**Henry County Virtual Campus**

**Student Handbook**

**(Disciplinary Assignments)**

**On Time, On Task, On Target**

The purpose of the HCVC is to provide an opportunity for students to continue learning using assigned classroom standards and class assignments in an alternative structured environment.

Mrs. Tina Gibson, Principal

300 N. Trawick Street

Abbeville, AL 36319

334-585-2206 extension 1242

**REQUIRED ORIENTATION: (First assignment of each school year only)**

**Parent, guardian or adult designee must accompany the student to HCVC orientation on the first day of attendance with completed student information form.**

**Orientation conferences will be held between 7:30 am and 7:45 am. Sign in upon arrival.**

**For students assigned to HCVC for disciplinary action:**

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| **Attendance** | The number of days assigned will be at the discretion of the home school administration. Consistent attendance is expected, required, and reported to the students’ home school daily. Excuses for absences should be turned in within 5 days.  Students who leave early during the day, must make up the entire day. Doctor appointments need to be made after school hours.  Students must be signed in and seated ***by*** 8:00 amor the day **does not count** towards disciplinary assignment completion. It **does** count as a day of attendance for truancy purposes. |
| **Bathroom Visits** | Students will be allowed to visit the restroom after morning check-in is complete. An additional two visits will be allowed throughout the day. If a student has an emergency, he/she must notify an HCVC employee immediately. |
| **Backpacks and Purses** | Students are not allowed to keep backpacks, purses or lunchboxes at their workstation. Backpacks will be searched and stored on the first day; the student may retrieve them on the day they leave. Purses and keys may be held in the Principal’s office until the end of the day. |
| **Cell Phones Mobile Devices** | Cell phones and or mobile devices (Smartwatch, iPad, iPod, Tablet, etc.) **are not** allowed on the HCVC Campus. If a cell phone or mobile device is discovered, the item will be held in the Principal’s office until the end of the day. An additional day will be added. |
| **Discipline**  **Step 1: Verbal Warning**  **Step 2: Additional Day/ Parent Contact**  **Step 3: Additional Day/ Suspended for rest of day/Parent Conference**  **Step 4: Referral to the Board of Education**  **(At the discretion of the Director)** | **The following actions will result in an additional day(s) as disciplinary action:**   * Physical contact * Disruption in the classroom * Additional restroom breaks * Non- compliance with the dress code * Possession of mobile device * Failure to complete an assignment * Disrespect to HCVC Staff * Talking back, etc. * Unauthorized and or inappropriate website access * Defiance * Sleeping or appearance of sleeping * Verbal or nonverbal communication with other students * Unauthorized items at a workstation. * Stealing * Damaging school property (less than $25) (greater than $25 includes restitution) * Loitering outside before or after school * Leaving with an unauthorized person(s) |
| **Dress Code** | Students must abide by the Henry County Dress Code which will be **strictly** enforced at HCVC. Students not adhering to the dress code will be instructed to call their parents to bring suitable attire and will be given an additional day. The HCVC Principal has the authority to enforce additional dress code restrictions as deemed necessary. |
| **Food/Drink** | Breakfast and lunch will be provided at the student’s expense. Students will be allowed 20 minutes to eat. Students may bring lunch from home. All outside food/drink items must be unopened. Any open containers will be disposed of upon entry. Lunch bags/boxes are subject to search. No sodas or energy drinks are allowed at HCVC. All food must be packaged in unmarked wrapping. Snacks are available for purchase to eat with lunch. |
| **Intervention** | |  | | --- | | Behavioral: All students will participate in the ABE Program. ABE Interventions produce behavioral correction through interactive quizzes, games, and videos featuring students acting through real-life situations**.**  Students may also participate in educational assemblies, group discussions, and modules designed to familiarize them with school behavioral expectations. | |
| **Medicine** | Medicine (over the counter or prescription) is not allowed at HCVC. The nurse will be contacted for any necessary medical assistance. |
| **School Functions** | Students ***are not allowed to attend any school function (to include ballgames both home and away)*** or visit any school in Henry County while assigned to HCVC. If students are identified on a school campus, an additional 5 days will be added to the assignment. |
| **Seating** | Students will be assigned a workstation. The student will be required to remain in the assigned area unless moved by an HCVC Employee. Students must remain seated at all times unless given permission by HCVC staff. Cameras are in place to monitor student activity. Student computer use will be monitored using lab management software. |
| **Student Assignments** | Assignments will be sent to students through their school Email or Schoology Account from the homeschool. Assignments are returned to teachers as they are completed at the end of each day. Failure to complete assigned work may result in delayed release of the student.  Students must arrive at HCVC prepared. ***All students must bring all of their supplies and books from their home school***. All supplies will remain at HCVC until the student has completed their assignment. |
| **Transportation** | Parents are responsible for providing student transportation to and from HCVC. Drop off in front of school in the morning. Pick up behind the school at the end of the day.  Only authorized and identified adults may pick students up.  Students with a valid driver’s license ***and*** a parking permit from their school are allowed to drive after the orientation session on the first day. |

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| Directions from Eufaula:  Head South on Hwy 431S  Left on AL-10E  Turn Right on S Trawick St. | Directions from Headland:  Head North on Hwy 431N  Turn Right on AL – 27N  Turn Left on West College St.  Turn Right on N. Trawick Street |

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| Students Name: | | Age: DOB: |
| School: Lunch Number: | | Grade: |
| Parent/Guardian Name: | | |
| Address: | |  |
| Parent Name: | Cell #: | Work # |
| Parent Name: | Cell # | Work # |
| Emergency Contact(s): | Phone # | Relationship: |
| Who may check your child out? | | |
| Who may pick your child up? (Please include all – use back of sheet if needed) | | |
| Medical Concerns: (Please include a note here if your child has permission to self-carry medicine from the school nurse for verification). | | |
| Allergies/Dietary Restrictions/Special Medicine Concerns: | | |
| Does your child have permission to use the HCVC Google Classroom with their school Gmail address? \_\_\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_\_\_No | | |
| **TRANSPORTATION:**  **\_\_\_\_\_**My child will be brought to and picked up from HCVC.  \_\_\_\_\_ My child has permission to walk to and from HCVC.  \_\_\_\_\_ My child will drive to and from HCVC. (Requires a current parking decal from their school) | | |
| We (Parent/Guardian or Designee and Student) acknowledge that we have read and fully understand the rules as outlined in the Henry County Code of Conduct and Rules of HCVC. I agree to abide by stated rules and understand that there are consequences for breaking the rules. We understand that upon the second assignment to HCVC for the year, the Henry County Schools Social Worker will be notified.  Student Signature: Date: | | |
| Parent Signature: Date: | | |
| Supervisor (or designee) Signature: Date: | | |