Highland County School Board

Tentative Agenda

Thursday, November 12, 2026
Virtual / HHS Library
Closed Session – 6:00 p.m. ~ Business Meeting – 7:00 p.m.

1. CALL TO ORDER

A. Call to Order
B. Announcement and vote to enter closed session
Under the Code of Virginia § 2.2-3711, public bodies may hold closed sessions to discuss, consider, or interview of prospective candidates for employment; to discuss or consider admission or disciplinary matters; discuss or consider the acquisition or disposition of publicly held real property; protect the privacy of individuals in personal matters; or consultation with legal counsel.

2. CLOSED SESSION

3. OPENING

A. Reconvene from Closed Session
B. Moment of Silence
C. Pledge of Allegiance — 4th *Grade*
D. Approval of the Agenda

4. SPECIAL RECOGNITIONS AND/OR PRESENTATIONS

A. 4th Grade Monticello Field Trip — *Ms. Blakley & Students*
B. PTO Survey Results — *Dr. Nycum*
C. School Climate Survey — *Dr. Nycum*

5. PUBLIC COMMENT

Citizens are welcome to address the Board. Each individual speaker will be allowed three minutes for remarks and group representatives will be allowed five minutes. Issues or concerns involving personnel matters or naming individuals are not appropriate for the public comment setting. As a reminder, Board Members cannot respond during this time.

6. ADMINISTRATIVE REPORTS

A. High School Update — *Mr. Miller*
B. Elementary School Update — *Mrs. Williams*
C. Superintendent's Update — *Dr. Nycum*

7. CONSENT AGENDA*

A. Payment of November 12, 2026, Vendor Bills
B. Approval of October 7, 2026, Board Meeting Minutes

All School Board meetings may be recorded for accuracy of the minutes.

The HIGHLAND COUNTY School Board is committed to nondiscrimination with regards to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

C. Personnel Report

8. INFORMATIONAL ITEMS

A. HCEA Update
B. PTO Update
C. 2026 Literacy Plan
D. Policies for Review
   - GBEC-JFCH-KGC Tobacco Products and Nicotine Vapor Products
   - JFCD Weapons in School
E. Dates of Interest
   - Thanksgiving Break – November 25th – 27th
   - Progress Reports – December 4th
   - Next School Board Meeting – Thursday, December 10th – HHS Library at 7:00PM
   - Holiday Concert – December 11th 6:00pm in the HHS Gym

9. ACTION ITEMS*

A. Policies for Approval
   - IIBEC Student Use of Cell Phones and Personal Electronic Devices

10. BOARD COMMENTS

An opportunity for members of the board to make individual comments, share updates, or express viewpoints related to board matters. Comments are limited to board members only.

11. CLOSED SESSION (IF NEEDED)

A. Announcement and vote to enter closed session
   Under the Code of Virginia § 2.2-3711, public bodies may hold closed sessions to discuss, consider, or interview of prospective candidates for employment; to discuss or consider admission or disciplinary matters; discuss or consider the acquisition or disposition of publicly held real property; protect the privacy of individuals in personal matters; or consultation with legal counsel.
B. Reconvene from Closed Session

12. ADJOURNMENT

Suggestions or concerns you have regarding current issues from this meeting may be shared to hcps@highland.k12.va.us or call (540) 468-6300.

*Board Action Required
+Addendum Item

All School Board meetings may be recorded for accuracy of the minutes.

The HIGHLAND COUNTY School Board is committed to nondiscrimination with regards to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

HIGHLAND COUNTY SCHOOL BOARD

SCHOOL BOARD MEETING

OCTOBER 7, 2026 ~ 7:00 P.M.

HHS LIBRARY - 244 MYERS MOON ROAD, MONTEREY, VA 24465

Board Members Present: Sherry Sullenberger, Jason Wilfong, and Kenny Hodges
Administrative Staff Present: Superintendent: James "Nick" Nycum, High School Principal: Richard Miller, Elementary School Principal Designee: Alicia Williams, Technology Director: Gary Lane

AGENDA ITEM # 1 CALL TO ORDER

A. Call to Order
   Mrs. Sullenberger called the meeting to order at 6:05pm.
B. Announcement and vote to enter closed session
   Mrs. Sullenberger made a motion that the Highland County School Board go into closed session pursuant to § 2.2-3711(A)(1) of the Code of Virginia for discussion and consideration of the superintendent's contract, including compensation and terms of employment, and prospective candidates for employment, and recommended personnel hires.
   Mr. Wilfong seconded the motion, and the motion passed by the following vote: YES: Sullenberger, Wilfong, Hodges. Motion passed by a 3:0 vote.

AGENDA ITEM # 2 CLOSED SESSION

Under the Code of Virginia § 2.2-3711, public bodies may hold closed sessions to discuss, consider, or interview of prospective candidates for employment; to discuss or consider admission or disciplinary matters; discuss or consider the acquisition or disposition of publicly held real property; protect the privacy of individuals in personal matters; or consultation with legal counsel.

AGENDA ITEM # 3 OPENING

A. Reconvene from Closed Session
   Mrs. Sullenberger made a motion to return to regular session at 7:20pm and certify by recorded vote, that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements were discussed by the Highland County School Board and such public business matters as were identified in the motion by which the closed meeting was convened.
   Mr. Hodges seconded the motion, and the motion passed by the following vote: YES: Sullenberger, Wilfong, Hodges. Motion passed by a 3:0 vote.
B. Moment of Silence
C. Pledge of Allegiance
   Mrs. Lightner and her first grade students led us in the Pledge of Allegiance.
D. Approval of Agenda
   Mr. Hodges made a motion to approve the October 7, 2026 agenda. Mr. Wilfong seconded the motion, and it passed unanimously.

DRAFT

AGENDA ITEM # 4 SPECIAL RECONGNITON AND/OR PRESENTATIONS

A. National Honor Society Induction Recognition
A message from Mrs. Hise, who was unable to attend, was read recognizing new and returning NHS members for their service, leadership, character, and scholarship. Special recognition was given to Adelaide Baxter, Owen Honaker, Anna Meehan, Levi Warner, and Eleanor White. Photos were taken, and NHS alumni in attendance were invited to stand and be recognized.
NHS will continue its annual fundraisers, food drive, Angel Tree, community service projects, and attendance incentive program. New activities include supporting the Pink Night Volleyball Benefit, reading and math assistance for elementary students, and helping with emergency buckets.

B. Accreditation Status Update
Mr. Lane presented the division's accreditation and school performance results, reporting that both Highland High School and Highland Elementary School are fully accredited and meet state performance expectations. The elementary school received an overall performance score of 81.67. He reviewed student achievement, academic growth, graduation rates, attendance, and readiness indicators, explaining the state's weighted scoring system. He also noted improvements in chronic absenteeism and discussed how changes in state accountability measures may impact future ratings.

AGENDA ITEM # 5 PUBLIC COMMENT

AGENDA ITEM # 6 ADMINISTRATIVE REPORTS

A. High School Update
Mr. Miller recognized the hard work of students and staff and reported that midterm reports were sent home on September 18. After-school tutoring has begun on Mondays, Tuesdays, and Thursdays from 3:30–4:30 p.m. He shared updates on classroom walkthroughs, upcoming teacher observations, and athletics, while recognizing the dedication of VCTC students. He expressed concerns regarding VHSL district realignment and the extensive travel required for athletic events, noting its impact on students' academics and well-being. He plans to seek community input on the matter.

B. Elementary School Update
Mrs. Williams shared updates on Bullying Prevention Month activities, the upcoming Youth Hunter Education Course, school safety drills, and Veterans Day preparations. She recognized Mrs. Hinson's work as the new reading teacher and announced the Title I Family Night on October 21. Additional updates included attendance monitoring, the Square One Art program, Winnie the Pooh Day, school picture makeups, and the upcoming Book Fair.

DRAFT

C. Superintendent Update

Dr. Nycum thanked the Local Emergency Planning Committee and community partners for their support of the emergency bucket initiative, which received local and statewide recognition. He announced the October 13 Community Talks meeting, a quarterly opportunity for public discussion with local officials. Additional updates included upcoming regional and state meetings, division-wide flu shots on October 21, the VSBA Fall Conference, and the next School Board meeting on November 12.

AGENDA ITEM # 7 CONSENT AGENDA*

A. Payment of October 7, 2026 – Vendor Bills

Mr. Wilfong made a motion to approve the October 7, 2026 vendor bills. Mr. Hodges seconded the motion, and it passed unanimously.

B. Approval of the August 12, 2026, and September 9, 2026, Board Meeting Minutes

Mr. Hodges made a motion to approve the August 12, 2026, and September 9, 2026, Board Meeting Minutes. Mr. Wilfong seconded the motion, and it passed unanimously.

C. Personnel Report

Mr. Wilfong made a motion to approve 1 through 6 of the personnel report and table 7 through 13. Mr. Hodges second the motion and it passed unanimously.

- Appointment of Substitute, Lauren Sampson
- Appointment of Substitute, Karen Lohr
- Appointment of Substitute, Dalton Armstrong
- Appointment of Substitute, Jason Long
- Appointment of Substitute, Tristian Carpenter
- Appointment of Mentor Teacher, Patricia Chapman

ACTION ITEMS # 8 INFORMATIONAL ITEMS

A. HCEA Update

Mrs. Jolley presented the HCEA report, highlighting academic activities and student achievements across the division. Updates included hands-on learning in math, science, Spanish, and social studies, along with benchmark assessments, PSAT testing, and instructional support. She also shared updates on gifted education activities, including outdoor learning, research projects, and STEM challenges. NHS members are preparing for upcoming fundraisers and community service projects.

PTO Update

None

B. Pathways to Play Grant

Mrs. Williams presented information on the Pathways to Play Grant through the Virginia Foundation for Healthy Youth, which offers up to $100,000 to improve playgrounds in rural communities. She reported that HCPS qualifies for the grant and is preparing an application due October 27. The proposed project would

replace aging playground equipment with modern, inclusive, ADA-accessible structures. The grant requires no local match but operates on a reimbursement basis, with project completion required by July 1, 2027. Mrs. Williams will continue gathering proposals and working with Dr. Nycum to provide updates to the School Board and Board of Supervisors.

C. Dates of Interest
    - October 23rd – End of 1st Quarter
    - October 26th – School Closed for Staff Workday
    - October 30th – Report Cards Sent Home
    - Next School Board Meeting – Thursday, November 12th – HHS Library at 7:00PM

ACTION ITEMS* # 9

A. Policies for Approval
    1. Digital Citizenship and Internet Safety IIBEC(A)
    2. Annual Parent Safe Storage Notification JFCD-A
    3. Student Use of Cell Phones and Personal Devices IIBEC
    4. Student Conduct JFC
    5. Mental Health Awareness JHH-A

    Mr. Hodges made a motion to approve proposed policies 1, 2, 4, and 5 and table policy 3. Mr. Wilfong seconded the motion, and it passed unanimously.
    Mrs. Sullenberger expressed concerns regarding the use of nicotine pouches and high-caffeine energy drinks among students. She noted the potential health risks and addictive nature of these products and suggested that the Board may need to consider addressing these concerns in the future.

B. Governor's School Overnight Field Trip
    Mr. Hodges made a motion to approve the Governor's School Overnight Field Trip. Mr. Wilfong seconded the motion and it passed unanimously.

C. Approval of First Amendment to Superintendent's Contract
    Mrs. Sullenberger made a motion to waive the 30-day advance notice requirement to Board members, as permitted under Virginia Code § 22.1-60, to allow the Board to vote on the renegotiated Superintendent's contract amendment during the meeting. Mr. Hodges seconded the motion and it passed unanimously.
    Mrs. Sullenberger made a motion to approve an amendment to Dr. Nycum's existing contract under the terms agreed upon by the School Board and Dr. Nycum, and to authorize the Board Chair to execute the amendment on behalf of the Board. Mr. Wilfong second the motion and it passed unanimously.

AGENDA ITEM # 10 BOARD COMMENT

An opportunity for members of the board to make individual comments, share updates, or express viewpoints related to board matters. Comments are limited to board members only.

DRAFT

Mr. Hodges acknowledged the changing safety concerns in schools and expressed appreciation for the division's continued efforts to prioritize student and staff safety, particularly the implementation of the emergency bucket initiative.

Mrs. Sullenberger reported that discussions regarding funding for a School Resource Officer (SRO) are ongoing. She noted that the Board continues to explore funding options, with Mr. Wilfong taking the lead on potential solutions.

Mr. Wilfong suggested inviting local veterans to visit classrooms during Veterans Day activities to share their experiences and answer age-appropriate questions prepared by students and reviewed by teachers. He felt this would provide students with a more personal opportunity to learn from veterans.

Mrs. Sullenberger suggested incorporating a writing activity into Veterans Day observances, encouraging students to research or interview family members who have served in the military and share their stories and photographs. She expressed appreciation for the staff's hard work, thanked Mr. Lane for his informative presentation, and noted the positive start to the school year.

AGENDA ITEM # 11 CLOSED SESSION (IF NEEDED)

N/A

AGENDA ITEM # 12 ADJOURNMENT

Mr. Wilfong made a motion that the meeting adjourn.
Mr. Hodges seconded the motion, and it passed unanimously.

X	X
School Board Chairman	School Board Clerk

DRAFT

Policies
For
Review

GENERALLY

Students are prohibited from possessing any tobacco product, ~~or~~ nicotine vapor product, or alternative nicotine product, including oral nicotine pouches, on a school bus, on school property, or at an on-site or off-site school sponsored activity.

In addition, the use or distribution of any tobacco, ~~or~~ nicotine vapor product, or alternative nicotine product, including oral nicotine pouches, on a school bus, on school property, or at an on-site or off-site school-sponsored activity is prohibited.

The superintendent is responsible for developing a regulation which contains:

- provisions for the enforcement of this policy among students, employees, and visitors, including the enumeration of possible sanctions or disciplinary actions, and
- referrals to resources to help staff and students overcome tobacco addiction.

DEFINITIONS

"Nicotine vapor product" means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

"Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

"Alternative nicotine product" means any noncombustible product containing nicotine that is intended for human consumption and does not produce vapor, including but not limited to oral nicotine pouches, nicotine packets, and other similar products placed in the mouth or absorbed through oral tissues. This definition excludes nicotine replacement therapies approved by the U.S. Food and Drug Administration for smoking cessation.

Adopted: September 2021

Updated: December 2026, May 2024, May 2023

Legal Refs.: 20 U.S.C. §§ 6083, 7183.
Code of Virginia, 1950, as amended, §§ 18.2-371.2, 22.1-79.5, 22.1-279.6.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	JFCH/KGC	Tobacco Products and Nicotine Vapor Products
	KG	Community Use of School Facilities
	KGB	Public Conduct on School Property

GENERALLY

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the superintendent is prohibited, and grounds for disciplinary action. The superintendent is permitted to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property.

Such weapons include, but are not limited to:

1. any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle;
2. unloaded firearms in closed containers;
3. any air rifle or BB gun;
4. toy guns and look-alike guns;
5. any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife, or razor;
6. slingshots;
7. spring sticks;
8. brass or metal knuckles or blackjacks;
9. any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain;
10. any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart;
11. explosives;
12. live ammunition, including but not limited to bullets, cartridges, and shotgun shells;
13. destructive devices as defined in Va. Code § 22.1-277.07; and
14. other dangerous articles.

EXPULSION FOR POSSESSION OF FIREARMS

A student who has possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1, or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07, or a firearm muffler or firearm silencer or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. The School Board authorizes the superintendent to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. If it is determined by the superintendent that a disciplinary action other than

expulsion is appropriate, such disciplinary action is taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

STUDENTS WITH DISABILITIES

A. Students with disabilities are subject to this policy and may be disciplined to the same extent as a nondisabled student, provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a weapons violation.

1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition:

   "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length."

Adopted: September 2021

Updated: December 2026, May 2024

Legal Refs.: 18 U.S.C. § 930.
20 U.S.C. § 1415.
Code of Virginia, §§ 15.2-915.4,18.2-308, 18.2-308.1, 18.2-308.7, 22.1-277.07, 277.07:1, 22.1-280.2:4.
8 VAC 20-81-10.

Cross Refs.:		
	GBEB	Staff Weapons in School
	JGD/JGE	Student Suspension/Expulsion
	JFC	Student Conduct
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

Policies
For
Approval

The Highland County Public Schools recognizes that student access to cell phones and other personal electronic devices is common in current society. It is imperative, however, that students, families, and staff understand there are appropriate and inappropriate times for the use of such devices. Schools must provide a learning environment free from unnecessary distraction and disruption. To minimize distractions in the learning environment, the School Board supports a cell phone-free education, meaning an age-appropriate restriction on the use of cell phones and other personal electronic devices (including personal earphones and wearable devices) during the instructional day.

RATIONALE

This policy was developed to align with Executive Order 33 which was issued by Virginia Governor Glenn Youngkin on July 9, 2024. The initiative was subsequently codified by the General Assembly through Virginia Code § 22.1-79.3:1, effective July 1, 2026, requiring all public-school divisions to implement age-appropriate bell-to-bell student cell phone and smart device policies.

The executive order promotes the health and safety of Virginia's preK-12 students. In addition, the order recognizes that a focused educational environment with minimal distractions is most conducive to learning. Parents, public health professionals, educators, and other community groups have expressed concern over depression and anxiety that can partially be attributed to high social media usage and consistent access to cell phones.

This order includes but is not limited to: Smartphones, smart watches, tablets, wireless or wired earbuds, earphones, wireless eyewear and other personal electronic devices that connect to the internet and transmit data wirelessly.

EXPECTATIONS

Student access to cell phones and other wireless or wired personal devices is restricted from bell-to-bell. Bell-to-bell means from when the first bell rings to begin the instructional day until when the dismissal bell rings to end the instructional day. The bell-to-bell includes recess, second chance breakfast, lunch, time between classes, and all school activities held during the instructional day. If cell phones or personal electronic devices are brought to school, they must be turned off and stored during the bell-to-bell instructional day.

Students needing to communicate non-emergency needs with parents/guardians may use the phone in the school office with permission of their supervising staff personnel and the office staff. Parents should call the school office to communicate emergencies and non-emergencies. In the case of a family emergency, a school official will be available to support the student.

Highland County Public Schools will supply any necessary electronic devices required for educational purposes.

A. Elementary School

Elementary School students shall not bring cellular or personal electronic devices to school. Elementary School students may not use cellular phones or personal electronic devices before or after the instructional day on school property or on a school bus. Exceptions for field trips will be communicated with families as necessary.

B. High School

High school students may use cell phones, earphones, and personal electronic devices (including wearable devices) before the first bell rings to start the instructional day and after the dismissal bell at the end of the instructional day.

Cell phones and any personal electronic device must be turned off and stored during the bell-to-bell instructional day. They may not be used, turned on, visible, or in a student's possession during the bell-to-bell instructional day. Devices should not be taken into a classroom or the cafeteria during the bell-to-bell instructional day.

Student choices for their cell phones and personal electronic devices during the bell-to-bell instructional day:

- Leave them at home.
- Turn them off and store them in a locker or a vehicle.

CONSEQUENCES FOR VIOLATIONS

There are consequences for having a cell phone, earphones, or personal electronic devices on or not stored or during the bell-to-bell instructional day (for any reason).

A. First Offense (BSO13):

- The school personnel observing the device ~~may~~ will take possession of the device(s) by approaching the student and asking the student to surrender the device(s). School personnel may use a Ziploc bag for collection of the device(s) to minimize direct handling of the student's property.
- The school personnel will secure the device(s) and take them to the school office at the end of class or at the first convenient opportunity to be held for safekeeping.
- The student's parent or guardian will be notified.
- At the end of the instructional day, after 3:15 pm, the students may come to the office to retrieve their phone. If the student doesn't arrive before the office closes, the student must wait until after 3:15 pm on the following day to retrieve the phone.

Second Offense (BSO13):

- A second violation of this policy ~~may~~ will require a parent/guardian to retrieve the device(s) in the school office after school between 3:15 – 4:00 pm or during the following day. A conference between the parent/guardian and the school principal ~~may~~ should occur before the device is released.
- The device(s) ~~may~~ will not be returned to the parent/guardian during school hours on the same day of the offense.

Additional Offenses (BSO11 and BSO13):

- The third and subsequent offenses ~~could~~ will warrant a Level 3 response by the administrator. The device may be confiscated for an extended period or banned from possession at school and/or on the school bus.

- Aggravating circumstances and repeated behaviors ~~could~~ will result in a higher level of response as defined in the Student Code of Conduct.

B. Failure to turn over a Cell Phone, Earphones, or a Personal Electronic Device

- Failure to hand over a device upon request ~~could~~ will constitute a referral to the school principal for failure to respond to a request by staff (RB10).
- Other consequences listed above will still apply.

EXPECTATIONS FOR SCHOOL PERSONNEL

School personnel are expected to strictly enforce this policy so that students experience consistent expectations and consequences in all school settings. School personnel who take possession of devices ~~may~~ will store the device(s) in a safe location until the first available opportunity to deliver it to the school office. Confiscated devices ~~may~~ will be retrieved as outlined above.

Employees are expected to model student cell phone and personal electronic device use expectations. As such, employees are prohibited from using cell phones and other personal electronic devices during scheduled class time or when employees are responsible for the instruction and/or direct supervision of students except in the event of an emergency. Employees may use cell phones when on break, during meals, during planning time, and to communicate with fellow staff members or administrators on school related issues.

Division employees, including co-curricular/extra-curricular sponsors/coaches, ~~should~~ will use non-social media-based apps to communicate activity and athletic information with students ~~during school hours~~. All school communication with a student shall include another adult; a division employee or the student's parent/guardian is preferred.

EXCEPTIONS TO THIS POLICY

Exceptions to this cell phone-fee education policy may be made to support the health and wellness of a student. Allowable exemptions must be written into an Individualized Education Plan (IEP), a 504 plan, a Limited English Proficiency Plan, and/or an individualized health care plan. All individualized health care plans that include cell phone or personal electronic device usage must be approved by a licensed medical practitioner, the school principal, and the superintendent.

Adopted: November 2024

Updated: November 2026

Legal Refs: Code of Virginia, 1950, as amended, 22.1-70.2 and 22.1-78.
Executive Order 33 by Governor Glenn Youngkin on July 9, 2023
(https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/eo/EO-33---Cell-Phones-7.9.24.pdf)

Cross refs.:

GAC	Staff Cell Phone Usage
IBEA-001	Acceptable Use Policy for Electronic Information, Service, and Networks