

# **APPOMATTOX MIDDLE SCHOOL**

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## **OUR VISION**

**At AMS, we ALL achieve success through:**

- Being accountable for learning
- Developing relationships
- Collaborating with others
- Thinking critically to solve challenges
- Taking pride in what we do
- Being fair

## APPOMATTOX MIDDLE SCHOOL

Welcome to Appomattox Middle School! The policies and procedures contained in this handbook are the result of an effort on the part of the faculty, parents, students and administration. This handbook is published so that all students may have a ready reference for information regarding the rules and regulations of AMS. It is important that all students and parents/guardians read the information in this handbook to prevent any misunderstandings. When this handbook does not provide adequate information, please contact the principal, assistant principal, or a faculty member for help.

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## **AMS MISSION**

Appomattox Middle School is dedicated to fulfilling its vision by ...

### **1. Instructional programs and curriculum**

Providing a challenging curriculum that is presented through a variety of innovative instructional approaches that enables each student to reach his or her full potential.

### **2. Instructional techniques**

Offering instruction that is delivered with research-based strategies differentiated to meet the needs of all learners. Consequently, students will be actively involved in the learning process and demonstrate their understanding of essential knowledge by producing quality work.

### **3. School Structure and Organization**

Structuring a school day that is well defined and will allow students to learn essential skills and knowledge, receive remediation, and explore areas of interest. It allows teachers adequate common planning to develop lessons that correlate with the state standards of learning and enhance creative teaching.

### **4. School Climate and Culture**

Creating an environment that is conducive to learning where each student will be productive, safe, and secure. Each student will benefit from positive relationships and mutual respect among and between students and staff.

### **5. School Leadership, Management, and Budgeting**

Having a school administration that works alongside teachers and staff to make decisions for positive outcomes and consistently communicate school expectations to students.

### **6. School Staffing and Staff Development**

Hiring and retaining highly qualified teachers who demonstrate a strong desire to teach and believe that all students can achieve success.

### **7. School Resource, Physical Plant and Equipment**

Maintaining the school campus as a safe, inviting, and well-kept environment. Providing students with up-to-date materials and technology to further increase their on-going achievement.

## **AMS CLASSROOM RULES**

- Enter class in an orderly manner, be seated and prepared to work when class begins.
- Treat your school, yourself, and others with respect.
- Listen to and follow instructions when they are given.
- Respect personal space and personal belongings.

## **AMS PLEDGE**

I promise to respect myself and others each day.

I promise to do the right thing, even when no one is looking my way.

I promise to treat others the way I want them to treat me.

I promise to remember that kindness is key.

## **ABSENCE/DISMISSAL**

Students who are returning to school after having been absent, who are leaving school early, or who are riding a different bus in the afternoon must bring a **written note** from home (phone calls will not be accepted) to their homeroom teacher. Any student arriving to school tardy must report to the office and sign in. Parents must come to the office and sign students out. Students will not be allowed to leave the building to meet parents. Parents should call the school by 9:00 am on days that a student is going to be absent from school. (State Law)

*Please inform the Guidance office and/or the nurse if special or unusual health or custody concerns arise during the school year. **If custody changes, papers must be on file in the guidance office.***

## **ADVANCED CLASSES**

The Advanced courses offered at AMS include: Algebra I; Geometry; Spanish I.

Advance classes are rigorous and require a commitment from students to work hard both in and out of the classroom. In order to remain in advanced classes, students must maintain at least a “B” average throughout the duration of the course. If a student receives a grade lower than a “B” at the end of any grading period, a conference with the student, parent, teacher, and guidance counselor will be held to determine proper placement in the appropriate grade level class.

## **ARRIVAL AT SCHOOL**

Upon arrival at school, students are to remain inside the gym (6<sup>th</sup> and 7<sup>th</sup> graders) or small cafeteria (8<sup>th</sup> graders) until 8:05 am at which time they are to report directly to their homeroom class. Crossing guards will be located on 460 Business and Church Street to assist students across the street. Students who choose to purchase breakfast in the cafeteria must do so as soon as they arrive at school. The cafeteria will close at 8:15 am. **Students ARE NOT to be on campus prior to 7:45 a.m. due to lack of supervision. If an emergency arises, the student may sit in the front office or cafeteria until 8:00 a.m.**

## **ATHLETICS**

It is the philosophy of Appomattox Middle School that competitive athletic programs be provided and the primary goal will be to help the student/athlete grow not only athletically but also academically, emotionally, physically, and socially. It is the intent that the athletic program will have broad participation by as many boys and girls as possible and that our teams will be competitive with other schools, but never at the sacrifice of academics, sportsmanship, or the general welfare of the school or student.

It is the expectation that students involved in a school sport or other school extracurricular activity at AMS will maintain a grade of C or better in all of their classes. A student with an F in any class, or more than one D in any of their classes, will be placed on academic probation for two weeks, or until the next scheduled grade check. Students will remain on academic probation until their grades meet these standards. Students on academic probation are expected to continue to attend practice but they may not participate in competitions or other activities apart from practice. Any middle school student participating in a VHSL sanctioned sport or activity at ACHS is also subject to VHSL rules and regulations, including VHSL academic standards.

The administration at AMS has the right to remove any student/athlete from a team based on failure to comply with team and school policies.

## **ATTENDANCE GUIDELINES (Policy JED)**

*Recognizing that regular attendance is critical to a student’s achievement in school, the school division has developed the following guidelines for attendance.*

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.

- 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 (family trips, etc...)  
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 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.

## **BULLYING**

AMS will not tolerate bullying or bullying-like behavior. As a part of the Olweus Bullying Prevention Program, AMS enforces the following Anti-Bullying Rules:

- 1) We will not bully others.
- 2) We will try to help students who are bullied.
- 3) We will try to include students who are left out.
- 4) If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

If a student feels they have been bullied, or has seen another student bullied, they should tell a teacher, counselor, or administrator immediately.

Students are encouraged to **STAMP** out bullying.

**Stay** away from bullies -- **Tell** someone -- **Avoid** bad situations -- **Make** friends -- **Project** confidence

## CAFETERIA – Food and Drink

Each day the AMS cafeteria offers two nutritious meals for purchase, breakfast and lunch. The prices are as follows:

Full Price Breakfast	\$1.00	Full Price Lunch	\$2.20
Reduced Price Breakfast	\$ .30	Reduced Price Lunch	\$ .40
Adult Breakfast	\$1.50	Adult Lunch	\$3.00

Breakfast is served from 8:00-8:10am. For lunch, students will report to the cafeteria with their class and sit in assigned areas. Students who choose to bring their lunch should bring a nutritious meal. While snacks, ice cream, and fruit drinks are available for purchase, these items should only be purchased in conjunction with a meal. Parents are strongly encouraged to monitor what their child is eating on a daily basis. Classroom or organizational social gatherings must be pre-approved by the administration. Each grade level team may denote a snack time depending on the schedule.

- Breaking in line, saving seats, and visiting other tables is not permitted. Students are to remain seated and keep the noise level down in the cafeteria. When dismissed, students are to push their chairs in, pick up all trash, line up with their class, and follow the teacher back to the classroom.
- In case of an emergency, students may charge their lunch; however, students with outstanding balances to the cafeteria *will not* be allowed to participate in activities such as dances. Snacks, ice cream, and fruit drinks may NOT be charged. Only purchased water bottles may be carried throughout the day. **All food and drinks should be confined to the cafeteria.**

## CHANGING CLASSES

Students are only given a few minutes to change classes. There is time to go to the restroom and their locker as scheduled. Students should keep to the right in the halls and on stairways to help assist with safety and help traffic move smoothly. Students are not to congregate at the lockers. Students are not to cut through the gym, cafeteria or library during class changes.

## CELL PHONES

Appomattox County School Board policy (JFC-R) allows students to have cell phones at school. All cell phones must be registered properly with the school office. Cell phone registration forms are handed out in the homeroom packet on the first day of school and are also available in the school office. **Once at school, phones are to remain turned off and in the student's locker.** Phones are not to be **visible or used** during the school day (8:00 – 3:35). Failure to follow this policy may result in the following:

- 1<sup>st</sup> Offense:** phone confiscated and returned to parent; warning issued
- 2<sup>nd</sup> Offense:** phone confiscated and returned to parent; student given ISS for 1 day
- 3<sup>rd</sup> Offense:** phone confiscated and returned to parent; student given ISS for 2 full days; lose phone privileges at school for 2 weeks.
- 4<sup>th</sup> Offense:** phone confiscated and returned to parent; student given ISS for 2 full days; lose phone privileges at school for remainder of semester.
- 5<sup>th</sup> and Additional Offenses:** phone confiscated and returned to parent; student suspended from school.

## CLINIC

A nurse is on duty for *emergencies*. She is in the clinic located on the second floor of the main building. Students and parents are required to complete a medical card each year. Medical cards are handed out in the homeroom packet on the first day of school, and are also available in the clinic throughout the year. The nurse will not be permitted to attend to a student, unless an emergency situation arises, if a medical card is not on file. All medication, including over the counter medicine, must be given to the nurse with a doctor's note. Self-administration of any medication, with the exception of asthma medication if a form is completed, is prohibited for students K-8 (Policy JHCD). A pass from a teacher/staff member is required to see the nurse. **All accidents must be reported to the nurse immediately.**

## COMMUNICATION

The AMS website is located at <http://acpsweb.com/middle/Appomattox%20County%20Middle%20School> On the website, you will find a calendar of events, copy of the most recent newsletter, lunch menu, and other helpful information. The school division hosts PowerSchool, a student database. Student grades can be accessed by parents via a parent portal. For login information, please contact the main office.

## DANCE

To attend a dance, students must meet the requirements as specified for each dance. A permission slip with details and dress code requirements must be signed and returned prior to the event. No exceptions will be made. **Cell phones are not allowed to be out during dances. They must be kept with the students' belongings in the locker or arranged storage area until the end of the dance.**

## 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. Parents and students are responsible for appropriate school dress. 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 any 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 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 knees for grades PK-5 and three inches above 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) (students in grade PK-5 may wear tops with straps less than three inches, but may not wear spaghetti straps)
- 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 hour (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 students 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 or 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.**

**EVACUATION PROCEDURES** (Procedures are posted in each room.)

All students are to proceed quickly, quietly, and orderly during evacuation of the building. Class groups are to stay together in their assembly areas to enable teachers to check rolls. A signal will indicate when teachers and students are to return to class.

**GRADING**

Grades should be an accurate reflection of a student's achievement toward specific learning goals.

Effective teachers use other incentives and motivators to provide feedback to students unmotivated by grades, and to provide analysis of student progress in the interim of grading periods.

The most fundamental purpose for grades and all forms of feedback to students is to encourage student learning and improve individual and collective student achievement.

Expectations

**Teachers are to communicate clear learning goals as they:**

- a) Follow approved pacing guides that are fully aligned with the Virginia SOL curriculum or other division approved curriculum.
- b) Develop and follow lesson plans that include clear learning objectives, anticipatory sets, and closure.
- c) State and/or display the learning objective each day.

**Students are to be provided accurate information about their achievement. This is achieved when teachers:**

- a) Design assessments that authentically measure the learning goal(s) of a lesson.
- b) Clearly define the specific expectations for mastery on each assignment/activity.
- c) Provide prompt and regular feedback on works-in-progress and completed work.
- d) Provide models for display from student-created work.

**The classroom environment should enhance learning by being positive and supportive. This is evident when teachers:**

- a) Use active learning opportunities that positively engage the students.
- b) Use positive incentives that encourage student learning and progress towards a goal.
- c) Allow student to have input on their individual achievement/learning goals.
- d) Use grading practices that are not punitive or related to compliance or behavioral expectations.
- e) Provide opportunities for revision and retesting.
- f) Give immediate feedback for higher learning and student growth.

Students will receive a grade report twice during each nine weeks. An interim report will be sent home at the mid-point for each nine weeks, and at the conclusion of the nine weeks, the final grade is recorded on the report card. Grades can be reviewed by parents via the PowerSchool parent portal.

## GRADING SCALE

Grades are issued based on the following explanation:

A - (93-100)      B - (85-92)      C - (77-84)      D - (70-76)      F - (69 and below)

## GRADUATION REQUIREMENTS FROM APPOMATTOX COUNTY HIGH SCHOOL

All students graduating must earn a certain number of units of credit to receive a standard diploma and earn a certain number of credits to receive an advance diploma. In addition, students will be required to pass Standards of Learning (SOL) tests to verify proficiency in selected subjects which carry high school credit

Currently, the only middle school courses which require students to take an end-of-course test to verify the credit are Algebra I, Geometry, and Spanish I (Spanish has no SOL test -only final exam). **For complete details of all graduation requirements, please refer to the *Student Guide for Individual Planning* and/or see your guidance counselor.**

## GRIEVANCES

Any questions or concerns which students have about school rules and regulations or the administration of the rules can be taken to the following sources depending upon the nature of the concern: SCA representative, teacher, guidance counselor, school resource officer, assistant principal, or principal.

If a school matter is not resolved to the satisfaction of the student, the student may take the concern directly to the assistant principal or principal.

If suspended, the student has a right to appeal the suspension to the principal, superintendent, and the School Board.

**Any questions or concerns which parents have regarding processes and procedures of a classroom should be addressed initially with the classroom teacher. If an issue is not resolved the satisfaction of the parent, they may take the concern directly to administration.**

- a) Complaints may be filed directly with the administrator of the school. When possible follow the proper chain of command (ex. Teacher, Administrator, etc...)
- b) The complainant will be requested to outline accusations in a written form including the details relative to the complaint, the names of persons involved, and the dates of any specific incidents.
- c) Refusal to put the complaint in writing shall not preclude an investigation of the complaint.
- d) An immediate investigation into the allegations will be initiated. The investigation will be kept confidential to the maximum extent possible.
- e) Appropriate and prompt action will be taken to resolve the complaint.
- f) The student filing the grievance will be given the opportunity to provide witnesses and other evidence.
- g) Assurance will be provided that there will be no retaliation for filing a complaint or participating in an investigation or inquiry.
- h) Written notice of the outcome of the investigations will be filed.
- i) The student will be kept informed of the status of the complaint.
- j) Assurance will be given that steps will be taken to prevent recurrence of any issue.

## GUIDANCE SERVICES

Counseling services are available to students dealing with personal, emotional, career, and academic concerns. Many students request conferences when problems arise or for assistance when decision making must be made. A student may request an appointment by asking their teacher to e-mail the counselor, visiting the guidance office, or by getting permission from the teacher to see a counselor. Students must have a permission form from their teacher before they come to the guidance office to see their counselor. The guidance offices are located on the second floor of the main building.

## HALL PASSES

Before leaving any classroom, a student must have a hall pass from a teacher or staff member. Hall passes are found in the student planner. **No planner, no pass!** Verbal passes are not acceptable! Students will write their names in permanent marker on the planner. Each calendar day allows for two hall passes. Passes are limited and need teacher or administrator approval to use. A lost or stolen student planner may be replaced by purchasing a new one in the school office.

## **HOMEBOUND INSTRUCTION**

Homebound instruction may be available to students certified by a doctor and approved by the Superintendent or a designee. Parents with concerns or questions about this program should contact the student's guidance counselor.

## **HOMEWORK**

We believe homework should be an extension of the classroom learning experience. The purpose of homework is to practice a skill that is being learned in class to increase speed or accuracy with that skill, explore background knowledge or increased information related to a concept or skill, extend the learning process beyond the expected learning goal, and/or individualize learning based on student learning needs and choices or interests.

## **IN-SCHOOL SUSPENSION (ISS)**

In-school suspension will be assigned by the assistant principal or principal. A signed copy of the office referral must be given to the ISS instructor and all work must be completed before a student may return to his/her regular classroom. Students who are absent or leave school early must complete their time in ISS.

## **INTERIM REPORTS**

Students receive interim reports at the mid-point of each nine week grading period. Parents need to sign interim reports and return them to their child's teachers. Parents needing to reach a teacher should call the teacher, the office (352-8257), or contact the teacher via e-mail to set up an appointment. Grade reports can be viewed throughout the year on PowerSchool. Please contact guidance for login information.

## **ITEMS NOT ALLOWED**

Any item that might distract from the learning environment (magazines, toys, blankets, electronic games, lasers, radios, tape/CD/MP3 players, iPods, cameras, cell phones, candy, etc.) will be confiscated by teachers and turned over to the school administration. Students are responsible for their own personal property.

**Appomattox Middle School is not responsible for damaged or lost personal property.**

**No gum should be chewed throughout the day due to the improper disposal and mess it can create.**

## **LIBRARY**

Students have a regularly scheduled library session each week with their Language Arts classes. Students are responsible for lost or stolen books and will be fined for the replacement value. Any overdue materials will result in students not being allowed to check out additional materials. Students are reminded that the library is a classroom and all school rules apply. The library is open before and after school.

## **LOCKERS**

The school is not responsible for lost or stolen items from lockers. Lockers are assigned by the office and may not be changed without permission from the office. The administration reserves the right to inspect lockers when deemed necessary.

## **MAKE-UP WORK**

It is the student's responsibility to make up work missed due to absence from any class (e.g. field trips, special projects). Students have one day for each day absent to make up work once they return to school.

Teachers shall work with each student to distribute and communicate all missed assignments and work. Parents may request student work during an absence of at least three days. The parent will make an official request with the main office or via guidance office (352-8257). Once the request has been made, teachers should have 24 hours to accumulate the work and deliver it to the main office, once notification is made.

## **LOST AND FOUND**

Any object that is found should be taken to the main office. Students are to notify the office of lost items. Lost and found items will be donated to the Salvation Army at the end of each nine weeks.

## **PHYSICAL EDUCATION CLASSES**

All students are required to have a physical education uniform or suitable substitute as directed by PE staff. Uniforms are available all year long and can be purchased in the school office. If a uniform is lost or stolen, it must be replaced. The student is responsible for lost or stolen uniforms! Locks and a locker are provided for all students in the locker room. Students are responsible for any damage to their gym lock and/or locker. Students should secure all clothing and personal items in their locker before leaving the locker room. AMS is not responsible for the

loss of any items which have not been properly stored and locked in the student's locker.

If a student forgets their uniform, they will be required to complete a written assignment and/or walk during the class period.

### **PROMOTION POLICY**

Middle school students are required to pass five (5) subjects, including the four core subject areas (Language Arts, Math, Science, and Social Studies), in order to earn promotion to the next grade. Final grades are determined by averaging the numerical grades for each nine weeks grading period during the year. SOL scores are taken into account when analyzing whether a student should be retained. Summer school remediation is required to possibly be promoted to the next grade. Our goal is for each child to succeed and achieve. The requirements (grades, attendance, and initiative) to prove success must be adhered to.

### **RACIAL HARASSMENT (School Board Policy)**

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 Assistant Superintendent as Racial Complaint Coordinator, to co-ordinate 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 or 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 law and regulations. It is the policy of the Appomattox County School Board to maintain a working and leaning 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 know, 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. All 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 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 offence and those persons making false and malicious charges shall be subject to disciplinary action.

If the complaint is against the Racial Complaint Coordinator the complaint shall be filed with the superintendent. 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 out the individuals interviewed, the names and titles of the individuals processing the complaint, copies of any 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. Information about the outcome shall be disclosed consistent with the Family Educational Rights and Privacy

Act (FERPA).

### **SELLING, SOLICITING, ADVERTISING**

There is to be no selling, soliciting, or advertising of items at school without the permission of the principal.

### **SEXUAL HARASSMENT (School Board Policy)**

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

Any employee or student who believes that he or she has been subjected to sexual harassment should file a written complaint of the alleged act immediately with the administration. The written complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough confidential investigation of all reported incidents, to determine the nature and extent of any alleged sexual harassment, will be undertaken immediately.

### **SPORTING EVENTS**

Students are not to linger around after school to wait for a sporting event. Doors will be open thirty minutes prior to the start of all games for admission. Students need to leave the school property by 3:30, unless they are in a supervised after-school program or directly affiliated with the athletic team.

### **STANDARDS OF LEARNING (SOL) TESTS**

At the end of each grade, students will take Standards of Learning (SOL) tests. The purpose of an SOL test is to measure the student's knowledge of a subject. These tests determine the school's accreditation status and are used as one of the many variables to determine placement or promotion for the following year.

In the eighth grade, students take SOL tests in Writing, Reading, Math, Social Studies, and Science. With the exception of the Writing test that is given statewide in March, all SOL tests are typically given in May. Students enrolled in Algebra I or Geometry take the end-of-course (EOC) test for verified credit during the May testing window.

In sixth and seventh grade, students take SOL tests in Reading and math.

### **STUDENT DISCIPLINE**

Maintaining a safe, orderly, and proper learning environment is imperative if our students are to achieve their maximum potential in the classroom. The following steps are generally followed by classroom teachers:

- |                         |                                         |
|-------------------------|-----------------------------------------|
| 1 <sup>st</sup> offense | Warning/student conference/silent lunch |
| 2 <sup>nd</sup> offense | Parent contact                          |
| 3 <sup>rd</sup> offense | Referral to the administration          |

\*Some actions may require the immediate removal of a student from a classroom.

The administrator will assign the discipline action; options include lunch detention, silent lunch, in-school suspension, overnight suspension/required parent conference, and out-of-school suspension.

#### General Categories of Infractions

- a) Skipping class/leaving school grounds without permission
- b) Public display of affection
- c) Excessive tardiness to class/school
- d) Repeated disruption of instruction
- e) Refusal of reasonable request of a staff member
- f) Disrespect/defiance towards any school employee
- g) Theft
- h) Vandalism/defacing school property/computer vandalism

- i) Engaging in misconduct, disrespectful, verbal abuse, use of profanity
- j) Cheating/plagiarism
- k) Intimidation/harassment
- l) Physical altercation (minimum 1 day in-school suspension)
- m) Fighting (minimum 3 days out-of-school suspension)
- n) Physical assault (minimum 10 days out-of-school suspension, possible charges and recommendation to school board)
- o) Violation of tobacco policies and laws (1<sup>st</sup> offense - minimum 5 day out-of-school suspension)
- p) Violation of alcohol/drug policies and laws (1<sup>st</sup> offense - minimum 10 days out-of-school suspension, possible charges and recommendation to school board)
- q) Possession of cellular or other similar portable communication devices
- r) Weapons—possession of any item, including firearms, knives, or any object which could cause injury to another person; this includes, but is not limited to guns, knives, look-alike weapons, BB guns, or razor blades. Any student determined to have bought a “firearm” to school or to a school sponsored activity will be suspended for one calendar year (365 days) per state law.
- s) Bullying (possible suspension and possible court charges)
- t) Other actions deemed inappropriate for the school environment.

**STUDENT REWARD/ RECOGNITION ACTIVITIES**

All students are welcomed to participate in student reward and recognition activities (dances, skating, etc.). General factors for consideration to participate include, but are not limited to: attendance, discipline, grades, and outstanding debt.

**SUSPENSION**

A student may be suspended from school by the principal or assistant principal when there is sufficient cause. The top copy of the referral will be mailed to parents concerning each suspension. Students are not to attend any school functions (e.g., dances, field trips, athletic events) or be on school grounds during the suspension. *Students who are suspended and are on school grounds may be charged with trespassing.* A parent conference with the principal or assistant principal may be required before the student will be allowed to return to school.

**Severe or multiple discipline referrals may require a meeting with the Superintendent or with a school board discipline review panel.**

**TARDY POLICY**

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.

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 after the 5<sup>th</sup> tardy to class.

**Consequences:**

1 <sup>st</sup>	Warning	5 <sup>th</sup>	3 Days Lunch Detention; parent contact made
2 <sup>nd</sup>	Warning	6 <sup>th</sup>	1 Week Lunch Detention
3 <sup>rd</sup>	Warning; parent contact made	7 <sup>th</sup> +	Overnight Suspension
4 <sup>th</sup>	2 Day Lunch Detention; parent contact made		

**If a student is not in their homeroom by the tardy bell, they must report to the main office to check in and receive a tardy note.** Excused tardies include medical appointments, court appointments, and deaths in the immediate family. All other tardies will be considered unexcused. These include, but are not limited to, the student missing their bus, oversleeping, or parents bringing them late to school.

### **TECHNOLOGY STATEMENT**

All forms of technology are designed to enhance student learning by supporting instructional activities and resources within and outside the school walls. Students are responsible for good behavior on school computer networks. Access to network services is given to students who agree to act in a considerate and responsible manner by signing the *Acceptable Use Policy (AUP)*.

### **TELEPHONE USE**

Students may use the office or teacher phone with permission from a teacher.

### **TEXTBOOK OBLIGATIONS**

Each book should contain the student's name and homeroom number in front. **Stolen books will be treated as lost books, and students are responsible for replacing them.** The book fine will be refunded if the book is found at a later date.

### **TRESPASSING**

Students and/or community members are not allowed on school property before or after school hours without permission. Please see administration for use of the facilities. Students who are on school property without approved permission may be issued a No Trespassing Letter.

### **VISITORS**

Parents are welcome at any time to visit AMS. Upon their arrival, all visitors must first report to the main office to sign in and receive a Visitor's Pass. In order to receive a Visitor's Pass, photo identification must be presented to the office staff. Visitors are not to interrupt classroom instruction. Parents are encouraged to make appointments with classroom teachers during the teacher's planning period or before/after school to provide an interruption-free discussion.

### **WALKERS**

Students who walk off-campus or are picked up daily are requested to complete a permission form at the beginning of the year. Once this form is reviewed, the student will receive a walker's pass. Students are requested to sign out from their dismissal class period every day they walk or get picked up until the pass is received.

### **WITHDRAWALS FROM SCHOOL**

Any student withdrawing from school must report to the Guidance Office and fill out the necessary forms for transfer. The student must report to the office and turn in all textbooks and library books. Any fines must be paid. The student must clean out his/her locker before leaving.