

2018 - 2019
Student Handbook/Calendar/Planner

APPOMATTOX COUNTY HIGH SCHOOL
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Our Values

Excellence - Young People – High Expectations - Respect

Each student is required to purchase the school agenda at the beginning of the school year. The agenda, which must remain intact, will be utilized as a hall pass. Each teacher will expect each student to use the agenda to record daily assignments, to plan daily activities, and to utilize the study guide. This expectation will provide a valuable link between home and school.

This agenda belongs to:

Dear Students of Appomattox County High School,

Welcome to ACHS for the 2018 – 2019 school year! I encourage you to take advantage of the many academic, social, and extra-curricular activities our school offers. The staff at Appomattox County High School is committed to providing quality instruction, a supportive learning environment, and many opportunities to get involved. In return we ask that you maintain good attendance, strive for good grades, show proper behavior, and demonstrate respect for others, as well as for school spirit.

This handbook has been prepared as a guide for the day-to-day activities of our school. Please share it with your parents and refer to it when there are questions about school policies and procedures. If there are questions unanswered by this handbook, please ask a teacher, counselor, or administrator. Our doors are always open to you!

I challenge each of you to set goals for yourself and to work hard to achieve those goals. I further challenge you to work together with your fellow students to make this the best year ever for Appomattox County High School.

Best wishes for a successful year!

Sincerely,

F. Poldi Moreno

F. Poldi Moreno, Ed.D.
Principal

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ACTIVITIES/SCHOOL SPIRIT

We encourage your support and participation in the athletic, academic, and student activities programs at ACHS. In cheering for your academic and athletic teams, demonstrate positive sportsmanship: the ability to win and lose gracefully. Show proper respect for the flag during the national anthem: remove your hat if you are wearing one, hold your hand over your heart during the playing of the anthem, and please remain silent.

Conduct at Athletic and Academic Events: The Virginia High School League (VHSL) requires that good sportsmanship be shown at all times in all athletic and extracurricular activities. Students and other spectators are expected to treat the opposing teams, fans, and officials cordially. Fans should not:

- Use abusive or profane language,
- Throw any objects either at someone or onto the playing surface,
- Become involved in a physical confrontation of any type with any person in attendance at the contest,
- Boo the opponents, referees, etc...,
- Post or hold up any uncomplimentary signs.

Students or other spectators are not allowed on the playing surface. Failure to abide by these guidelines could result in forfeiture by the ACHS team which is playing in the contest. ACHS might also be placed on probation, fined, or dropped from the VHSL. Finally, students who disobey these rules may be asked to leave the contest, be disciplined further, or be prohibited from attending any future events at ACHS. All school rules apply at sporting events and other extra-curricular events, including school-sponsored events that take place off the ACHS campus.

ATHLETICS

As a member of an athletic team of Appomattox County High School, athletes shall conduct themselves as ladies and gentlemen at all times. **It is a privilege, not a right, to participate on an interscholastic team. Therefore, this privilege can be revoked for improper conduct of a student at school or in the community.** Athletes must obey all rules of the team, school, and VHSL in order to be eligible to perform on any ACHS team.

VHSL rules

- Students must be enrolled in three credit bearing courses to be eligible. A student must also satisfactorily complete three courses in which he/she was enrolled in the previous semester and received credit for. (Rule 28-4-1)
- Students must not have reached the age of 19 on or before the first day of August of the school year he/she wishes to compete. (Rule 28-5-1)
- Students should not be enrolled in high school for more than 8 semesters beginning with the ninth grade year. (Rule 28-7-1)

Appomattox County High School Rules

- Students will pass 3 out of 4 classes each nine-week grading period in order to tryout or remain on any athletic team.
- Students are prohibited from the use and possession of tobacco products, alcoholic beverages, illegal drugs, and/or paraphernalia during the school day or in association with any Appomattox County High School activity.

Dismissal from the team will occur.

- Students charged with illegal acts by police, on or off school grounds, will be suspended from the team until the conclusion of the case.
- Students assigned in-school detention all day or out-of-school suspension will not be allowed to attend or participate in practice or games during the length of suspension. **If an athlete is suspended on Friday, the athlete may not attend practice or games until Monday of the next week. Any suspension during the athletic season would require the suspended athlete to meet with an ACHS administrator and/or athletic director to show just cause as to why the athlete should be allowed to continue competition in that sport or activity. A second suspension of any length will result in immediate dismissal from the team.**
- Unsportsmanlike behavior (trash talking, rough unnecessary play, damaging equipment, or disrespect to teammates, coaches, opposing teams, or officials) will be dealt with by ACHS Administration. Suspension or removal from the team will be considered.
- All equipment shall be returned at the season's end. The athletic department will be reimbursed for any lost equipment at full replacement cost by the person to whom it was assigned.
- Any athlete, who quits the team, may not re-join the team without a review by the Athletic Director and ACHS Administration. This athlete may not participate in any activity (weight room or open gym) for the next sport season.
- Earrings, bracelets, chains, or necklaces shall not be worn during any ACHS athletic practice or event.

NCAA -ELIGIBILITY STANDARDS

There is important information that ALL student athletes should be aware of. Please see your school counselor for more information regarding the NCAA Eligibility Standards.

ATTENDANCE

Students are expected to attend each assigned class in order to be successful in school. There is a close correlation between school attendance and attendance on the job after leaving school. Attendance is primarily the responsibility of the student and his/her parents or guardian. It is most important that the home and school cooperate and communicate to the fullest extent to ensure proper attendance. State law requires compulsory school attendance to age 18 and also requires that the school call home/work when a student is absent unless the school has been called first. Daily calls will be made to parents to notify of absences.

Daily participation grades and the criteria for earning such grades will be explained by each classroom teacher at the beginning of the term. It is, therefore, important to maintain excellent attendance to earn daily participation credit. Period attendance is taken at the beginning of each class block by each assigned staff member.

Students who miss class because of field trips, testing, etc., and who know in advance, should have assignments prepared for the next class day. A student must be in attendance for no less than 2 blocks a school day in order to participate in any school activity unless extenuating circumstances presented are approved by administration.

Perfect Attendance requires attendance all day, every day. The first period teacher takes notes, gives students a “students admit to class” form and sends the information to the main office for verification.

Students will not be marked absent for attending a school related trip. Seniors who are exempt from exams will not be marked absent providing proper excuses have been written. **Absences due to family trips taken during school time must be approved at least 2 weeks in advance by submitting a written request to the Principal.**

In order to be counted present, the student must be engaged in at least ½ of the class period. Students leaving school before 9:10 a.m. and not returning or students signing in to school after 2:35 p.m. will be counted absent for the day. **Students must sign out in the office before leaving and sign back in if returning before the end of the day.** Please note the Swipe Policy.

Distinction will be made between excused and unexcused absences. **Eighteen-year old students may not write their own notes.** Students, 18 or older, who maintain a separate household from their parents, as verified by administration, may write their own notes.

Make-up Work Timeline - It is the responsibility of the student to request from the teacher make up work. The request is to be made the day the student returns to school and must be made up within the required time specified. The time allowed for students to make up their work will be equal to the number of days absent plus one day. For example, if a student is absent one day, all make-up work must be completed on the second day of his/her return to school. Students should talk with teachers in case of extenuating circumstances.

ACHS Make-up Work Policy –

- Students who have an **Excused Absence** may make up work based on approved time.
- Students who have an **Unexcused Absence**, including suspensions, may collect all of their missed work. Unexcused students will not receive a grade on class and homework but are allowed to make up tests and quizzes. (Teachers may discount one letter grade)
- Students may request make-up work while they are out for more than 3 days but must give a 24-hour notice for teachers to receive communication and prepare work.
- Students and parents must communicate with a school counselor if an extended medical absence is needed for longer than five days.

ARRIVAL /DISMISSAL TIME

For the safety of all, students should not arrive at school earlier than 7:55 a.m. unless attending preschool activities under the direct supervision of a teacher. Prior to the 8:10 bell, students are to enter the building **by the cafeteria doors only and remain in the cafeteria.** **Students may not exit the building or campus for any reason once they have arrived without permission from the school administration.**

Students who ride a bus will wait in the breezeway area off of the cafeteria for their bus. Students should not be on school property after 3:30 unless they are under the direct supervision of a teacher or coach.

Early Dismissal notes are accepted in written form, and by fax. **Unless a student is**

driving or walking off campus, the approved person picking up the student must come to the main office to physically sign the student out. Reasons of purchasing food, going out to lunch, going to the bank, picking up clothing, going shopping, or taking care of family business are not acceptable reasons for early dismissals. The academic achievement of each student is our highest priority and each student must be in class to gain valuable instruction.

Swipe Attendance Policy

Each student is expected to use their Swipe card to Swipe in each morning at the Swipe machines. Each student is expected to maintain their Swipe card for the entire year. Students will be charged a fee for lost or misplaced cards. Students will be charged \$1 to sign in on the clipboard if they do not have their swipe card. All students should arrive at school and report to each class on time. A student is tardy if they arrive to school after 8:15. **If a student arrives to school after 8:15 a.m., he/she must report to the office to Swipe in.** If a teacher detains a student, the teacher should provide documentation to excuse the tardy to the next class. Any student with a tardy to school or an early dismissal from school must, during that school day, see the teachers whose classes he/she has missed or will miss to turn in work due and to get missed assignments.

Any student who must leave school early must present a note from a parent/guardian to the 1st Block teacher. Students must sign out in the office before leaving campus. The note must be signed by a parent/guardian and must include the date, time, and reason for the early dismissal and must state the mode of transportation. **On exam dates, early dismissals will be reviewed on an individual basis by administration. Students with approved early dismissals may ONLY leave at the end of an exam period to limit distractions to other students. Students who are exempt from an exam must bring a note. Teachers are to submit a list of students who are exempt from exams to the office.**

Seniors should be aware that annual attendance is recorded on all transcripts. College and workforce personnel may review transcripts. Assuring good and correct attendance is important. CVCC Cohort students are responsible for maintaining their attendance records by utilizing the swipe machine for accurate attendance.

Appomattox County Public Schools Attendance Guidelines

Recognizing that regular attendance is critical to a student's achievement in school, the school division has developed the following guidelines for attendance. (Attendance Policy JED)

1. Parents are to notify the school by 9:00am on any day their student is absent from school.
2. Students returning from an absence are required to have a written note from the parent.
3. Definition of terms regarding attendance
 - a. Administrator-refers to the building principal or assistant principal
 - b. Excused absence

Students must present proof and a reason for an absence in writing by a statement from the parent or guardian, health care provider, or court official. This documentation is expected on the day the student returns to school. Students shall make up class and homework for an excused absence. An absence may be excused due to the conditions noted below. The school reserves the right to require additional documentation of absences before designating an absence as excused. Parents should send a note for all absences in order that the

school may exercise the option to excuse the absence.

- i. Personal illness or appointment verified by written documentation from a physician, dentist, or mental health professional
- ii. Religious holidays
- iii. Subpoenaed court appearance or legal appointment.
- iv. Extenuating Circumstances-The administrator reserves the right to approve as excused special circumstances that require a child to be withheld from attending. The parent should notify the school immediately of such circumstances. The administrator will take the student's overall attendance into consideration when making a determination of excused or unexcused.

c. Pre-arranged absence

A pre-arranged absence is one that is known in advance by the parent and is not one of the types above under "excused absence." The administrator will designate absences known in advance as excused or unexcused. A parent requesting a prearranged absence shall, prior to the absence, notify the school administrator of the circumstances requiring absence from school.

d. Unexcused absence- An absence that is designated unexcused by the building administrator.

4. Make- up work

- a. Students shall make up work due to an absence and are responsible for returning the assignments to the teacher for grading. Make-up work for an unexcused absence Will not be counted. may be discounted a letter grade.
- b. Refer to the individual school handbook for details and time lines by which make-up work must be returned to the teacher. (Teachers are reminded to be mindful that the student has several teachers to work with and current work to be maintained during this time.)

5. Follow-up with parents for attendance and truancy issues.

- a. All parents will be notified when their student has been absent from school (excused and unexcused) for a total of 10 days during the school year.
- b. After 5 unexcused absences, a conference will be held with school officials to create a school attendance plan.
- c. Referrals will be made to the Juvenile and Domestic Relations Court as required by law for students violating school attendance plans.
- d. Students are expected to be in school during the school hours noted below:

School Hours: Appomattox Primary School- 8:15-3:15; Appomattox Elementary School- 8:15-3:15; Appomattox Middle School- 8:12-3:10; Appomattox County High School- 8:15-3:15

TARDY TO CLASS

Students are given time in between classes to go to the restroom and their locker. **The first five minutes are critical to any successful lesson. Students tardy to class may disrupt this important instructional time.** Students who are tardy to class will receive a tardy referral, completed by the classroom teacher and processed by the office

Per semester, a student is allowed three (3) tardies *total*. A tardy is defined as a student who is not in the classroom and prepared to learn by **the tardy bell**. A tardy referral is completed and turned into the administration.

Consequences:

- 1st Warning
- 2nd Warning
- 3rd Warning; parent contact made
- 4th 1 block ISS; parent contact made
- 5th 1 block ISS; parent contact made
- 6th Overnight Suspension and 2 Blocks ISS
- 7th 1 Full Day in ISS
- 8th 2 Full Days in ISS
- 9th + One-day suspension for each offense

BELL SCHEDULE 2018-2019

8:10 – 8:15 – Students leave the cafeteria

8:15 – 9:55– 1st block

10:00 – 11:35 – 2nd block

11:40 – 1:40 – 3rd block

(1st lunch – 11:40 – 12:05)

(2nd lunch – 12:25 – 12:50)

(3rd lunch – 1:15 – 1:40)

1:45 – 3:15 – 4th block

BUS INFORMATION

Students will not be permitted to board a bus other than the one they regularly ride without an official “Bus Permission Slip” issued from the school office. To get this “Bus Permission Slip” a student must bring a note from a parent/guardian containing the following information:

- Date(s) student will need to ride a different bus,
- Bus number student needs to ride,
- Where the student will get off the bus,
- Bus number student regularly rides, Student’s Raider Room teacher, and a Telephone number where a parent/guardian may be reached for confirmation of information.

Students may not bring bus notes to the office during class periods. Notes should be given to the 1st Block teacher to be placed in attendance folders. Notes will be accepted in the office from students only if they arrive to school tardy. “Bus Permission Slips” (filled out and completed by office staff) may be picked up in the office at the end of the school day and must be presented to the bus driver.

Providing transportation for pupils as authorized in Sections 22-71.1 and 22.97.1, except handicapped pupils, **is not considered a requirement**. The pupil’s **privilege to ride a school bus** is subject to official rules and regulations. Therefore, any violation of

the Appomattox County High School Code of Conduct on a bus or at a bus stop will be grounds for suspension of the privilege to ride the bus and could possibly result in suspension from school.

CLOCK HOUR REQUIREMENT

In accordance with the *Regulations Establishing Standards for Accrediting Public Schools in Virginia* in 8 VAC 20-131-110.A, classes offered by ACPS for which credit is awarded are scheduled to meet the 140 clock hour requirement. In the event that this time requirement cannot be met, ACPS will ensure that each course affected meets the following criteria:

1. The content of the course for which credit is awarded is comparable to 140 clock hours of instruction; and
2. That upon completion, the student will have met the aims and objectives of the course.

Specifically, this will also apply to any Advance Placement, Virtual Virginia or dual enrollment courses offered online or at another location other than the ACHS campus for which 140 clock hours is not scheduled or required.

CLUB AND CLASS ELECTIONS

Elections for club and class officers will announced by club/class sponsors. There are specific requirements for each office as outlined on the application. Criteria may include but not be limited to:

- Complete application
- High academics
- No discipline issues
- Good attendance

CLUB INFORMATION

Co-curricular Clubs/Sponsors:

FBLA – Mrs. Rothgeb

FFA – Mr. McCann, Mrs. Duncan

FCCLA –Mrs. Matthews, Mrs. Howard

HOSA (Health Occupations Students of America) –Mrs. Wingfield

VICA (Vocational Industrial Clubs of America) –TBD

DECA – Mr. Mawyer

Key Club – Mrs. A. Paulette

SODA – Mrs. Voorhees

NHS – Ms. Bennett

French – TBD

Spanish – TBD

SCA – Mrs. Martin

FOR (Friends of Rachel) – Mrs. Matthews

CODE OF CONDUCT

All rules apply as stated in the “Code of Conduct” and the Appomattox County School Board Policy Manual. A copy of the policy manual is available in the Appomattox County High School Library and online on the ACPS Website.

COMPUTER RESOURCES/ACCEPTABLE USE POLICY – see full policy in ACPS Code of Conduct Handbook

Computers, networks, Internet services, and other forms of technology are designed to enhance student learning by supporting instructional activities within the school and by providing students with access to the resources available in an electronic community. With access to computers comes the availability of material that may not be considered to be of educational value in the context of the school setting. Appomattox County Public Schools have taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials. Every member of this school system has two basic rights regarding technology availability – privacy and appropriate use of electronic equipment and software.

COURSE WITHDRAWALS

On a four by four block schedule, it is necessary for placement decisions to be made very early in the semester. Students and teachers should make a collaborative decision within the first three (3) days of a semester so that changes to the student’s schedule do not adversely affect his/her success in the course to which he/she is re-assigned. **Beyond this timeframe, administrative approval is required for a course withdrawal.** Students transferring into a class late will be expected to make up any missed work.

Although interventions such as remediation, tutoring, alternative course work or even homebound instruction will be made available as deemed appropriate, circumstances may arise that warrant an administrative withdrawal. Examples of such circumstances might include (but not limited to) excessive absences due to physical, mental or emotional illness, alternative education program placements for academic or disciplinary reasons, incarceration, long term suspension, expulsion or a transfer in or out of a regional program (i.e. Governor’s School, Rivermont, Pride, Laurel, etc.).

DANCES/PROM

All school rules are in effect at all school functions, including school-sponsored dances and the prom. Dances are for present ACHS students in good standing and their approved guest. ACHS identification card may be required for admission. Only one guest will be permitted and the couple must enter the dance together. Guests must be in the ninth grade or above. Proper conduct is expected and required at these functions. Guests must be approved by administration and guest forms will be available in the main office.

All ACHS students and guests attending a dance will be required to sign in upon arrival and sign out if they leave before the end of the dance. Persons leaving a dance must leave school grounds or the dance location and may not return. The administration reserves the right to prohibit access to after-school functions when deemed necessary.

Dance Guidelines: Dance movement and mannerisms must fall within the standards of good taste. Dancing commonly referred to as “dirty dancing”, “freak dancing”, or “grinding” will not be allowed. Physically dangerous dancing or

movements, such as “slamming” or “moshing” are not allowed. If a student is warned to “clean up” his/her moves and the inappropriate actions continue, the dancer will be asked to leave the dance with no refund.

If a student comes to the dance wearing a dress or outfit that does not meet the acceptable dress code for the event, they will not be allowed to enter and will be asked to leave with no refund.

ACHS STUDENT IN GOOD STANDING

- Enrolled in high school approved program
- Maintains acceptable attendance
- Maintains acceptable behavior
- All fees and accounts are paid in full

DELIVERIES FOR STUDENTS

The school will not accept deliveries for students including, but not limited to balloons, stuffed animals, and/or flowers. Approved deliveries may be held during school hours. Special lunches will be held in the office for students to eat in the main office or be held for sports trips after school.

DISCIPLINE

If a student is unable to practice self-discipline successfully, he/she will be referred to a school administrator for disciplinary action. All school rules will be enforced throughout the year; carry-over discipline will be assigned as needed. All ACHS students are expected to conduct themselves as ladies and gentlemen, whether in the building, on the grounds, traveling to or from school, or at co-curricular and extra-curricular events.

SPECIAL NOTICE REGARDING DISCIPLINE RECORDS

Discipline records are a part of a student’s permanent record (Code of Virginia, Section 22.1-289). Any school record related to disciplinary action taken against a student for violating school or school board rules or policies on school property or at school-sponsored events will be included in the student’s record. Whenever a pupil transfers from one school division to another, these records will be forwarded to the school division to which a student may transfer.

CLASSROOM DISCIPLINE METHODS USED PRIOR TO REFERRAL

Teachers will use a variety of methods in working with students to improve their behavior. These may include:

- Conference with student.
- Telephone or personal contact with parent/guardian.
- Conference with parent/guardian.
- Conference with student and his/her guidance counselor.

Teachers will document each disciplinary action taken. Students who do not exercise acceptable self-discipline or fail to adhere to the stated conduct standards (while on school premises, or while in custody and control of the school, or in the course of a school-related activity) will be subject to disciplinary action by the administration. Copies of all disciplinary referrals will be mailed to parents. Teachers on special duty may bypass the previous steps.

DISCIPLINARY ACTION TO BE TAKEN

Disciplinary violations are divided into the following two categories:

Group I –Violations

Group II – Major/Illegal Violations

The course of disciplinary action taken by the administration will be dependent upon which group the offense is in and upon how many and what types of referrals the student has had previously during the current and previous school year. Dependent upon the nature of the offense, the administration has the discretion to assign the appropriate discipline on a case-by-case basis. Due process will be provided on each referral.

ANY ILLEGAL ACT WILL RESULT IN THE NOTIFICATION OF LEGAL AUTHORITIES AND PARENTS.

The following are disciplinary options:

- Administration/Student conference,
- In-School Suspension (ISS),
- Removal of parking privilege,
- Out-of-school suspension,
- Placement in the Alternative Education Program,
- Immediate removal of student from school property,
- Prohibiting students from being on campus for school functions
- Removal from class,
- Referral to superintendent,
- Recommendation for expulsion, and/or
- Contact with legal authorities.

IN-SCHOOL SUSPENSION (ISS)

- Students are to report to ISS promptly as directed or assigned
- A full day ISS assignment is from 8:15 – 3:15 or 4 full blocks
- Students will be kept in isolation throughout the day or the period. Students should arrive prepared with educational work **since they will not be permitted to leave.** The ISS coordinator will obtain and assign work as needed.
- Students will eat lunch in the ISS classroom or as assigned by administration. Students who are assigned ISS during the period when lunch is served are not to eat lunch with their normal lunch period. They are to report to the office and will eat lunch with ISS.
- **Regular lunches only, no snacks.** Bottled water is permissible.
- Students will not have access to computers or a telephone unless approved via administration for instructional purposes.
- Students will be escorted to the restroom and will not be in the halls during class changes. If an emergency arises, the ISS coordinator may call the office for assistance.
- Students are not allowed to talk during ISS. Students are not allowed to communicate with other students in any manner (notes, gestures, etc.)
- Students are not allowed to sleep or rest heads on desks while in ISS.
- Students are required to complete class-work or read. Materials will be provided by ISS personnel if needed.
- If a student is absent on the day that ISS is assigned, or if school is closed due to

weather conditions on the day that ISS is assigned, the students will report to the office on the first day he or she returns to school.

- **A student / athlete assigned all-day (8:15 – 3:15) In-School Suspension (ISS) will not be permitted to practice, play, or even attend practices or games on that day.**

OUT-OF-SCHOOL SUSPENSION

Suspension from school means that the student is forbidden to attend school or classes for a certain length of time due to violation of school rules or regulations. **Suspended students are not permitted on any school property. If the student drives a car, he/she cannot drop off or pick up another student attending school. If the suspension occurs on a Friday, the student will not be allowed on school property until Monday, or the first school day of the next week.** Also, students suspended from school are not permitted to attend any school-approved activity such as an athletic event, play, dance, etc. In the event the actual dates of the suspension are not carried out due to inclement weather or school closing, the number of suspended days will still be required beginning with the date school resumes.

STUDENT CONDUCT/DISCIPLINARY VIOLATIONS

- **ABUSIVE AND INSULTING LANGUAGE:** Va. Law' 18.2-416. 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 reasonably calculated to provoke a breach, he/she shall be guilty of a Class 3 misdemeanor.
- **ALCOHOL:** The use, possession, or distribution of alcohol is prohibited by this policy as well as law.
- **ASSAULT:** Students who assault faculty members or students will be legally charged. Abusive language is a misdemeanor offense. Students who fight will be subject to being charged with assault and/or disorderly conduct.
- **BOMB THREATS/FALSE FIRE ALARMS/SMOKE BOMBS AND FIREWORKS:** These are considered criminal offenses.
- **BULLYING:** Bullying is defined as repeated negative behaviors intended to frighten or cause harm. These may include, but are not limited to verbal or written threats of physical harm. Please see School Board policy JFHB for more information. All bullying incidents should be reported to a staff member and/or to guidance.
- **BUS RIDERS:** Violation of rules of conduct for school buses is prohibited. **Also, the use of cell phones on all school buses is strictly prohibited.** (Please refer to the section on Bus Information).
- **CELL PHONES AND OTHER COMMUNICATION DEVICES Including I-pods, MP3s and other listening devices:**
 1. Students may possess a beeper, cellular telephone, or other communications device in school buildings and on school buses, provided that the device must remain off and out of sight during the time the student is on a school bus and during school hours. **Instructional hours are from 8:15 a.m. to 3:15 p.m., students are expected to keep their phones and other electronic devices stored and secured in their book bags, pocketbooks, or school locker**

throughout the instructional part of the school day. Cell phones may only be used in the cafeteria only during a student's scheduled lunch.

2. Students on activity or team buses may use cellular phones only with permission of the driver or sponsor/coach.
3. ACHS has a “bring your own device” BYOD policy that a student may register for with the Media Specialist/Librarian.
4. Cell phones should be registered with the main office. Parents can complete this form at the beginning of the year, or pick up a form in the main office.
5. Electronic devices may not be used during instructional time without the specific permission of the teacher. An electronic device may be used only by the individual student and not to communicate with another student or device.
6. Violators of this policy will be subject to disciplinary action as prescribed in the Code of Student Conduct including the immediate confiscation and search of the device and revocation of the privilege to possess the device in school. Consequences of violating the policy
 1. First offense – the offending device will be confiscated to the office and will be returned to a parent/guardian after 3:15 the day it is confiscated. The device will not be returned during the school day. Student is issued a written warning
 2. Second offense – the offending device will be confiscated and turned in to the office. It will be returned to a parent/guardian after 3:15 the day it is confiscated. The device will not be returned during the school day. Student will be assigned one full day in ISS.
 3. Third offense – the offending device will be confiscated and turned in to the office. It will be returned to a parent/guardian after 3:15 the day it is confiscated. The device will not be returned during the school day. Student will be assigned two full days of ISS. Student will lose the privilege of possessing a phone in the school building for 2 weeks.
 4. Forth offense – The offending device will be confiscated and turned into the office. It will be returned to a parent/guardian after 3:15 the day it is confiscated. The device will not be returned during the school day. Student will be assigned two full days of ISS. Student will lose the privilege of possessing a phone/device in the school building for the remainder of the semester.
 5. Fifth and subsequent offenses – The offending device will be confiscated and turned in to the office. It will be returned to a parent/ guardian after 3:15 the day it is confiscated. The device will not be returned during the school day. The student will be suspended from school.
7. Students are prohibited from using any electronic device to video tape students and or staff. (Policy JR) - *Except as otherwise provided, no student shall photograph, videotape, sound record or cause to be similarly recorded any student or group of students; or employee or group of employees during the school day on the school premises or*

during a school activity without the prior consent of a professional staff member of the school attended by the students

- **CHEATING:** ACHS expects honesty and truthfulness from students. Giving or receiving unauthorized help, in any manner whatsoever, on exams, tests, quizzes, or written assignments is prohibited.
- **DAMAGE TO PROPERTY/ATTEMPT TO DAMAGE PROPERTY:** Defacing or destroying school property or engaging in activity that is likely to cause damage, such as sitting on tables, is forbidden. This includes the building, grounds, equipment, buses/vehicles, or textbooks. Repayment will be required. Willful or malicious damage to such will result in legal action. Also, students should respect the rights and property of others. Violation of Computer Acceptable Use Policy is included.
- **DISPLAYS OF AFFECTION:** Inappropriate displays of affection are prohibited. Examples include kissing, hugging, sitting on laps, excessive body contact, or any highly suggestive behavior.
Hand holding is acceptable.
- **DISRESPECT/DEFIANCE:** Any student who does not follow the direction of school personnel will be considered to be displaying disrespect and/or defiance.
- **DISRUPTIONS:** Classroom disruptions will not be tolerated. Disruptions during an assembly or other school-sponsored activities will also warrant disciplinary action.
- **DRUGS:** Virginia statutes prohibit any student to use, possess, distribute, give, sell or intend to sell, manufacture, or consume a controlled substance, an imitation controlled substance, an illicit drug, an intoxicant including alcohol, or anabolic steroids on school property including a bus OR within 1000 feet of the school OR while engaged in or attending a school activity. Use of any type of inhalant is prohibited. Possession or distribution of “imitation controlled substances,” which by dosage unit appearance, including color, shape, size, and markings or by representations made, would lead a reasonable person to believe that the substance is a controlled substance is prohibited.
- **FIGHTING:** Conflicts should be resolved peacefully. Fighting, disruption, or interference with school activities is forbidden. Legal action will be taken. Contributing to a fight is also prohibited.
- **FORGERY OR USE OF FORGED WRITING:** Students who participate in forgery or the use of forged writing will be subject to disciplinary action.
- **GAMBLING:** Any form of gambling or card-playing is forbidden. Students should refrain from bringing playing cards or dice to school.
- **GANG ACTIVITY** - 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). Students may be subject to disciplinary action for participating in gang activity. School administrators may involve law enforcement officials in determining whether an activity is gang-related.

A gang is defined as any group of two or more persons whose purpose includes:

- Creation of an atmosphere of fear and intimidation.
- Commission of illegal acts
- Participation in activities that threaten the safety of persons or

property

- Disruption of school activities

Gang activity is defined as:

- Wearing, using distributing or selling clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation with any gang;
 - Committing any act of omission, or using any speech, either verbal or non-verbal (such as gesture or handshakes) showing membership or affiliation in a gang;
 - Using any speech or committing any act or omission in furtherance of the interest of any gang, including: (a) soliciting, hazing and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy, and (d) inciting other students to act with physical violence.
Inappropriate congregating, bullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees, or visitors will not be tolerated.
- **LEAVING SCHOOL:** Upon arrival on school grounds leaving without permission is forbidden. **Also, students who ride the bus are prohibited from being in the student parking lot before or after school.**
 - **LIGHTER/MATCHES:** Possession of lighters and matches is prohibited.
 - **LOITERING IN THE RESTROOMS/HALLWAYS:** Loitering is defined as standing idly about, lingering aimlessly, proceeding slowly or with many stops, delaying, or dawdling. Students are expected to be on task and report to class punctually. Those who are loitering in any part of the building will be subject to disciplinary action. **Students are asked to keep moving during class changes to reduce the number of tardies and to avoid disruptions to instruction.**
 - **CHEATING/PLAGIARISM:** The taking and using of someone else's ideas or writings as your own are forbidden and unlawful. Whether a student gives or receives information during a test, exam, or assignment to be completed by an individual, it is a form of cheating. Also, copying from others works and not giving proper credit is a form of cheating.
 - **PERSONAL INTEGRITY:** The verbal or written statement of any untruth will result in disciplinary action.
 - **PROFANITY/PORNOGRAPHY:** A student shall not use any form of profanity, written or verbal. Included are obscene gestures, signs, pictures, or publications. Possession of pornographic materials (whether electronically or in paper copy format) is forbidden.
 - **RESTRICTED AREAS:** Closets, cabinets, and teacher's desks are off-limits to students. Students are not allowed to enter offices of school officials or teacher work areas without authorization. The parking lots are off limits immediately following arrival to school and during the school day.
 - **RUNNING:** To ensure the safety of all students, running in the school building is forbidden. This also includes running across the concourse.
 - **SKIPPING CLASS:** Students are required to attend all assigned classes and activities every day. Skipping class is defined as not being in the assigned place at

the assigned time. If a student skips a class, the absence will be unexcused and make-up work will not be allowed. Additionally, students who cut class or leave the cafeteria during lunch without permission will face other disciplinary consequences.

- **STEALING:** Stealing of school, private property, or possession of said property, is forbidden. Violators may be prosecuted.
- **THREATS:** A student shall not engage in any act which intimidates, threatens, degrades, disrespects, or disgraces a fellow student, teacher, administrator, visitor, or member of the school staff by written, verbal, or gestural means.
- **TOBACCO:** Regardless of age, use or possession of all forms of tobacco, including smokeless tobacco and electronic cigarettes, on school property or as a part of any school activity is prohibited. The possession of smoking paraphernalia is also forbidden.
- **UNAUTHORIZED USE OR ACCESS OF COMPUTERS:** Students shall use all computer hardware, software, and data disks in the manner described by faculty and staff and in compliance with the Acceptable Use Policy. Students may not copy software off of the Internet by downloading it. Also, it is a Class 6 felony if e-mail communication contains a threat to a person or any member of his/her family.
- **WEAPONS:** Possession of a firearm on school grounds, at school-sponsored activities, or on a school bus is a Class 6 felony and expulsion will be recommended. Ammunition of any type is strictly forbidden on school property. A student shall not use or have in his possession any weapons (guns, illegal knives according to state code, pocketknives or any object considered by school authorities to be a dangerous weapon) or any look-alike weapons. **A STUDENT WHO ACTS AS AN ACCESSORY OR ACCOMPLICE TO ANOTHER IN ANY VIOLATION OF THE DISCIPLINARY CODE WILL BE SUBJECT TO CORRECTIVE ACTION AS OUTLINED ABOVE.**

SEARCHES

Under School Board regulations, the principal or designated person in his/her absence may search a student's person, purse, book bag, locker, desk, or vehicle if the administration has reason to suspect the presence of articles or materials contrary to the best interest of the school or the presence of drugs or other harmful substances which are likely to pose a threat to the maintenance of discipline and order in the school. A witness will be present. The Code of Conduct adopted by the Appomattox County School Board will be enforced.

DISCRIMINATION ON THE BASIS OF RACE

The School Board hereby establishes a policy and the Superintendent shall implement procedures for resolving complaints arising from alleged racial harassment. The Superintendent does hereby designate the Human Resource Director as Racial Complaint Coordinator, to coordinate the efforts of the Appomattox County Schools to comply with and carry out his responsibilities for implementing the law, including investigation of any complaint of alleged non-compliance with the law, regulations of this policy.

The school system shall notify students, parents of students, and employees of the name, office address, and telephone number of the Racial Complaint Coordinator.

The school system will implement specific and continuing steps to notify students, parents and employees that it does not discriminate on the basis of race, color or national origin.

Procedures for making and resolving complaints shall comply with all applicable federal and state regulations.

Racial Harassment

It is the policy of the Appomattox County School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from racial harassment. It is prohibited for any employee or student to harass an employee or student based on race, color, or national origin, by using racial epithets, slurs or any other conduct of a verbal, physical or written nature which is harassing, intimidating, abusive, degrading or threatening and which causes or contributes to a racially hostile environment.

Any employee or student, who believes that he or she has been subjected to racial harassment, or has been a witness to such an incident, should file a complaint of the alleged act immediately to the building level administrator or Racial Complaint Coordinator. The administrator or coordinator shall request that the complaint be in writing. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, if known, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged racial harassment will be undertaken immediately. An investigation and resolution should be completed as soon as possible, but no later than thirty (30) days from the date of the complaint.

The school division may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged racial harassment.

Any individual filing a racial harassment complaint is assured that he or she will be free from any retaliation by the Appomattox County School Division from filing such a complaint. Likewise, retaliation by student(s) is prohibited. False and malicious charges of racial harassment shall be treated as a serious offense and those persons making false and malicious charges shall be subject to disciplinary action.

If the complaint is against the superintendent, the complaint shall be filed with the chairman of the School Board. The question of whether a particular action or incident is prohibited behavior requires a determination based on all available facts in the matter. A written report shall be filed at the conclusion of the investigation setting out the individuals interviewed, the names and titles of the individuals processing the complaint, copies of notes, and the decision, including any action taken, if applicable. This report shall remain confidential and shall be kept in the central office for a reasonable period of time.

STUDENT DRESS CODE

In order to promote an orderly and safe learning environment while preparing students for success in the world of work, dress guidelines have been established. This means that a student's dress, grooming, and appearance, including hairstyle, jewelry, and makeup shall be safe, appropriate, and shall not disrupt or interfere with the educational process. Dress that is disruptive, distracting, revealing, or interferes with the educational process will not be acceptable. Administrators will have the final authority to determine if a student's clothing is appropriate for school, is safe, or whether it will create a climate that is distracting to learning and instruction. Principals, faculty, and staff members will enforce the following dress code:

The Appomattox County Public Schools Dress Code prohibits the wearing of any of the following:

- Bedroom slippers, pajamas, or sleepwear
- Clothing or accessories that advertise, glorify, or symbolize and illegal substance, alcohol, drugs, tobacco, cigarettes, vaping, e-cigarettes, or illegal acts
- Clothing or accessories that contain vulgar, derogatory, violent, or suggestive diagrams, pictures, words or slogans
- Clothing or accessories with gang insignia or symbols
- Dresses, skirts, shorts, and skorts shorter than five inches for grades PK-5 (the length of a 3" x 5" index card) and three inches for grades 6-12 above the knee cap when standing
- Exposed undergarments
- Fishhooks
- Picks, combs, or brushes in hair
- Hats, bandanas, head covers, sweatbands, sun visors, and sunglasses (unless prior arrangements are made with the principal for medical or religious reasons)
- Heavy chains worn as jewelry or belts and free swinging chains
- Heelies or footwear with wheels
- Leggings/Jeggings without a dress, skirt or shorts that meets the dress code length
- Oversized clothing that results in sagging garments
- Pants, skirts, shorts, or skorts worn low on the hips so that undergarments or bare skin is exposed
- Necklines three or more inches from the lower part of the collarbone (the width of a 3" x 5" index card)
- Sheer or transparent clothing
- Slits, splits, cuts, frays, and holes in clothing so that undergarments or bare skin is exposed that are five inches above the knees for grades PK-5 and three inches above the knees for grades 6-12
- Spiked jewelry, clothing, and accessories
- Halter tops, strapless tops or any top with shoulder straps less than three inches (the width of a 3" x 5" index card)
- Tops that are cut so short that bare skin in the midsection area is exposed at any time, including when arms are raised
- Tops with large arm holes such as tank tops, basketball jerseys, muscle shirts, mesh shirts, athletic undershirts, and cut out shirts (these types of shirts may be worn over a shirt with sleeves)
- Trench coats
- Wallet chains exceeding six inches
- Shoe heels which interfere with walking or climbing steps
- Note: Shoes must be worn at all times

Teachers are required to check student dress during first block (grades 6-12) and during the first hours (grades PK-5). Students not dressed in accordance with the ACPS Dress Code will be sent to the appropriate administrator when a violation cannot be corrected in a timely manner.

Student Dress Code and Special Circumstances:

- Some classroom activities and curriculum may require specific dress guidelines (e.g., physical education). Any such changes will be explained by the teacher and addressed in the course syllabus/parent letter.
- Administrators, coaches, and sponsors may suspend portions of the dress code and allow student to wear other appropriate attire at special activities. Such activities may be related to field days, theme days, field trips, physical education, cheerleading, athletics, and band.

Consequences (One of More May Apply)

- Option to alter the inappropriate dress to meet the ACPS Dress Code with alternate attire or calling parents to bring appropriate attire
- Student conference
- Parent contact
- Referral to school counselor
- Referral to school administrator
- In-School Suspension (ISS)

Repeated willful ACPS Dress Code violations may be subject to further disciplinary action, at the administrator’s discretion.

ACHS Consequences for Dress Code Violations:

1. First offense – a student will be given a warning form and a copy of the Dress Code Policy with expectation of changing or going to ISS for the day. NO referral will be written for this warning.
2. Second offense: Student is placed in In-School Detention and the parent notified by school office. The student remains in ISS until suitable clothing can be obtained. 1st referral is written
3. Third offense: Student is placed in In-School Detention for the remainder of the school day and the parent notified by an administrator. Referral is written.
4. Fourth offense: All day in In-School Detention and the parent notified. The student is suspended overnight and a parent conference with an administrator is required before the student may return to school. Referral is written
5. Fifth and subsequent offenses: One-day suspension from school with a written referral.

DRIVERS EDUCATION: BEHIND THE WHEEL

Behind the wheel driver education is not offered at ACHS. Families must arrange for private classes. The REGULATIONS ESTABLISHING STANDARDS FOR ACCREDITING PUBLIC SCHOOLS IN VIRGINIA-2006; 8 VAC 20-131 state that “Students **shall not** be removed from classes other than health and physical education for the in-car phase of driver education.” Students will not be excused from any other classes and parent notes will not be accepted.

FAMILY LIFE EDUCATION

Family Life Education is taught at Appomattox County High School to students in the ninth and tenth grades. This program is taught by the physical education/health instructors and is coeducational except for materials pertaining to the reproductive

systems and self-examination.

Students are provided an outline of the curriculum, and parents are requested to review, sign, and return the notification to the classroom teacher. Materials used in the program are made available upon request for parent viewing prior to use with students. Parents may make arrangements to view the materials by calling the school office at 352-7146.

Parents who have reviewed the course outline and materials and choose to partially or totally opt their teenager out of the program must have a conference with the principal to discuss the family life curriculum.

During the school year, parents who wish to change the status of a student's participation in the program may do so by notifying the school principal. An opt-out form must be completed and maintained on file.

Parents must notify the principal each year they intend to opt students out of the program. State guidelines require that students who opt out of the family life program will be engaged in meaningful instruction. For specific information on activities in which opt-out students will be engaged, please contact the physical education instructors at 352-7146.

FIRE DRILLS

Weekly fire drills during the first month of school and monthly fire drills thereafter are required by law. When the fire alarm sounds, students will clear the building promptly, quietly, and orderly. To avoid confusion and to permit the passing along of directions by teachers, students shall not talk during a fire drill. The teacher in each classroom will give the students the prescribed route for that classroom and enforce fire drill regulations. Should the specified exit be blocked, proceed to the nearest exit in a quick, orderly manner, and clear the building by at least 100 feet.

Students will remain in class groups outside the building. The teacher will be the last one out of the room, take the grade book, close the door, and check roll once the group has reached its proper distance from the building. The teacher is accountable for all students on their attendance roster for given class period of drill or crisis. Staff should be able to report any missing or absent students.

When the all-clear signal sounds, all students and teachers will return to their classrooms in an orderly manner, taking the same route by which they left the building.

Directions for exiting the building will be posted in each room.

FOOD SERVICE

A student driven menu will be offered. All items on the menu meet the guidelines of the National School Lunch Program. This will present the students with many more choices than were available previously. The cost of lunch is \$2.20 for students and \$3.00 for adults. School lunch prices are subject to change. Offer vs. Served is required by the National School Lunch Program and means: five items will be available such as a hamburger, bun, tomatoes/lettuce, string beans, and milk. The students may choose the entire menu or may select three or four of the five items. Food items must be purchased prior to the last five minutes of the lunch shift. Computer point of sale offers the convenience of depositing money in an account by each student and faculty member. A la carte breakfast is offered every morning from 8:00 – 8:10 a.m.

Important things to remember:

- Students shall be served on a first-come, first-served basis. Holding a place or cutting in line is not permitted. ISS may be assigned if cutting occurs. Students are not allowed to give money to students in line to buy food for them.

- **No one is permitted to bring in food or drinks from the local restaurants or fast food establishments for students during the school day.** Any extraordinary circumstances must be discussed with the administration.
- **All food and drinks must be confined to the cafeteria.** No gum chewing. Be sure to dispose of all trash and discard it into a trash can. Students are permitted to have bottled water in the classroom and/or PE if it is in a clear bottle. **Soda, energy drinks, coffee, tea, etc. are not permitted in classrooms or halls.**
- During lunch, students will stay in the cafeteria and remain seated until the bell rings to end the lunch shift. Students may not leave school property without proper authorization and are not to congregate in the locker area or gym lobby during lunch.
- During lunch, students must:
 - stay out of the corridors, breezeway and the concourse,
 - only use the gym lobby bathrooms,
 - not stand on or under the stairwell, and
 - remain clear of the locker areas.
- Passes are required for students to be in the library during lunch.
- All discipline rules and regulations apply to the lunch room.
- **Lunches may not be charged.**
- **All food is to be consumed at the table during breakfast and lunch. Please be considerate and respectful of your school property and the cafeteria staff by properly disposing of all trash after you eat.**

FUNDRAISERS

Solicitation fundraisers are not allowed unless they are school related. Sales at school during the school day are prohibited unless approved by administration.

All fundraising activities must be approved by the athletic director and principal before being conducted.

All funds received will be deposited in the ACHS account with the bookkeeper. Students participating in fundraisers are responsible for all monies collected and the return of all unsold items. Students with outstanding balances will not be allowed to participate in school activities until all debts are settled.

Raffle Fundraising Guidelines:

This is not allowed in the schools unless an outside parent or booster group hosts it. No students are allowed to sell tickets, although coaches or club sponsors could. The items could be displayed in the front office. If the school group wanted to sell tickets during lunches, the parents would have to be here to do that.

GRADING PHILOSOPHY/MARKING SYSTEM

In any type of teaching-learning situation, some type of evaluation must be made to understand and report the progress of students.

A	93-100	Shows exemplary achievement in subject
B	85-92	Does commendable work
C	77-84	Completes work to a satisfactory degree
D	70-76	Not performing satisfactory, shows sufficient progress for passing
F	0-69	Has failed to pass class requirements
I		Work incomplete due to extenuating circumstances

Teachers use a variety of ways to measure student progress: daily participation, class work, projects, homework, quizzes, and tests. Students will receive computer-generated interim reports for each class midway through each grading period. Report cards will be given to students at the end of each nine weeks.

In determining a nine-week grade for students, teacher's group student evaluation procedures into the following major categories: tests, quizzes, projects, and daily grades. Teachers have flexibility in deciding what types of evaluative criteria are used in the above categories. For students on homebound and alternative education, a reasonable time frame should be established by the resource and classroom teachers to complete assigned work.

GRADING PERIODS AND EXAMS

Students who are absent on an exam day will be excused only with a doctor's note, verification of a death in the immediate family, or a court summons. **All students are required to take exams, even those who may not be passing, unless they choose the exam exemption available to students who pass their respective SOL test and class.** The only exception will be a doctor's note or a court summons. Seniors who maintain a 93 semester average or above in a course will be exempt from the final exam. Underclassmen passing an end-of-course SOL test may also choose the exam exemption if they are passing the class, but underclassmen must be present on any review days. Completion of the exam is a requirement of the course. Attendance on exam day is expected unless a student qualifies for an exemption. Students are expected to bring a written parent note allowing late arrival or early dismissal on exam days. Students will not be allowed to leave a class during the time allotted for the exam due to the distractions created.

RANK-IN-CLASS (Grade Point Average)

A student's grade point average (GPA) is computed on a four-point scale for all courses except certain identified weighted classes. The computation is made from the final course averages in all high school subject credits. Valedictorian and Salutatorian will be determined at the end of 3rd nine weeks of the senior year. For more information regarding GPA and weighted courses refer to the *Student Course Guide for Individual Career Planning* available in the Guidance Office.

GRADUATION REQUIREMENTS

Seniors who participate in commencement exercises must have completed all requirements for graduation. No exceptions will be granted to this regulation.

The graduation ceremony is a celebration of academic achievement AND positive character development. At the discretion of the principal, a student may be denied participation in graduation ceremonies due to numerous disciplinary issues or a severe disciplinary issue in the student's senior year.

Except in extenuating circumstances, as determined by the Superintendent of Appomattox County Public Schools, students will not be allowed to graduate early. Students working towards a standard or advanced studies diploma will not be allowed to enroll in required high school English or Social Studies courses before the grade level in which the subjects are normally required of students. CVCC classes will only be accepted for high school credit when taken in the school year the course is assigned in the Appomattox Secondary Course Guide.

GRIEVANCE PROCEDURE

If suspended, the student has a right to appeal the suspension to the principal, and afterwards, to the superintendent of schools.

- Complaints may be filed directly with the administrator of the school and/or the compliance officer of the county.
- The complainant will be requested to outline accusations in a written form including the details relative to the complaint, the names of the persons involved, and the dates of any specific incidents.
- Refusal to put the complaint in writing shall not preclude an investigation of the complaint.
- An immediate investigation into allegations will be initiated. The investigation will be kept confidential to the maximum extent possible.
- Appropriate and prompt action will be taken to resolve the complaint.
- Assurance will be provided that there will be no retaliation for filing a complaint or participating in an investigation or inquiry.
- Written notice of the outcome of the investigation will be filed.

SCHOOL COUNSELING

Appomattox County offers a comprehensive guidance and counseling program to all students in grades K-12. The curriculum focuses on skill development in the areas of academic guidance, career guidance, and personal/social counseling. Curriculum and instructional materials are available for review by parents in each school. After reviewing the program, parents may request that their child be removed from all or part of the personal/social portion by notifying the principal in writing, annually.

Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment.

HALL PASSES

Anytime a student is in the halls during class time, he/she must have a completed hall pass from the student's agenda, or other administratively approved pass. Only in emergency situations should the student be out of class (nurse visit or restroom). Students found in the halls will be referred to the office or ISS. Students should have their agenda or hall pass in their hand ready to present if they are asked to do so. A student with a pass to the restroom should go to the restroom in the immediate area of their classroom and not wander to other areas on campus. Students found in other areas outside their assigned area may be considered skipping.

HEALTH SERVICES

Health services are available daily from 8:15 am – 3:15 pm. Unless an emergency arises, students should not report to the clinic between classes without first obtaining a

hall pass from the classroom teacher, except during lunch shifts.

If a student becomes ill, the teacher will issue a hall pass and the student will report to the nurse. If the nurse determines a student should go home due to illness, the parents **MUST** be notified before the student leaves school. The student must obtain an early dismissal from the nurse and swipe out at the main office before leaving. If the student calls parents directly and leaves school without permission, the student will be written up for skipping. **Also, the only excused absences from the nurse will be when a student is running a fever over 99.5 or has a severe injury. Students will not be allowed to call home sick from the main office – they MUST go through the Nurse**

The school nurse can give medication if the student's health record is on file in the clinic. **If a student requires daily medication, the nurse will attach to the Agenda an acceptable pass stating the time the student should come to the clinic.** No student may have in his/her possession any medication or prescription drug, even if recommended or prescribed for the student's use. "Medication" shall mean any drug or other substance used in treating diseases, healing or relieving pain. All such items shall be taken to the clinic upon arrival at school for the nurse to administer at the appropriate times. The student must have on file a note signed by a physician stating the type, dosage, and duration of treatment.

ALLERGIES

Due to allergic reactions and asthma complications, students must not share lotions, body sprays, and or perfumes and they must not be used in the classroom or instruction areas. Lotion application may occur in the locker room only. The distribution of the above items or inappropriate use by students may result in disciplinary action.

HOMEBOUND INSTRUCTION

Students with disabilities, injuries, or illnesses that prevent their continued school attendance may apply for homebound instruction at the school board office. Students are urged to apply as soon as the situation occurs to reduce the loss of instructional time. **Students on homebound instruction will not be permitted to drop off or pick up another student attending school.** When returning to school after receiving homebound instruction, students should report to the attendance secretary. **Homebound students are not permitted to participate in or attend after school activities (club, sports, dances etc.) without administrative permission.**

HONOR CODE

The SCA has developed the following as infractions of the honor code:

- Copying another student's paper while taking a quiz or test.
- Using "crib sheets" or notes, writing answers on hand, etc.
- Helping someone during a test or quiz by providing answers or other information in the form of notes, crib sheets, etc.
- Giving or receiving test questions and/or answers from persons who have already taken the test or quiz.
- Copying projects or any assignments done previously.
- Plagiarism: copying an author's language, ideas, etc, and presenting them as your own.
- Copying another student's class work or homework assignment.
- Having other people do homework for you.

Teachers may ask you to write the following honor pledge on your quiz or test papers and possibly certain assignments: “On my honor I have neither given nor received help on this paper.”

HONOR ROLL

Principal’s List – This honor roll is recognition of those students who attain all “A’s” each nine weeks and each semester.

Honor Roll – This honor roll is for recognition of those students who attain all “A’s” and “B’s” for each nine weeks and each semester.

SWIPE CARDS

At the beginning of each school year, students will pay student dues and have an ACHS Swipe card made. There will be a cost for replacement cards.

INDEBTEDNESS

Class dues that are not paid, fundraising money that is not turned in, damaged or lost materials that are not paid for, athletic uniforms that are not turned in, and other debts that a student has with Appomattox County High School or Appomattox County Public Schools may cause a student to lose his/her good standing status. Students who are not in good standing may be excluded from participating in and/or attending extracurricular activities.

LEAVING CAMPUS

Students are not permitted to leave campus for any reason (other than CVCC classes) without prior written permission from a parent or guardian and approval from administration. No student may leave campus at any time without Swiping out on the office computer.

Students may not leave campus to purchase or consume lunch or any other meals during the school day. Leaving campus will result in disciplinary action including loss of parking privileges.

LEAVING CAMPUS / CVCC STUDENTS

- Students taking classes at CVCC must Swipe in and out on the library computer whenever coming in or going out of ACHS for CVCC classes.
- Food purchased in town may not be brought back into the school at any time. The food must be consumed off campus (not in the parking lot).
- CVCC students, when not assigned to an ACHS class, may only be in the school library, on days they do not have CVCC classes.
- CVCC enrolled high school students must adhere to ALL rules and regulations posted within this ACHS Student Agenda and ACPS Code of Conduct.

Failure of CVCC Students to follow these rules may result in the loss of parking privileges and other disciplinary actions.

LIBRARY

It is the goal of the ACHS library to provide free and open access to a wide variety of print and non-print resources for all students, across all interests and abilities. To

promote this goal, the ACHS library has the following guidelines regarding library procedures and student conduct.

1. Library checkout is available to any enrolled ACHS student provided that s/he has no overdue materials and no fines exceeding \$5.00. No books will be checked out to students who owe excessive fines or have overdue books.
2. Library hours are from 8:00 a.m. until 3:30 p.m. daily. The library is open to students both before and after school.
3. Students are allowed to visit the library at any time during the day, provided they have a pass from their classroom teachers.
4. The library is open for checkout during lunch, provided students obtain a pass from the teacher on duty.
5. Absolutely no food or drink allowed in the library, with the exception of water. The librarian has the right to suspend this rule for special events.
6. Books are checked out for a period of 2 weeks. Books may be renewed as needed.
7. After the due date, a \$0.05 fine will be charged for each day the book is overdue, maxing out at \$5.00.
8. The librarian will gladly place books on hold at a student's request. She will also take purchasing requests, provided the book meets the same standards as the current collection.
9. The librarian will not deny a student the right to a trade book being read as a class because of fines or overdue books.
10. Every effort will be made by all means available to recover books or fines including but not limited to inability to purchase prom tickets or access to special events.
11. All rules which apply to classrooms, apply to students using the library.
12. We reserve the right to refuse service to any student because of poor conduct or inappropriate behavior.

TECHNOLOGY

All students, regardless of age, must have a signed Acceptable Use Policy on file in the library. If a student fails to return this document within the first weeks of school, all computer privileges will be suspended until it is returned. Computer privileges may be revoked at any time for inappropriate use of school computers, networks, or accessories.

Students are expected to treat school computers with the same respect they would show their own computers. This includes:

- Not pounding the keyboard
- No rearranging the keyboard
- No flipping the screen
- No removing the computer mouse

Use of school computers/technology/networks is for instructional purposes only. No gaming is to be allowed during school hours by teachers or librarian. This includes solitaire and online games. No music and/or video sites are allowed during school hours. The only exception is for games and music/video deemed instructionally relevant by the teacher.

LOCKERS

Lockers will be issued at the beginning of the students' enrollment at ACHS, after all essential forms have been returned. It is the student's responsibility to keep the cafeteria and gym **locker locked at all times**. Lockers should be kept clean (without graffiti). **Students are not to give their combination to other students or to trade or share lockers**. Contact the main office if locker problems occur.

The principal and/or his designee has the legal authority to search all lockers, backpacks, and personal belongings. At no time should any illegal material be located in the lockers; for example, tobacco products, lighters, drug materials, weapons of any type, etc.

LOST AND/OR STOLEN ITEMS

Personal items, textbooks, workbooks, and notebooks that have been found are placed in a central location where they can be claimed. Please label all personal property. Students are not to bring expensive items, valuables, or large sums of money to school. **Students are expected to be responsible for keeping their possessions secure at all times**. The administration will not assume the responsibility of investigating the loss or theft of any items of the above nature. ACHS staff is not responsible for the loss or theft of any items, even after being confiscated. Students are responsible for their own property and must keep all items secure at all times.

MOTOR VEHICLES

Driving a motor vehicle and parking on campus is a privilege, not a right. With this privilege comes a responsibility. Locker content rules also apply to the contents of vehicles. Students may lose parking privileges if the rules noted below are not followed.

- All vehicles must be registered and have a numbered parking permit or other administrative approved sticker displayed on the rear view mirror when on school grounds. Car registration should be handled during registration/fee paying days prior to the opening of school. There is a charge for parking. If students use more than one car, each car must be listed on the yellow registration card. Only one hang tag is required.
- Vehicles are to be parked in the parking lot designated for student parking. Students should only use properly marked parking spots. No students will be allowed to park on the grass.
- **Upon arrival at school in the morning, students promptly exit their vehicle. Students are to report to the cafeteria in the morning before 8:10. Students are to leave the parking lot at the end of the school day unless involved in an extracurricular activity. Students should not sit in or hang out near their vehicle for extended periods of time.**
- Students are not permitted to enter their vehicles during the school day without permission from the administration. Vehicles should not be used as a locker for daily storage.
- **At the end of the school day all vehicles leaving the grounds are to use designated exit routes. DO NOT cross in front of a bus or use the bus exit.**
- Loitering in the parking lot is prohibited.
- Upon arrival and departure, music level should be at low-range while on school grounds.

- Violation of the above rules will result in parking privilege suspension.
- Athletes or other extracurricular students may not move their vehicles to **the gym/football stadium parking until after 3:30 in the afternoon, unless otherwise instructed.**

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is offered to qualified juniors and seniors who meet and maintain all of the following criteria:

SCHOLARSHIP: Junior and senior students who have maintained a cumulative academic average of 3.25 or better and who will be the recipients of regular or advanced diplomas.

CHARACTER: A National Honor Society member’s character should exemplify good citizenship, integrity, positive behavior, cooperation, and ethics. After screening for scholarship requirement, the advisors will check discipline files and faculty recommendations. The following has been established by the Advisory Council: A candidate cannot have any recorded incidents of a flagrant violation. Cases in point include, but are not limited to, the following:

- Cheating
- Fighting (unless documented as self-defense)
- Destruction of school property
- Intimidation (making written or verbal threats to any student or school employee)
- Theft
- Violation of alcohol/drug policies and laws
- Possession of weapons (guns, knives, or any object similar in appearance considered by school authorities to be a dangerous weapon)
- Assault
- Violation of tobacco policies and laws

Those students who do not pass this phase of the screening are eliminated from the list of potential members. The area concerning attitude is very difficult to have documentation available for consideration.

SERVICE: All potential members have submitted a list of their service activities to the selection committee. Each student must have been involved in at least three service projects. Out-of-school projects are also considered.

LEADERSHIP: Potential members have also included leadership activities on the same list. Members must have held at least one elected office and/or must be actively involved in two or more school or community organizations.

RAIDER SAFETY

School safety is a number one priority of students, parents, faculty and staff, and the community. It is vital that students inform school personnel whenever they become aware of any item being on school grounds that is in violation of school and school board regulations.

SCHOOL-COMMUNITY INTERACTION

We strive to keep the lines of communications and cooperation open between ACHS faculty, students, parents, and the Appomattox County community. The following are some of the things we do to accomplish this:

- Periodic newsletters.
- Career and Technical Education program advisory group.
- Sports are continually supported by community fans.
- Booster groups meet to support ACHS activities in many areas including athletics.
- Student/teacher, student/teacher/parent, and student/teacher/parent/principal conferences.
- Academic and athletic accomplishments are published in the newspaper.
- Banquets involving parents, students, and faculty serve as a final to club and sports activities, and honors are presented for individual accomplishments.
- Prom and parent-sponsored After-Prom Party.
- Appomattox County High School website
- Daily announcements.
- Local radio coverage.

SEXUAL HARASSMENT

It is the policy of the Appomattox County School Board to maintain a working and learning environment for all its students which provides for fair and equitable treatment, including freedom from sexual harassment. The definition of sexual harassment is: Sexual harassment is anything that makes an individual feel uncomfortable. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when (1) Submission to or rejection of such conduct is used as a basis academic decisions affecting student; (2) such conduct creates an intimidating, hostile or offensive learning environment; and (3) submission to such conduct is made either explicitly or implicitly a term or condition of participation in school programs.

If any student feels that he/she has been subjected to sexual harassment, or any other type of harassment, verbal or physical, they should:

- Be straight forward and say, “Cut it out!” “Stop!” “Don’t touch me!”
- Talk to each other. Say things as, “That’s not cool!” “That’s unacceptable!”
- The above is best, but if this does not work, report it to a teacher or counselor.

See Grievance Procedure Section.

SMOKING

Students and staff are not allowed to smoke on school grounds (school board policy). Students should not have tobacco products in their vehicles or on their person while on school property. This includes Electronic Cigarettes and Vapes.

STANDARDS OF LEARNING (SOL) OBJECTIVES

Students graduating must meet the requirements established by the Virginia Board of Education and the Appomattox County School Board. In addition, students will be required to pass Standards of Learning (SOL) tests to verify proficiency in selected subjects. Remediation will be provided for students who do not pass the Standard of Learning test and need it for graduation.

STUDENT CLASSROOM RESPONSIBILITIES

Each student is expected to accept the responsibilities necessary to receive an education. These responsibilities include the following:

- Be present at school every possible day – the higher the rate of attendance, the higher the rate of success.
- Be prompt for class.
- Be prepared for class. Bring materials required for the day’s instruction (i.e. textbooks, workbooks, pencil, paper, etc...)
- Be respectful. Be sure to display the proper respect and courtesy toward staff and fellow students. Respect goes a long way toward success in relationships. Also, display respect for school equipment, furniture, and materials.
- Be honest with staff when problems arise. Go for a conference at a private time to discuss personal problems.
- Be aware of and follow all individual classroom rules and routines.

TEXTBOOKS

All basic textbooks are provided to students for their use during the year. Students are to keep textbooks clean and handle them with care. Students are to write their name, grade, and school in each book. Fines will be administered to students for lost or damaged books.

TRESPASSING

Unauthorized individuals found in the building or on school property are subject to trespassing charges. This includes students on suspension who have not prearranged authorization to be on school property. **Trespassers will be arrested.**

TRIPS

Family trips should be planned during scheduled school vacations. **Please consult the school calendar.** Any extenuating circumstances must be made in writing to the school principal at least 2 weeks prior to absence. Each request will be reviewed individually by administration.

VISITORS

Visitors, regardless of the object of their call or the time of their visit, should first come to the main office, make themselves known, state the purpose of their visit, and receive an approved visitor’s pass. All outside agencies must sign in on a division approved log.

During the school day, unauthorized persons will be considered trespassing if they drive onto school property and remain in their vehicle and do not report to the office. All visitors must wear a pass from the office.

WEBSITES

Appomattox County High School
<http://acpssharepoint/ACHS/SitePages/Home.aspx>

Appomattox County Public Schools – Division
<http://www.appomattox.schoolfusion.us/>
 (look under “schools” tab to find the most updated school web pages)

NOTICE

The administration of ACHS reserves the right to alter, at any time, school policies and rules as needed to maintain a safe and effective school climate.

HANDBOOK STUDY VERIFICATION

I, (print student's name) have read the student/parent handbook and understand all the rules and regulations so stated. I have read the information regarding the Family Life Education Program.

I agree to abide by the policies regarding use of technology at ACHS. Due to the complexity and cost of technology, I agree to pay for all costs incurred if my actions result in damage to electronic equipment or computer software.

*I have particularly noted the sections on attendance, discipline,
and dress code.*

Student Name _____ (please print)

Parent Signature _____ Date _____

Student Signature _____ Date _____

Grade _____

First Block Teacher _____

NOTE TO PARENTS: Each teacher will expect your son/daughter to bring this handbook/planner to class daily. Students will not be permitted to leave class for any reason without their handbooks/planners signed and intact. Please discuss this expectation and the contents of this handbook with your teenager.

**THIS FORM MUST BE SIGNED BY PARENT AND STUDENT AND TURNED
IN TO THEIR ASSIGNED TEACHER**

