. Procedure for the Student's Return to Class

The Director or his/her designee shall determine, after consultation with the teacher, the duration of the student's removal from class. The Director or his/her designee shall notify the teacher of the decision to return the student to class. The following procedure shall apply if the teacher disagrees with the Director's decision to return a student to the class:

- a. The teacher and Director shall discuss the teacher's objection to returning the student to class and the Director's reason for returning the student.
- b. The teacher, after meeting with the Director, may appeal the Director's decision to the Superintendent's Steering Committee within one school day. The incident reports and supporting documentation must accompany the appeal. After discussion with the Director and teacher or receiving their written comments, the decision of the Superintendent's Steering Committee shall be final. The decision shall be made within forty-eight hours of the teacher's appeal. During the appeal process, the student shall not be returned to class and the Director will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher and Director shall develop a plan to address future disruptive behavior.

6. Other Provisions

- a. The Director shall ensure that students removed from class under this policy continue to receive an education in accordance with RSB policies.
- b. Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as RSB policy regarding students with disabilities.
- c. Teacher deficiencies in classroom management if applicable shall be addressed in teacher evaluations pursuant to RSB Policy.
- d. This policy does not limit or restrict the ability of school employees to apply other policies, regulations or laws for maintaining order in the classroom.

N. Prohibition Against Harassment and Retaliation (Policy #8000)

I. Policy Statement

The Maggie L. Walker Governor’s School Regional School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, at school or any school sponsored activity..

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on protected group status at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student’s or employee’s protected group status at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the Maggie L. Walker Governor’s School.

Maggie L. Walker Governor’s School shall:

- promptly investigates all complaints, written or verbal, of harassment based on protected group status at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

The Compliance Officer is the person designated by the School Board to receive complaints of harassment referred by the Title IX Coordinator and oversee investigation of those complaints as described below.

“Consent” is clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.

Prohibited Conduct

Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual’s employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student’s or employee’s ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual’s body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual’s body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

“Sexual harassment prohibited by Title IX” means conduct on the basis of sex that satisfies one or more of the following:

- an employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual’s participation in unwelcome sexual conduct;
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board’s education program or activity; or

- “sexual assault” as defined in 20 U.S.C. § 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. § 12291(a)(10), “domestic violence” as defined in 34 U.S.C. § 12291(a)(8), or “stalking” as defined in 34 U.S.C. § 12291(a)(30).

Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual’s race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual’s work or education; or
- otherwise is sufficiently serious to limit an individual’s employment opportunities or to limit a student’s ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person’s race, national origin, disability or religion
- hostile acts which are based on another’s race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal harassment or retaliation may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including socioeconomic level regardless of whether the personal characteristic is protected by law.

“Title IX” means 20 U.S.C. §§ 1681-1688 and the implementing regulations.

“Title IX Coordinator” means the person designated by the School Board to coordinate its efforts to comply with its responsibilities under this policy and Title IX.

The Title IX Coordinator may be contacted at **MWcompliance@gsigis.k12.va.us**

III. Complaint Procedures

1. Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to the Title IX Coordinator or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any

student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to the Title IX Coordinator or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the Title IX Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the director.

The reporting party should use the form, Report of Harassment-Employee, 5011-F, to make complaints of harassment. However, oral reports and other written reports are also accepted.

The complaint, and identity of the person allegedly harassed and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a person allegedly harassed who wishes to remain anonymous shall be advised that such confidentiality may limit the School's ability to fully respond to the complaint.

After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be sexual harassment prohibited by Title IX. If they may be, the Title IX Grievance Process below is followed. If they cannot be sexual harassment prohibited by Title IX, then the complaint is referred to the Compliance Officer who follows the procedures below.

The Title IX Coordinator also determines whether the alleged harassment may also constitute criminal conduct and ensures that law enforcement officials are notified if necessary.

If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with Policy 5075 Child Abuse and Neglect Reporting.

1. Investigation by Compliance Officer

1. Generally

The Compliance Officer

- receives complaints of harassment referred by the Title IX Coordinator;
- conducts or oversees the investigation of any alleged harassment referred by the Title IX Coordinator;
- assesses the training needs of the school in connection with complaints referred by the Title IX Coordinator;
- arranges necessary training; and
- ensures that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

2. Compliance Officer Formal Procedure

Upon receiving a referral of a complaint of alleged prohibited harassment from the Title IX Coordinator, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after referral of the complaint to the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been

received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the person allegedly harassed. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, person allegedly harassed and the alleged harasser shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the person allegedly harassed, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. Maggie L. Walker Governor's School shall take necessary steps to protect the person allegedly harassed, and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the director upon completion of the investigation. If the complaint involves the director, then the report shall be sent to the Chairman of the Superintendent's Steering Committee. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Director

Within 5 school days of receiving the Compliance Officer's report, the director or director's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the person allegedly harassed and the alleged harasser. If the director or director's designee determines that it is more likely than not that prohibited harassment occurred, the Maggie L. Walker Governor's School shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the director or director's designee determines that prohibited harassment occurred, the director or director's designee may determine that school-wide training be conducted or that the person allegedly harassed receives counseling.

4. Appeal

If the director or director's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the Chairman of the Superintendent's Steering Committee within 5 school days of receiving the decision. Notice of appeal must be filed with the Director who shall forward the record to the Chairman of the Superintendent's Steering Committee. The Chairman of the Superintendent's Steering Committee shall make a decision within 30 school days of receiving the record. The Chairman of the Superintendent's Steering Committee may ask for oral or written argument from the aggrieved party, the Director and any other individual the Chairman of the Superintendent's Steering Committee deems relevant. Written notice of the Chairman of the Superintendent's Steering Committee's decision will be given to both the alleged harasser and the person allegedly harassed.

If the director or director's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

A. Compliance Officer Informal Procedure

If the person allegedly harassed and the person accused of harassment agree, the person allegedly harassed' s principal or principal's designee or supervisor may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the person allegedly harassed and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Compliance Officer Formal Procedures set forth herein. The principal or principal's designee or supervisor shall notify the person allegedly harassed and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

B. Sexual Harassment Prohibited by Title IX

Definitions

"Actual knowledge" means notice of sexual harassment prohibited by Title IX or allegations of sexual harassment prohibited by Title IX to the Title IX Coordinator or any official of the school who has authority to institute corrective measures or to any employee of the school.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment prohibited by Title IX.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment prohibited by Title IX against a respondent and requesting that the allegation be investigated. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX Grievance Process below is followed.

“Program or activity” includes locations, events or circumstances over which the Regional School Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment prohibited by Title IX.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the Regional School Board’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of parts of campus, and other similar measures. Any supportive measures provided to the complainant or respondent are maintained as confidential, to the extent that maintaining such confidentiality does not impair the ability to provide supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Title IX Grievance Process

Generally

Any person may report sex discrimination prohibited by Title IX, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The reporting party may use the form, Report of Harassment, 5011F and/or 8000-F, to make a complaint. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Complainants and respondents are treated equitably by offering supportive measures to a complainant and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The Title IX Coordinator promptly contacts the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

Applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Regional School Board are notified

- of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator; and
- that the Regional School Board does not discriminate on the basis of sex in its education program or activity and that it is required by Title IX not to discriminate in such a manner. The notification states that the requirement not to discriminate extends to admission and

employment and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

The Regional School Board prominently displays the contact information for the Title IX Coordinator and this policy on its website and in each handbook or catalog it makes available to persons listed above who are entitled to notifications.

Nothing herein precludes a respondent from being removed from the Regional School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and that the respondent is provided with notice and an opportunity to challenge the decision immediately following the removal.

Nothing herein precludes a non-student employee respondent from being placed on administrative leave during the pendency of a grievance process.

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies are designed to restore or preserve equal access to the Regional School Board's education program or activity.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

All relevant evidence is evaluated objectively, including both inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a complainant, respondent, or witness.

Any Title IX Coordinator, investigator, decision-maker, or any person who facilitates an informal resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process receives training on the definition of sexual harassment prohibited by Title IX, the scope of the Regional School Board's education program or activity, how to conduct an investigation and grievance process including appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.

A finding of responsibility may result in disciplinary action up to and including expulsion for students or dismissal of employees.

The standard of evidence used to determine responsibility is preponderance of the evidence.

This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

Notice of allegations

On receipt of a formal complaint, the Title IX coordinator gives the following written notice to the parties who are known:

- notice of the grievance process, including any informal resolution process, and

- notice of the allegations of sexual harassment potentially constituting sexual harassment prohibited by Title IX, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment prohibited by Title IX, and the date and location of the alleged incident, if known.

The written notice

- includes a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
- informs the parties of any provisions in the Regional School Board's code of conduct or the director's Standards of Student Conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, notice of the additional allegations is provided to the parties whose identities are known.

Investigation of formal complaint

When investigating a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the Regional School Board and not on the parties provided that a party's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party are not accessed, considered, disclosed or otherwise used without the voluntary, written consent of the party's parent, or the party if the party is an eligible student, to do so for this grievance procedure.

The parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The ability of the parties to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.

The parties have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The choice or presence of advisor for either the complainant or respondent is not limited in any meeting or grievance proceeding.

Any party whose participation is invited or expected is provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

The investigator provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence which will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to the completion of the investigative report, the investigator must send to each party and the

party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

The investigator creates an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, sends to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

After the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the question any decision to exclude a question as not relevant.

Determination regarding responsibility

The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, must issue a written determination regarding responsibility.

The written determination must include

- identification of the allegations potentially constituting sexual harassment prohibited by Title IX;
- a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- findings of fact supporting the determination;
- conclusions regarding the application of the Regional School Board's code of conduct or the director's Standard of Student Conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the Regional School Board imposes on the respondent, and whether remedies designed to restore or preserve equal access to the Regional School Board's education program or activity will be provided to the complainant; and
- the procedures and permissible bases for the complainant and respondent to appeal.

The decision-maker must provide the written determination regarding responsibility to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals

Either party may appeal from a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Notification of appeal must be given in writing to the Title IX Coordinator.

As to all appeals, the Title IX Coordinator

- notifies the other party in writing when an appeal is filed and implements appeal procedures equally for both parties;
- ensures that the decision-maker for the appeal is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator; and
- ensures that the decision-maker for the appeal complies with the standards set forth in Title IX and this policy.

The appeal decision-maker

- gives both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- reviews the evidence gathered by the investigator, the investigator's report, and the decision-maker's written decision;
- issues a written decision describing the result of the appeal and the rationale for the result; and
- provides the written decision simultaneously to both parties and the Title IX Coordinator.

Timelines

- The investigative report will be provided to the parties within 35 days from the date the formal complaint is filed.
- A decision will be issued within 10 working days from the date the investigative report is submitted to the decision-maker.
- Either party may appeal within 5 working days from the date the written determination regarding responsibility is given to the parties.
- Any appeal will be resolved within 15 calendar days from the filing of the appeal.
- If the parties agree to an informal resolution process, these deadlines are tolled from the time one party requests an informal resolution process until either the time the other party responds, if that party does not agree to the informal resolution process, or until either party withdraws from the informal resolution process.
- Temporary delays of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action are permitted. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement

activity; disciplinary processes required by law or Regional School Board policy; or the need for language assistance or accommodation of disabilities.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the parties may participate in an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. When one party requests an informal resolution process, the other party must respond to the request within 3 days. The informal resolution process must be completed within 10 days of the agreement to participate in the process.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- the parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the grievance process with respect to the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- the parties, voluntarily and in writing, consent to the informal resolution process; and
- the informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. If the matter is not resolved, the formal complaint process is resumed.

Parties cannot be required to participate in an informal resolution process.

An informal resolution process is not offered unless a formal complaint is filed.

Recordkeeping

The Regional School Board will maintain for a period of seven years records of:

- each investigation of allegations of sexual harassment prohibited by Title IX including any determination regarding responsibility and any audio or audiovisual recording or transcript, if any, required under the Title IX regulations, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to Regional School Board's education program or activity;
- any appeal and the result therefrom;
- any informal resolution and the result therefrom; and
- all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will also be made available on the School Board's website.

For each response required under 34 C.F.R. § 106.44, the Regional School Board must create, and maintain for a period of seven years, records of any actions, including any supportive measures,

taken in response to a report or formal complaint of sexual harassment prohibited by Title IX. In each instance, the Regional School Board will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its education program or activity. If the Regional School Board does not provide a complainant with supportive measures, then it will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. Maggie L. Walker Governor’s School shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Title IX Coordinator will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, and genetic information should be included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of the building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: April 18, 2013

Legal Refs: 20 U.S.C. §§ 1681-1688. 29 U.S.C. § 794. 42 U.S.C. §§ 2000d-2000d-7. 42 U.S.C. §§ 2000e-2000e-17. 42 U.S.C. § 2000ff-1. 34 C.F.R. 106.9. Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902.

O. Hazing of Students

It is unlawful to haze or otherwise mistreat so as to cause bodily injury to any student at any school or in any school activity whether it be part of an initiation ritual for club or extra-curricular activity membership or athletic program. Students found to be in violation of such policy will be suspended out of school for harassment. Any student found guilty of hazing by the court system may be recommended to the RSB for expulsion. Complaints of hazing shall be reported to the Director to be investigated using the same procedures as for sexual harassment. Hazing is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2500, or both, in addition to any

disciplinary consequences which may be imposed. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or minors. The Director shall report the hazing to the local Commonwealth Attorney. Legal Reference: Code of Virginia § 18.2-56, Assaults and Bodily Wounding

P. Technology Acceptable Use Standards for Students (Per RSB Policy No. 2065)

1. **Acceptable Use.** The Maggie L. Walker Governor's School network, which includes online resources, is provided to support the instructional program and further student learning. The MLWGS network is to be used in a responsible, ethical, and legal manner in accordance with the mission of Maggie L. Walker Governor's School. See examples of acceptable use below.
 - to complete classroom assignments
 - to participate in collaborative efforts
 - to access real-time data
 - to access unique resources
 - to publish information and resources
 - to conduct research
 - to communicate broadly and effectively

2. **Privilege.** Access to the network is a privilege, not a right.

3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law. (CAT5)
 - sending, receiving, viewing or downloading illegal material via the computer system. (CAT4)
 - unauthorized downloading of software. (CAT2)
 - using the computer system for private financial or commercial purposes. (CAT2)
 - wastefully using resources, such as file space. (CAT1)
 - gaining unauthorized access to resources or entities. (CAT3)
 - posting material created by another without his or her consent. (CAT3)
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material. (CAT4)
 - using the computer system while access privileges are suspended or revoked. (CAT2)
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means. (CAT3/CAT4)
 - intimidating, harassing, bullying, or coercing others. (CAT3)
 - threatening illegal, or immoral acts. (CAT3)

4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept, or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening, or disrespectful language is prohibited.
 - users shall not post personal information other than directory information about themselves or others.

- users shall respect the computer system’s resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The RSB makes no warranties for the computer system it provides. The RSB shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. Maggie L. Walker Governor’s School denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the RSB for any losses, costs, or damages incurred by the RSB relating to or arising out of any violation of these procedures.
 6. **Security.** Computer system security is a high priority for the school. If any user identifies a security problem, the user shall notify the director or his/her designee or a system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
 7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited. (CAT3/CAT4)
 8. **Charges.** Maggie L. Walker Governor’s School assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
 9. **Electronic Mail.** Maggie L. Walker Governor’s School electronic mail system is owned and controlled by Maggie L. Walker Governor’s School. Maggie L. Walker Governor’s School provides electronic mail for the purpose of aiding current students and RSB employees in fulfilling their duties and as an educational tool. Electronic mail is not private. Students’ electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message’s authenticity and the nature of the file.
 10. **Enforcement.** Software will be installed on the school’s computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by RSB policy, or legal action.**
 11. **Responsibilities of Educators, Parents and Students**
 - Educators should monitor Internet use by providing an academic purpose and a possible list of appropriate sites to use before allowing students to go online.
 - Educators should model safe and appropriate Internet use and take every opportunity to warn children of potential Internet dangers.

- Students should use the Internet wisely and know that all information is not valid or appropriate.
- Students should practice safe and appropriate Internet use to protect themselves from possible harm.
- If students are confronted by a sexual predator or cyberbully, they should get adult help.
- Students need to recognize which activities, such as games and downloading, are safe and legal.
- Families should reach agreements about what is acceptable Internet activity.
- Parents should understand potential dangers on the Internet and prepare children with techniques to recognize and avoid them.
- Parents should monitor where their children go online, how long they stay there and watch for indicators that their child may be in danger.

12. **Specific Standards for Maggie Walker Governor's School Students**

- All computer users have the responsibility to use computer resources in a responsible, ethical, and legal manner. The following rules and conditions apply to all users of computer resources and services. Network resources include, but are not limited to, the following: host computers, file servers, desktop computers, laptops, wireless access points, software, data projectors and internal or external communication networks.
- Violation may result in disciplinary action by the school, up to and including revocation of network account, expulsion, and/or legal action as deemed appropriate. Additionally, violation of copyright laws may result in prosecution under such laws.
- Should a user feel a disciplinary action is unjust, it may be appealed to an administrative panel for review.
- Users must comply with all software licenses, copyrights, and other state and federal laws governing intellectual property.
- Users shall not alter or copy any files belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter or copy a file belonging to another user does not imply permission to do so.
- Users shall be responsible for safeguarding their passwords. Individual passwords should not be printed, scanned or stored on-line, or given to others. Users are responsible for all transactions made using their passwords.
- When accessing the Internet, users are reminded to keep all personal information private, such as full name, address, phone number (including cell phone), and personal photos.
- For personal safety reasons, exercise caution in Internet communication with unknown people.
- Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or any unlawful material shall not be sent by e-mail or other form of electronic communication or displayed on or stored in MLWGS's computers and networks. Users encountering or receiving such material must immediately report the incident to a school administrator for investigation.
- Users may not run any executable files from a jump drive or other external device or server. The only executable files that may be run are approved by the network manager.
- Users may not play games (Internet based or otherwise) on any school computer unless deemed necessary by a classroom teacher for a class assignment.
- Users are strongly encouraged to backup all local files to either the network or other external device.

- Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by others.
- Users should not forward email to any other person or entity without the express permission of the sender.
- Users shall not disclose, use or disseminate unauthorized personal information regarding minors.
- Users shall not tamper with or attempt to gain access to computer data for which the user has no security authorization such as, but not limited to, financial, employee and student information.
- Users may not disable the antivirus software installed on the MLWGS's computers.
- Without prior written permission, the computer and telecommunications resources and services of MLWGS may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replication code), political material or any other unauthorized or personal use.
- MLWGS shall permit the inspection, monitoring or disclosure of electronic mail or other electronic files without the consent of the holder when required by and consistent with law, when there is substantiated reason to believe that a violation of law or MLWGS' policy has taken place or under time-dependent, operationally critical circumstances.
- MLWGS reserves the right to block certain Internet web sites or Internet protocols if deemed educationally or personally inappropriate by using an Internet content filter device or software.
- MLWGS reserves the right to limit storage space of electronic mail and digital files.
- MLWGS makes no warranties of any kind, either express or written or implied, that the functions or the services provided by or through the school's systems will be error-free or without defect.
- MLWGS shall not be responsible for the accuracy or quality of the information obtained through or stored on systems accessible, but separate from its network.
- MLWGS shall not be responsible for financial obligations arising through the unauthorized use of any of its systems.
- MLWGS shall not be responsible for the actions of individual users.
- MLWGS network accounts are to be used for educational and school related purposes.
- Any student, who intentionally damages or destroys MLWGS's hardware and/or software, whether directly or indirectly, shall also be responsible for all costs associated with repair and/or replacement.

Q. Definitions and Policy Clarifications

Alcohol and Drugs (Testing for being under the influence of): - A student who is referred to an administrator for exhibiting symptoms and behaviors associated with alcohol use may be administered an approved test by the administrator. For referrals associated with physical symptoms or behaviors that indicate the student may be under the influence of drugs at school, the administrator will contact the parents and inform them of the symptoms and the suspicion that the student may be under the influence of drugs. To rule out drug use, the student may be referred to a designated laboratory for a non-intrusive urine screening before returning to school. In either case where tests are positive, the student will be suspended and recommended for expulsion. In cases where the tests are negative, parents will be notified.

Alternative Placements/Suspensions/Expulsions - Any student who has been charged with an offense relating to the Commonwealth's laws or a violation of RSB policy dealing with weapons, alcohol, drugs or intentional injury to another may be required to attend an alternative placement. Any student found guilty or not innocent of a crime required to be disclosed under *Code of Virginia* § 16.1-305.1 may be suspended, expelled or required to attend an alternative placement after a hearing by the Disciplinary Review Committee. This section applies regardless of the location of the incident.

Assault; Assault and Battery- An *assault* is a threat of bodily injury. A *battery* is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

Before/After School Detention - A student may be detained for a reasonable period of time before school or after the closing of his/her last scheduled class and may be required during this time to engage in such activities as may reasonably contribute to better behavior. Any student who has been assigned detention time shall promptly inform his/her parents. Except in unusual circumstances, a student shall be given at least one day's notice if he/she has been assigned detention time.

Bullying –Note the updated definition of bullying in Virginia Code [§ 22.1-276.01](#): "*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. "*Bullying*" does not include ordinary teasing, horseplay, argument, or peer conflict." Examples are:

- Punching, shoving and other acts that hurt people physically (CAT4)
- Spreading bad rumors about people (CAT2)
- Keeping certain people out of a "group" (CAT1)
- Teasing people in a mean way (CAT2)
- Getting certain people to "gang up" on others (CAT4)
- Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person (CAT4)
- Falsifying statements about other persons (CAT3)

Bullying also can happen on-line or electronically. Cyberbullying is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This is not limited to:

- Sending mean text, e-mail, or instant messages (CAT1)
- Posting nasty pictures or messages about others in blogs or on Web sites (CAT3)
- Using someone else's user name to spread rumors or lies about someone (CAT3)
- Virginia Code Ann. §18.2-152.7:1 states that "If any person, with the intent to coerce, intimidate, or harass any person, shall use a computer or computer network to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act, he shall be guilty of a Class 1 misdemeanor" (2000)

Cheating-Students are expected to perform honestly on any assigned schoolwork or test. The following actions are prohibited:

- Cheating on a test or assigned work by the unauthorized giving, receiving, offering, and/or soliciting of information without attribution (CAT2)
- Plagiarizing by copying the language, structure, idea, and/or thoughts of another (CAT1/CAT2)
- Falsifying statements on any assigned schoolwork, tests, or other school documents (CAT2)

Controlled Substance (CAT5/CAT6) - As defined in the Drug Control Act of Chapter 15.1 of Title 54 of the Code of Virginia and as defined in schedules I through VI of 21 U.S.C. 812. § 18.2-247. Use of terms "controlled substances," "marijuana," "Schedules I, II, III, IV, V and VI" and "imitation controlled substance" in Title 18.2.

A. Wherever the terms "controlled substances" and "Schedules I, II, III, IV, V and VI" are used in Title 18.2, such terms refer to those terms as they are used or defined in the Drug Control Act.

B. The term "imitation controlled substance" when used in this article means a pill, capsule, tablet, or substance in any form whatsoever which is not a controlled substance subject to abuse, and:

1. Which by overall dosage unit appearance, including color, shape, size, marking and packaging or by representations made, would cause the likelihood that such a pill, capsule, tablet, or substance in any other form whatsoever will be mistaken for a controlled substance unless such substance was introduced into commerce prior to the initial introduction into commerce of the controlled substance which it is alleged to imitate; or
2. Which by express or implied representations purports to act like a controlled substance as a stimulant or depressant of the central nervous system and which is not commonly used or recognized for use in that particular formulation for any purpose other than for such stimulant or depressant effect, unless marketed, promoted, or sold as permitted by the United States Food and Drug Administration.

C. In determining whether a pill, capsule, tablet, or substance in any other form whatsoever, is an "imitation controlled substance," there shall be considered, in addition to all other relevant factors, comparisons with accepted methods of marketing for legitimate nonprescription drugs for medicinal purposes rather than for drug abuse or any similar non-medicinal use, including consideration of the packaging of the drug and its appearance in overall finished dosage form, promotional materials or representations, oral or written, concerning the drug, and the methods of distribution of the drug and where and how it is sold to the public.

D. The term "marijuana" when used in this article means any part of a plant of the genus Cannabis, whether growing or not, its seeds or resin; and every compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds, or its resin. Marijuana shall not include any oily extract containing one or more cannabinoids unless such extract contains less than twelve percent of tetrahydrocannabinol by weight, or the mature stalks of such plant, fiber produced from such stalk, oil or cake made from the seed of such plant, unless such stalks, fiber, oil or cake is combined with other parts of plants of the genus Cannabis.

Cursing or Verbal Abuse - Profane, obscene or abusive language, whether or not such language is directed at any person in a threatening or intimidating manner. Cursing or verbal abuse directed at any person may result in referral to law enforcement officials. (CAT1/CAT2)

Defiance- A student shall not violate any oral or written instructions made by school personnel within the scope of their authority. (CAT2)

Demerit- A mark against a student for misconduct. A student who accumulates 12 demerits in a single semester will be recommended for suspension.

Disruptive Behavior- means a violation of RSB regulations governing student conduct that interrupts or obstructs the learning environment. Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities, which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited. (CAT1-CAT3)

Distribution- Bringing onto school property, or to a school-sponsored event with the intent to distribute. (CAT4/CAT5)

Drug Paraphernalia - Shall mean those items described in Section 18.2-265.1 of the Code of Virginia.
Electronic Cigarette-An **electronic cigarette (e-cig or e-cigarette)**, **personal vaporizer (PV)** or **electronic nicotine delivery system (ENDS)** is a battery-powered vaporizer which simulates tobacco smoking by producing an aerosol that resembles smoke. It generally uses a heating element known as an atomizer, that vaporizes a liquid solution known as e-liquid. E-liquids usually contain a mixture of propylene glycol, vegetable glycerin, nicotine, and flavorings, while others release a flavored vapor without nicotine. (CAT3-CAT6)

Electronic Communication Device- Cell telephones, pagers, two-way radios.

Exclusion from Class or Classes - A student may be removed from a single class or several classes for a set period of time.

Expulsion - A student's privilege to attend school may be terminated by the RSB in accordance with the Code of Virginia 22.1-277.

Extortion- is defined in § 18.2-59 of the Code of Virginia as unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat of eventual physical injury or other harm to that person or the person's property, or a third person. "Blackmail" is the common name for extortion where the threat is not physical but relates to exposing some secret or true or alleged fact, which would do harm to someone's circumstances or damage his or her reputation. (CAT5)

Fighting with serious injury- Mutual participation in an incident involving physical violence, where there is serious injury. Requires medical attention. (CAT5)

Fighting with no/minor injury- Mutual participation in an incident involving physical violence, where there is no or minor injury. (CAT4)

Gambling- 18.2-325. of the Code of Virginia defines illegal gambling as the "making, placing or receipt, of any bet or wager of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value." A gambling device includes any device, machine, paraphernalia, equipment, or other thing, including books, records, and other papers, which are actually used in illegal gambling operations or activity. (CAT4)

Gang-Related Activity- "Criminal street gang" is defined in § 18.2-46.1. as meaning "any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and(iii) whose members individually or

collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.” (CAT4)

Hazing- Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to 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 activity. (CAT6)

Inhalants - Any substance, not prescribed by a physician and inhaled as a vapor, gas, or mist. Inhalants may include, but are not limited to: adhesives, aerosols, solvents and gases, cleaning agents, and room deodorizers. (CAT4)

In-School Detention - A student may be removed from his regular schedule of classes and assigned to a classroom for the entire day for a reasonable period or time. The student is detained in the room for the day.

Leaving School Grounds- A student is not to leave the school property during the school day unless given authorization to do so by administration. A note from a parent/guardian is required and the student must sign out in attendance and secure an off bounds pass. (CAT2/CAT3)

Malicious Wounding Without a Weapon- Maliciously wounding (without a weapon) any person or by causing bodily injury, with the intent to maim, disfigure, disable, or kill. (CAT5)

Other Conduct- In addition to those specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise in violation of federal, state, or local law. (CAT1/CAT2)

Over-the-Counter Drugs- includes all over-the counter drugs such as aspirin, cough syrups, gargles, caffeine pills, and the like. (CAT4)

Plagiarism -Using someone else's ideas or phrasing and presenting them as your own. This offense can range from a failure to use proper citation to wholesale cheating, unintentional or deliberate. Plagiarism includes buying a paper from a research service or term paper mill, turning in another student's work without that student's knowledge, turning in a paper a peer has written for the student, copying a paper from a source text without proper acknowledgement, copying materials from a source text, supplying proper documentation, but leaving out quotation marks, paraphrasing materials from a source text without appropriate documentation and turning in a paper from a "free term paper" website. (CAT1/CAT2)

Prescription Drug - Any drug or other substance used in treating diseases, healing, or relieving pain that requires a physician's prescription to legally obtain. (CAT4)

Profane or Obscene Language or Conduct- Vulgar, profane, or obscene language, or gestures, or conduct that is vulgar, profane, or obscene, or disrupts the teaching and learning environment. (CAT1/CAT2)

Reasonable Suspicion - A belief based upon objective facts and the rational inferences which may be drawn from such facts or based on direct or reported observation. Factual foundations may include, but are not limited to, observation of the student's behavior or performance such as bloodshot eyes, dilated pupils, staggering, odor of alcohol, erratic behavior or other behavior uncharacteristic of the student, agitation, explosiveness, altercations or violence, excessive absenteeism and tardiness, lethargy, or apparent consumption of alcohol or controlled substances.

Referral to Law Enforcement Officials - §22.1-279.3:1. Reports of certain acts to school authorities.

A. Reports shall be made to the division superintendent and to the director or his designee on all incidents involving (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, 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. Except as may otherwise be required by federal law, regulation, or jurisprudence, the director shall immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of subsection A that may constitute a criminal offense and may report to the local law-enforcement agency any incident described in clause (i) of subsection A.

School Probation - Being placed on probation is notification that a student's behavior has been unacceptable and must be improved. A student will be suspended from all co-curricular and extra-curricular school activities equal to 1 day per hour of other punishment (work detail or suspension). The Director shall also notify the parent in writing when probation is imposed, including the reasons for the probation and its date of termination. Violation of the terms of the probation may result in suspension or the student's return to their home school district.

Special Assignments - A student may be given special assignments as a corrective measure. This may include, but not be limited to, reasonable assignments for general assistance at the school facility.

Suspension from Co curricular Activities - A student's privilege to participate in all or certain co curricular activities and/or school-sponsored activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Suspension from co curricular activities may be imposed in conjunction with other penalties. Students holding leadership positions, such as club and organization offices, and students representing their school or school organization in contests, special delegations or honorary positions will give up their leadership position and opportunities to represent the school or its organizations beginning with the date of suspension. Additionally, team rules or organization constitutions or by-laws may deny participation beyond the term imposed by the school administration.

Suspension from School - A student may be suspended from school for violations of this policy as set forth in the Code of Virginia 22.1-277. The term of suspension up to ten days is as determined appropriate by the Director. Recommendation for suspension in excess of ten days will be forwarded to the Superintendent.

Suspension of Computer Privileges - Prohibited from access to computer networks and server resources.

Theft- Larceny is the wrongful taking of property of another without the owner's consent and with the intention to permanently deprive the owner of possession of the property. (CAT3/CAT4)

Threats; Intimidation- § 18.2-60 of the Code of Virginia Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason. (CAT3/CAT4)

Trespassing- § 18.2-128 of the Code of Virginia prohibits trespassing upon church or school property, including school buses. To enter or remain on a public school campus or RSB facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or RSB facility after being directed to leave by the chief administrator, or designee of the facility, campus, or function. A student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to disciplinary action as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity, wherever located. (CAT1/CAT2)

Truancy – Justifiable reasons for nonattendance should be submitted to the school for each absence, late arrival or class absence. Tardiness and skipping of classes are considered truancy. (CAT2) Code of Virginia §22.1-258

Vandalism- § 18.2-138 of the Code of Virginia prohibits the willful and malicious damaging of public buildings, including schools. (CAT3/CAT4)

Warning and Counseling - Warning and counseling should be used where appropriate to assist a student to understand his/her conduct interferes with his/her educational process, threatens the rights of others, or is contrary to school policy or regulations and needs to be corrected.

Weapons: Possession or Use - Shall include but is not limited to, guns, firearms, blank guns, starter guns, pellet guns, carbon dioxide (CO₂) guns, toy guns, tear gas guns, chemical weapons, knives, metallic knuckles, blackjacks, explosive devices, joined rings, and other objects which may be used as weapons. (CAT6)

Work Detail- Upon third demerit, students will be required to participate in work detail for one hour per demerit. Students who repeatedly violate the Code of Conduct will be subject to progressively more significant consequences as deemed necessary by the Director or his designee. Failure to complete school service will result in more serious consequences which may include additional school service

hours or out of school suspension. School Service may be completed: 7:30-8:30 AM, 11:40 AM-12:15 PM, or 3:15-4:30 PM. With Admin approval, a study hall may be used under extenuating circumstances.

Addendum A: MLWGS Virtual Learning Guidelines

Philosophy & Goals

MLWGS will begin the 2020-2021 school year utilizing virtual learning to deliver instruction in a variety of methods that will meet a range of academic needs, student interests, and learning styles. Synchronous online class meetings complemented by other virtual learning experiences will provide students with a safe and supportive learning environment, will offer opportunities for collaborative and self-paced learning, and will produce measurable outcomes. Aligning with the mission of MLWGS, virtual learning will fuel critical thinking and will prepare students for citizenship and real-world experiences.

Virtual learning expectations for students will be communicated at the beginning of the school year, will be included in the student handbook and in course syllabi, and will be posted on the school website.

Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is most important. - Bill Gates

Teacher Expectations During Periods of All-Virtual Learning

- Teachers will maintain all their courses on Schoology so that a complete list of activities (asynchronous and synchronous) and upcoming assignments are available by Monday morning for the upcoming week. The site should be updated as necessary so that information is appropriately communicated to students.
- Teachers will follow the adapted bell schedule (see Appendix 1) for all of their classes.
- Teachers will hold all synchronous activities during the time their class normally meets (as reflected on the adapted bell schedule (see Appendix 1)).
- Teachers will take attendance at the beginning of each class.
- Teachers are expected to be available during the entire class period for student interaction. This does not mean that direct instruction is required for the entire class period, but that the Zoom session for the class period must remain open and the teacher responsive to students.
- The teacher will record all synchronous activities that include teacher-centered, direct instruction and post the recording to the respective Schoology course for student access.
- For all graded online assignments, teachers will upload a clearly communicated scoring guide, assignment description, or rubric. Required formatting for assignments will also be provided.
- In alignment with the homework policy, students must receive feedback on a summative online assignment before subsequent assignments of a similar nature are submitted.
- Teachers will provide an overview of available tools and resources in order for students to effectively and actively participate in online coursework.
- As communication is a key component of virtual learning, teachers will respond to students' questions sent by email or through Schoology within one business day (not including weekends or school breaks).
- For asynchronous activities, taking attendance will not be required. Teachers may count online participation as a percentage of the final grade.
- Teachers may provide optional office hours on Fridays during the regularly scheduled asynchronous learning time allotted for their class. If office-hour content would benefit the whole group (ex. test prep), sessions should be recorded and posted to the course in Schoology.

- The standard homework policy will be in effect. This includes 1.5 hours per week for electives/honors/plus level courses and 3 hours per week for AP/Dual level courses.
- Teachers should be mindful of instructional time allotments, particularly when major assignments, such as projects and formal papers, are due. Teachers are encouraged to provide students with an approximation of time spent on assignments, including viewing videos.

Teacher Absences: In the event a teacher will be absent from a normally scheduled class, they must notify their department chair, and the attendance officer. Additional asynchronous content must be provided on Schoology. For attendance purposes, co-hosting privileges on Zoom must be shared with the attendance officer. In case of an emergency or an absence that extends for more than three days, teachers should direct students to complete review and reinforcement activities that have already been uploaded to the Schoology course.

Student Expectations During Periods of All-Virtual Learning

- Students shall adhere to a virtual learning code of conduct, as stated in the student handbook.
- Students will follow the class schedule as specified by the teacher by attending virtual class meetings and conferences.
- Students will follow teachers' guidelines regarding the use of chat and other features during virtual class meetings.
- Students must use their school email or Schoology account to communicate with the teacher and should allow the teacher one business day to respond to their questions.
- Students shall adhere to the school's honor code in submitting online work.
- Students must follow teachers' guidelines for submitting online assignments. Late work may be penalized; point deductions will be specified by the teacher.
- Students will follow the school's make-up policy. Students will inform teachers if they anticipate an absence and will confer with the teacher on how to make up asynchronous activities.
- For questions regarding assignments or to schedule make-up work, students are encouraged to email their teacher or to schedule an online meeting with the teacher.

Best Practices

Teachers should use the following platforms to engage students in virtual learning:

- Posting curated content, direct instruction videos, and assignments: Schoology
- "Live" class time, virtual office hours, or consultations: Zoom
- Online assessment: Schoology and/or Quia
- File sharing/storage: Google Drive or One Drive
- Collaborative documents: Google Docs, Microsoft Office apps (including OneNote)

Purposeful teacher-student interactions

- Providing a wide range of opportunities for learning and engagement in a variety of forums will appeal to diverse learning styles.
- One-on-one conferences and group coaching and feedback will create an inclusive environment for students, while providing clear direction on assessments and opportunities for self-reflection.

- Providing opportunities for student collaboration and creative expression will encourage community-building and will move students to higher levels of critical thinking.
- Formative assessments and interactive activities for reinforcement and review can be used as practical tools to build students’ skill sets.

Flexible goals and structures for learning

- Assign manageable tasks (e.g., online practice and review activities, surveys, Q&A activities)
- Provide extended opportunities for reflection (e.g., discussion board, infographic, blog)
- Offer extended opportunities for exploration (e.g., videos, virtual tours, webinars, tutorials, hands-on activities/practice)
- Assign group or individual projects (e.g., infographic, podcast, multimedia project, video blog)

APPENDIX 1: BELL SCHEDULES

Virtual Learning Adapted Bell Schedule

Each day begins with a moment of silence, “Pledge of Allegiance,” and announcements that will be pre-recorded and posted to the class Schoology pages.

Monday and Wednesday	Tuesday and Thursday	Friday
1 st Block 8:40-9:55	2 nd Block 8:40-9:55	Asynchronous instruction and optional office hours* (unless a teacher workday, in-service, or holiday falls within the week - in which case Friday may become an ODD or EVEN day instead)
3 rd Block 10:10-11:25	4 th Block 10:10-11:25	
Lunch 11:25 – 12:15	Lunch 11:25 – 12:15	
5 th Block 12:15 – 1:30	6 th Block 12:15 – 1:30	
7 th Block 1:45 – 3:00	8 th Block 1:45 – 3:00	

*Optional office hours should be scheduled during the time normally allotted for that class period on Fridays in the hybrid or in-person bell schedule (see below).

Addendum B: Student Code of Conduct for Virtual Learning

Adapted with permission from Christopher Columbus High School

ATTENDANCE:

Students are expected to log into their course(s) daily in order to keep up with the course materials. Faculty, staff and administration are able to track the students' activities online. If an unexpected situation such as illness should arise and there is an extended leave from the course, it is the student's responsibility to contact the teacher and report the problem to Mr. Smith (msmith@gsgis.k12.va.us), who will determine alternatives and course of action for meeting class requirements.

ZOOM CLASS SESSIONS:

The Zoom class sessions are an important component of all-virtual learning phases. In large measure, they provide the needed interaction of a live traditional class. Given the constraints of the medium, all participants in the Zoom class sessions are expected to adhere to the following rules and best practices in order to ensure the best possible learning environment.

Preparation

- Never enter, or attempt to enter, a Zoom session fraudulently using the name of another student, faculty or staff member.
- Never enter a Zoom session for a class that is not part of the regular schedule, and more so, never enter a Zoom session for a class at another school.
- Class meeting IDs are never to be shared with others outside of the class.
- Students should only use the meeting IDs that pertain to the classes on their schedule.
- The background for a Zoom session must be the student's setting and not a virtual image. This setting must be appropriate to the other participants and offer enough light for the student's face to be visible. The only exceptions would be school or teacher issued virtual backgrounds.

Participation

- Arrive on time for the class session. The student will be admitted to the "waiting room" before being admitted to the class.
- Log into the Zoom account using your MLWGS email and the specific instructions sent out by the Technology Department.
- Report to session properly groomed and dressed for class.
- Zoom is a virtual classroom; therefore, all classroom rules apply.
- The device being used should be identified by the student's full name, which is the name the teacher will see on the Zoom "waiting room." An exception can be made only if a teacher instructs a student to modify their display name for a specific class discussion or activity. Changing your name to something inappropriate is unacceptable behavior and will be addressed immediately.
- Posture before the camera must be conducive to active learning and participation. The student's full face must be visible in the camera frame.
- As expected of any class interaction, participants are to treat each other with courtesy and respect.
- Offensive or inappropriate language is not to be used in any form of communication. This extends to emails, discussion postings, group projects, and submitted assignments which may be part of or an extension of the Zoom interaction.

- Use of any profanity - written, drawn, displayed or spoken - during a meeting is unacceptable.
- Taking screenshots or screen recordings of virtual classrooms without the explicit permission from the teacher and class members is unacceptable.

Disciplinary Action for Unacceptable Behavior

- Disruptions to a Zoom session may lead to the removal of the student from a remote learning session for part or the entire session.
- Students with an unexcused absence or who are removed from a Zoom session for disruptive behavior may not receive any credit for the activity, class work, assessment, or participation that took place during his absence.
- Repeated disruption will be reported to the Assistant Director and may lead to suspension from Zoom class sessions altogether.

Students may face immediate suspension from MLWGS for any of the following major infractions:

- Entering a meeting fraudulently.
- Creating and posting negative images of meetings using screenshots or screen recordings of any member of the faculty, staff or administration in violation of others' privacy.
- Using profanity or obscenities in any form.
- Verbal or physical abuse in the form of intimidation, harassment, or threatening behavior directed toward the teacher, fellow students or administrative staff.
- Any student who is found plagiarizing or cheating will be subject to the Honor Code.



Statement of Review and Commitment to the Standards for Student Conduct

Maggie L. Walker Governor’s School for Government and International Studies 2020-2021

MUST BE ELECTRONICALLY SIGNED THROUGH THE PARENT PORTAL ON POWERSCHOOL

Students will not be granted access to the school computer network until this form is electronically signed and returned. Code of Conduct Revised Aug, 2020

Dear Parent:

Each student has the right to learn in a safe environment. Weapons, drugs, and violent behavior are clear dangers to a safe learning environment and to the welfare of the student, staff, and school community. While the elimination of these hazards is the responsibility of all segments of the community, three individuals must accept crucial roles in this task: the student, the parent, and the Director. The student must agree not to present any unacceptable objects or behaviors while at school and to help maintain a safe environment. The parent must agree to teach the dangers and consequences of inappropriate behaviors and acts. The parent must also support the school’s policy to eliminate dangerous objects and inappropriate behaviors from the school environment. The Director will communicate and instruct students of the schools discipline policies and *Standards for Student Conduct*, while using the school’s student leaders to gain insight and ideas in developing a plan that ensures a safe school environment. The Director will report all violations of the law to appropriate law enforcement officials and other appropriate individuals to assure a productive, secure, and peaceful environment in which all can learn.

Thank you for your support and commitment by working together to make the Maggie L. Walker Governor’s School one of the safest and finest schools in the nation.

- I have reviewed the *Student Handbook* and the *Standards for Student Conduct* with my child and recognize my responsibility to assist the school in enforcing the standards for student conduct. I have also reviewed Code of VA § 22.1-279.3 *Parental Responsibilities and Involvement*, and Policy #8003 regarding *Compulsory Attendance*.
- I understand that access to the computer system is intended for educational purposes and that Maggie L. Walker Governor’s School has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the school to restrict access to all inappropriate material and I will not hold the school responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student.
- I grant permission for my student to use the computer system in accordance with Maggie L. Walker Governor’s School policies and regulations and for the school to issue an account for my student.

_____	_____	_____
Student’s Name (Print)	Student Signature	Date
_____	_____	_____
Parent/Legal Custodian (Print)	Parent/Legal Custodian Signature	Date

Dr. Robert Lowerre, Director
Code of Conduct Revised Aug., 2020

Student Year of Graduation