

## Principal's Message

Greetings Everyone!

Welcome to the 2019-20 school year! Last year we were very successful in all aspects of student life, including academics, athletics, fine arts, and CTE. We look forward to having another great year at Rockbridge County High School, filled with meaningful learning experiences, and exciting extracurricular experiences.

Rockbridge County High School (RCHS) has an outstanding team of highly skilled and caring educators that are dedicated to preparing our students for the future, and the careers that have yet to be invented. Our student-centered approach challenges our students with rigorous problem-based activities, preparing them to be productive citizens and future leaders. RCHS offers an eclectic choice of courses that include advanced placement and dual enrollment options, along with a wide variety of fine arts and career and technical education programs. We value all types of skills and talents at RCHS.

Our faculty, staff, and community work together to provide a safe, non-threatening environment that fosters mutual respect and appreciates diversity. As partners in our students' education, we work together to support and encourage our students to be active in classroom activities and extracurricular activities. Parents and guardians are always welcome at RCHS, and families are encouraged to be active participants in the educational process. Students greatly benefit when adults take an active role in their life.

I look forward to working with you and your children. If I can ever be of help, please feel free to come by the office, call me at 540-463-5555, or email [mike\\_craft@rockbridge.k12.va.us](mailto:mike_craft@rockbridge.k12.va.us).

Together, WE are Rockbridge!

Mike Craft  
Principal  
Rockbridge County High School

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## Rockbridge County High School Mission Statement: Student Learning First

***All employees of Rockbridge County Public Schools will seek to create challenging learning environments for all students, which encourage high expectations for success. We will strive to provide developmentally appropriate instruction at all grade levels in grade-level content. We must instruct in ways which recognize individual differences and provide opportunities for different learning styles. Our schools will promote and provide safe, orderly, caring, and supportive environments. We will encourage and expect our parents, teachers, and community members to be actively involved in our students' learning. Together we will make a difference.***

### Mutual Expectations for Rockbridge County Public Schools

It is **EVERYONE'S** responsibility to:

- Respect self, others, and community.
- Arrive **EVERY DAY** to school and class **ON TIME**.
- Come to class prepared and bring only those materials necessary for learning.
- Be at the right place, at the right time, doing the right thing.
- Dress and speak appropriately for school.
- Produce work that represents your full potential.

The community, parents, staff, and students of Rockbridge County High School believe:

- Learning is a lifelong process that requires tenacity, courage, resiliency, and determination.
- A positive school environment energizes and sustains acceptable student performance.
- Student learning increases through working with people who come from different backgrounds, solving real world problems, and understanding the global context of current occupational preparation.
- Exemplary student and staff performance develops through setting individual learning goals, identifying means of meeting those goals, and assessing progress toward established goals.
- Members of the learning community are models for setting high personal expectations, creating excitement about learning, valuing diversity, encouraging colleagues and students, sharing best practices, utilizing big picture thinking, and demonstrating skills.
- Administrators provide leadership through broad staff and student involvement in the following areas: assessing school climate, identifying strategies to improve student performance, and collaborating with parents and community organizations.
- Schools excel through strong connections to parents and the larger community.

### Declaration of Non-Discrimination

Rockbridge County Schools offer all programs and activities free from discrimination on the basis of race, color, national origin, religion, age, disability or gender. Grievance procedures for any forms of discrimination are published in the Rockbridge County Policy Manual located in the public library, in each school and the school board office. Specific complaints under Title IX should be sent to the Assistant Superintendent; Section 504 complaints regarding discrimination

should be sent to the Director of Special Education; all other discrimination complaints should be sent to the Superintendent. These persons may be reached at the Rockbridge County Schools Administrative Offices, 2893 Collierstown Rd., Lexington, VA 24450, or by calling (540) 463-7386.

## **ATTENDANCE**

### ***Philosophy***

Students are expected to be at school. Regular class attendance is considered by the school division to be essential to the educational process and to the satisfactory completion of the requirements of any class and subject offered.

### **Policy**

***Virginia Compulsory School Attendance Law, [Section 22.1-254](#). Ages of children required to attend:***

Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached their fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child as described in ***22.1-254***.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational or parochial school or by a public or private degree granting institution of higher education.

The Rockbridge County School Board adopted the following policy on May 12, 2015, regarding Student Absences/Dismissals:

- Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.
- Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under the provisions of the law.
- A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.
- Students who are absent must bring a valid note stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent.
- Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee.

- Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

### **Compulsory Attendance Procedures**

#### **Upon Fifth Absence without Parental Awareness and Support:**

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

#### **Upon Sixth Absence without Parental Awareness and Support:**

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

#### **Upon Additional Absence without Parental Awareness and Support:**

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer or Superintendent who shall enforce the compulsory attendance rules by either or both of the following:

- (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

### **Absences – Excused**

Did You Know?

- ❖ Code of Virginia § [46.2-323](#) provides for the **suspension of the driver's license of anyone under 18 years of age** who has 10 or more unexcused absences from public school on consecutive school days.
- ❖ Code of Virginia § [63.2-606](#) requires schools to report non-attendance of children receiving Temporary Assistance for Needy Families (TANF) to local departments of social services. Families receiving TANF are required to comply with compulsory school attendance laws.

Students who are absent are required to bring a parental note within **five (5) days** from the first day the student returns to school stating the reason for the absence unless prior written or telephone notification of reason has been received from the parent/guardian. Acceptable reasons for an absence and/or tardiness to school include:

- Doctor verified illness.
- Appointments (doctor, dentist, professional) – Student must attend classes during part of the day unless the nature and distance of appointment makes this impossible. Note from doctor is required.
- Court appearance.
- Death in the immediate family.
- Religious holidays.
- Family vacation (Must obtain **Pre-arranged Absence Form** from the Attendance Coordinator and receive one-week prior approval from all teachers and principal).
- Field trips and school-related activities.
- Extenuating circumstances, which are determined by the school Administration.

This note will be filed in the main office and will be reviewed in the event that a student has five or more unexcused absences. Absenteeism for reasons not specified as "valid" as listed above, will be considered unexcused.

In addition, the following will not count against a student's total number of absences from a class:

- placement on homebound instruction
- senior visits to colleges or armed services appointments with written documentation from a registrar or recruiter (one day per semester or two days per school year only),
- Overnight suspension, provided that a parent or guardian returns to school with the student the next morning. \* **Note: Students on overnight suspension will be counted as an unexcused absence until a parent/guardian meets with an assistant principal.**

Days spent in In-School Detention (ISD) and/or will not count as absences from class. An out-of-school suspension, however, will count against one's attendance from class.

### **Parental Cooperation in Remediating Excessive Unexcused Absences**

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem.

Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws.

The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of [§ 22.1-258](#), the attendance officer shall document the school division's compliance with this Code section.

### **Report for Suspension of Driver's License**

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

## Attendance Reporting

Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

## Dismissal Precautions

Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of parent or guardian. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.

## Attendance Procedures for Parents/Students

Number of Absences to School	Consequences
5	<ul style="list-style-type: none"><li>Whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, and a reasonable effort to notify the parent has failed, the school principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or, through telephone conversation, <i>or through the use of other communications devices</i> to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or his designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.</li><li>The conference shall be held no later than <i>10</i> school days after the sixth absence of the pupil, <i>regardless of whether the parent approves of the conference.</i></li><li>After Day 7, the school may take the student to court and may refer the student for a CHINS at Day 10.</li></ul>
6	Parent Contact by phone or email
7	Mandatory Parent Conference
8	1-hour After-School Detention
9	2-hour After-School Detention
10	ISD for one day and Mandatory Parent Meeting
11	ISD for two days

12	ISD & 2-Weeks Social Probation & Loss of Driving Privileges
13	Social Probation and Loss of Driving Privileges for the balance of the semester
14+	Parent Conference with the Administration

### Student Absences

The Rockbridge County High School administration, faculty, staff, and parents believe that regular school attendance is essential not only for academic success, but also for the development of habits that are required in the workplace.

**Students may only miss all or part of a school day ten (10) times for reason of illness with a parent's note. After the tenth excused check-in, check-out, or absence due to an illness, a doctor's note may be required for each subsequent time that a student checks in, checks out, or misses an entire school day.**

Attendance will be taken daily by first period teachers and a list of absentees will be generated and emailed to all teachers by the RCHS Attendance Officer.

All absences will be classified as excused or unexcused. An excused absence is defined as an absence due to medical appointments or illness/sickness, court appointment, or death in the immediate family. All other absences are unexcused. **If a student arrives late to class, regardless of what time the student arrives, the teacher is responsible for changing the status from Absent to Tardy. Students are responsible for making up any missed work due to the Tardy.**

It is expected that whenever possible, students will attend every class, every day. In the event that an absence cannot be avoided, a student must bring a note within five (5) days from a doctor, parent/guardian, or court official explaining the absence. This does not “excuse” an absence but is used for truancy purposes. The absence remains recorded regardless of whether or not a note is submitted.

If a Student is planning to be absent for a legitimate reason, the student should provide **advanced** notification with a “pre-arranged absence form” to their classroom teachers. These forms will be given to students in the main office when they provide documentation demonstrating the absence is necessary. Students will have the form signed by all of their teachers and will return the form to the main office prior to the date of absence.

Students should develop a plan for getting assignments and class notes when absent from school. It is a good idea to have the telephone number of at least one other student in each class to contact for assignments. If a student has been absent (or expects to be absent) three consecutive days and is unable to get assignments through classmates, he/she must contact the school counselors’ office before 10 a.m. to request assignments. Assignments may be picked up after 1:00 p.m. on the day after the request.

### **§22.1-265 Inducing Children to Absent Themselves**

This section of the Code establishes the activities of adults, which may include, but are not limited to, parents who induce a child to be absent or harbor them during school hours. It also provides criminal sanctions for this behavior which increase in severity with subsequent violations.

## Code Contents

- Any person who induces or tries to induce a child to be unlawfully absent from school or knowingly harbors a child during school hours is guilty of a Class 3 misdemeanor.
- Subsequent violations are charged as a Class 2 misdemeanor.

## §22.1-267 Proceedings Against Habitually Absent Children

This section of the Code is unique from a legal perspective in that it authorizes the school to initiate proceedings against the child as a result of parental behavior. It also uses the term habitual to describe absences but never defines the term.

## Code Contents

- Any child who is permitted by his or her parents to be habitually absent from school may be proceeded against as a Child in Need of Supervision.

## **Late Arrival Students**

Late arrival is a privilege afforded to some seniors who need fewer than seven classes in order to graduate. **All students with late arrival must sign in daily in the main office.** It is expected that late arrival students will be on time. **Failure to sign in will result in an unexcused absence.** Failure to comply with the terms of late arrival could result in the revocation of the late arrival privilege and/or revocation of school parking privilege.

## **Leaving School during the Day**

Students must have permission of legal parent/guardian and school official to leave school during the school day. **This includes students who have reached the age of 18.** Students who leave school without permission are considered truant and may be subject to disciplinary action. Students who have been seen on school grounds before school begins and who do not report for classes will be considered truant from school and subject to disciplinary action.

If a student desires to be excused from school before the end of the school day, he/she must bring a note from a parent/guardian to the main office before school. Students must be signed out by a parent/guardian in the main office before leaving school grounds. If a student reports back to school on the same day, a student must sign-in at the main office before resuming classes. Students and parents are requested to schedule appointments, when possible, after the close of the school day. Students who cannot make these arrangements will be expected to attend school before and/or after such appointments, including Court appearances, as time permits.

## **Closed Campus**

Rockbridge County High School is a closed campus. A closed campus means that once students come on school grounds, they must remain on school grounds until their regular dismissal time. Leaving school grounds at any time without permission is a violation of school policy and will be referred to as “skipping class.” Disciplinary action commensurate with this offense will be enacted.

**Rockbridge County High School does not recognize any Senior Skip Days. All “senior skip days” will be unexcused.**

## **Students 18 Years of Age and Older**

The following procedures will be implemented relative to attendance of students eighteen years of age and older:

- Regular attendance procedures will be followed.

- Absentee notes must be written by the parent or guardian as long as the student is a resident of the family home and is not an emancipated minor (as shown by satisfactory court order) and is living in the school division not solely for school purposes.

### **Staying After School**

In order to promote school safety, students who stay after school must be involved in a faculty supervised activity. If you are not in a supervised activity, students are expected to leave the building and school grounds by 3:55 pm. Students who loiter at school without specific need or supervision will be subject to disciplinary action that can include charges of trespassing. Seniors who have early release from school and are involved in extracurricular activities must leave school grounds and return after the 3:25 bell.

### **Procedures for Checking Out of School**

Students who need to check out for scheduled appointments should present a parental note to the front office prior to school on the day of the appointment. Students, **regardless of their age**, may not check out without the authorization of a parent or guardian. The parent/guardian **must enter** the building in order to check out a student(s). Parent/guardian cannot verbally request a student being released from the building to the parking lot without the parent/guardian entering the building. Parents and guardians are expected to possess a valid ID in case it is requested by the main office staff.

Students checking out of school for reasons other than an official scheduled appointment may not return to school on that same day, or participate in extracurricular activities, without prior approval of an administrator.

### **Clinic/School Nurse**

Emergency/registration cards are distributed at the beginning of the school year. **These forms must be signed and returned on or before Friday, August 23, 2019.** Any medical concerns, allergies, etc. should be noted on these cards. Students are discouraged from making medical or dental appointments during the instructional day. When necessary, the student is requested to return to school with a written note from the doctor including the time of the appointment.

**CLINIC HOURS: Monday- Friday 8:25 A.M. - 3:25 P.M.**

### **CLINIC GUIDELINES**

1. No student will be seen by the school nurse unless they have a written pass from the classroom teacher.
2. Students are required to sign in at the clinic or risk disciplinary action from the administration for missing instructional time.
3. No prescription medication will be administered without a physician's order, parental consent, and the medication in the original container.
4. Over-the-counter medications must be registered in the clinic in an unopened container accompanied by written consent from the parent. Students may then take this medication as needed.
5. Students will NOT be permitted to leave school for medical emergencies unless it has been recommended by the administration and/or the school nurse.
6. No student will be dismissed early from school for medical reasons without permission from a parent or someone listed on their emergency call list. Such calls will be made by the school nurse or administrative designee.
7. When the school nurse is out of the building, students are requested to report to the main office if there is a medical emergency. First aid will be administered by members of the faculty/staff that possess up-to-date First aid certification.

8. Students who are assigned “early release” are not permitted to be in the clinic without approval from the administration.

Students who become ill during the day need to go home to recuperate. Students need to report to the clinic and have the school nurse contact their parents. Students are to remain in the clinic until a parent arrives to take them home.

### **Club Meetings**

Club Meetings are expected to be scheduled before or after instructional school hours. Club sponsors are required to submit their meeting schedules to the Director of Student Activities for approval by Friday September 6, 2019.

School sanctioned clubs, organizations and student interest clubs celebrations shall be limited to one instructional day. **The only exception will be Homecoming Week.**

### **Computer Software, Games, and Electronics**

Students who are enrolled in classes that will be using computers are recommended to purchase a flash drive for the purpose of saving important student documents deemed necessary by the classroom instructor. Students will **NOT** be allowed to bring “outside” software to class for any reason. Violators will be disciplined according to the Computer User Agreement Policy.

### **School Attire - TBA**

### **Electronic Devices**

Electronic devices such as Cell phones, Smart watches, IPods, iPads, Kindles, Nooks, and other related eReaders may be used within the class exchanges, before and after school and in the lunchroom/cafeteria during the assigned lunch period. Students may not use speakers of any kind to project their music externally. Teachers may use discretion, upon written pre-approval from the administration, to allow students to activate and use their personal devices in the instructional setting for instructional purposes only. Student phones shall be turned off, while in the classroom, unless specifically directed to use it for a class assignment.

*The refusal of a student to surrender any electronic device, headphones, speakers, or wireless listening devices to any school employee upon request shall be considered as disobedient or defiant and appropriate discipline shall be applied. Teachers may ask for the device and students are expected to surrender the device. If a student refuses, the teacher may write a referral and notify the main office. Teachers who confiscate a phone or device for one period will keep the phone in the classroom. Teachers who confiscate a device for more than one period shall send it to the main office with the student’s name on it, accompanied by a referral. The administration will call for the student. The student may lose the privilege of using the confiscated device for the remainder of the school day and he or she may pick it up in the main office from an administrator.*

Parents may call the RCHS office for emergency contact of a student or to leave an important message in lieu of texting or calling the student’s phone during instructional hours. **Students are prohibited from using their cell phone in the bathrooms and locker rooms, at all times.** If a student violates this agreement, the steps will be taken:

- First Offense.....**Warning and teacher confiscates the electronic device for one period
- Second Offense.....** Relinquish the electronic device for 1 full school day
- Third Offense.....** Relinquish the electronic device for 3 full school days
- Fourth Offense.....**Relinquish the electronic device for 1 week (5 school days)

## **Fifth Offense.....Parent Conference**

**\*If a Fifth cell phone violation occurs, a mandatory parent conference will be required, and the student shall be placed on a behavior contract.**

**\*\*RCHS is not responsible for lost or stolen personal electronic devices.**

## **Corridor Passes**

No student will be in the halls during classes or lunch without a pass that has been authorized by school personnel. During the lunch period, students are to remain in the designated lunch area for the entire lunch period unless they have secured permission with a pass to go elsewhere. Any student caught outside of the cafeteria without proper authorization may face disciplinary action.

## **Daily Announcements**

Administrative announcements will be delivered two (2) times during the instructional day. The morning announcements consist of the Pledge of Allegiance and the Moment of Silence which will be delivered at the beginning of second period. Special announcements may be authorized by the administration if necessary. The evening announcements consist of announcements that pertain to clubs, athletics, fundraising, and community news, etc. Announcements must be in the office by **2:00 P.M.** All announcements pertaining to clubs and/or athletic events will be displayed on school communication monitors throughout the campus. All announcements must be sanctioned by school officials **prior to being delivered.** Any non-school sponsored activities must be pre-approved by Administration. **All announcements relating to non-school sponsored activities will be posted on the hallway in the commons.** Bus changes that are delivered by school transportation will be publicly announced each day.

**Pledge of Allegiance/Moment of Silence:** Students at school are given the opportunity to recite the Pledge of Allegiance and to observe one minute of silence, on a daily basis, at the direction of the principal unless the student or his or her parent objects to participation in such exercises. No student shall be subjected to unfavorable comment or stigmatization for his or her decision to participate in or to abstain from the recitation of the Pledge of Allegiance or observance of one minute of silence. Nonparticipating students are expected to sit quietly, or to stand silently, during the Pledge or the observance of the minute of silence and to refrain from engaging in any disruptive or distracting activity. No disciplinary sanctions may be imposed for refusal to participate in saying the Pledge of Allegiance or in observing the minute of silence; however, willful disruption or interference with the exercise of pledging allegiance by others or interference with other students' exercise of their choice to meditate, pray, or engage in any other silent activity may result in the same disciplinary measures accorded to other instances of classroom disruption in school.

## **Driving and Parking**

Students must obtain a **parking decal for \$20.00 that must be displayed on the rearview mirror of the vehicle.** The decal will be assigned on a first come basis. There will be a replacement fee of \$10.00 for lost decals. The student and parent must sign the parking contract stating that they both understand and will adhere to the school regulations regarding the driving and parking on school property. School safety and regulations must be observed. Regulations for driving and parking vehicles to school are as follows:

1. Student parking is available for juniors and seniors with valid operators' licenses. Because there is limited student parking, special permission from the principal must be obtained for others needing to drive.
2. Two lots are available for student parking. (1) The senior lot is nearest the main entrance. Senior parking spaces are numbered and outlined on both sides in yellow. Seniors park in their designated space as indicated by their hang tag number.\* (2) The junior lot is across the

street from the school by the tennis courts. *Note - in the event that spaces run out in the senior lot, a lottery will be used to assign spaces.*

3. **Do not park in the area reserved for faculty. Your car may be towed at owner's expense.**
4. Cars parked inappropriately or in the wrong space are subject to being towed at the owner's expense.
5. **Students must drive with caution and obey speeding and/or traffic regulations at all times.** The speed limit on Greenhouse Road is 25 mph. The parking lot speed limit is 5 mph. Students must operate their cars in a safe manner at all times. Violators will be subject to revocation of their driving privileges for a designated period of time at the discretion of the principal.
6. All parking lots are off-limits during school hours unless students are arriving to or leaving from school. Loitering and congregating in the parking lots is prohibited before and after school hours. Students should enter and exit the building in a timely manner. Students driving to school must enter the building at the main doors of the front entrance of the school. Students leaving school are expected to exit the building at the main entrance of the school building as well. Anyone caught leaving or entering the building from another entrance or exit point will be subject to disciplinary action. **Unauthorized presence in any parking area may result in a one day suspension from school.**
7. Lack of cooperation with faculty and administration, or failure to purchase a parking tag and complete the required student parking form may result in the loss of driving privileges or other disciplinary action.
8. **Driving privileges can be revoked at any time, for any disciplinary action.**
9. Student vehicles can be searched by school officials at any time.
10. **Students accumulating 10 unexcused tardies, 10 unexcused absences, or any combination of unexcused tardies and unexcused absences totaling 10, may have their driving/parking privileges revoked for the remainder of the 2019-2020 school year, with no refund.**

#### **\*Morning Drop-off / Afternoon Pick-up\***

1. Morning drop-off for students is in front of the Floyd S. Kay building (Vo-Tech building).
2. Afternoon pick-up for students is in front of the Floyd S. Kay building. Please do not arrange drop-offs or pick-ups in the faculty/senior lot or in the bus lot.
3. All students are expected to exit and enter the school building at the main front door entrance adjacent to the administrative offices.

#### **Field trips/School Sponsored Functions:**

RGHS students may participate in school sponsored field trips and/or school sponsored functions that can occur on campus or off campus. If a student engages in inappropriate behavior while on the field trip or school sponsored function, his or her parent/guardian may be required to retrieve them from the location of the Field Trip or school sponsored function at no cost to RGHS.

#### **Food Regulations**

All food and drinks must be disposed of properly. Take pride in keeping your school clean. Students are permitted to have light snacks (crackers, chips, fruit, granola bars, and vegetables) in the classroom with permission from their teacher(s). Students may request permission from the administration to organize food from outside vendors for special school functions or events.

**RGHS CAFETERIA** – A la carte, along with the Class A lunch is provided for the students.

1. Lunch lines should be orderly. Breaking in lunch or snack lines will not be allowed.
2. Trays should be returned to the proper station, and trash should be disposed of in containers placed for that purpose.

3. During each lunch period, students must remain in the designated cafeteria area.
4. Students may use the restrooms with permission from a cafeteria monitor. Lunch students may only use the main hallway restrooms nearest to the cafeteria.
5. Students have the option to pre-pay for meals by creating a debit account.
6. Throwing food items or objects of any nature in the cafeteria constitutes a serious safety hazard and will not be tolerated. Any student that throws items in the cafeteria will be disciplined accordingly.
7. Students are to report directly to the cafeteria for their assigned lunch.
8. Students giving or using unauthorized free or reduced lunch numbers will be subject to disciplinary action, as it is considered theft.
9. Students are expected to dispose of food properly before departing from the lunchroom. Leaving items behind such as left-over food, paper products, or trays are unacceptable. Students caught violating this expectation may be subject to disciplinary action deemed appropriate by the administration.
10. Students are required to remain seated until the dismissal bell sounds during lunches.
11. Students shall not linger at the cash register upon completing their transactions.

### Homework

1. Homework should be an expansion and enrichment of the material taught in the classroom.
2. **Homework may not count more than 10% of a student's final nine-week grade.**

### Make-Up Work

Students who are absent from school will be allowed to make up work in accordance with the following guidelines. Students **absent one day** will have two **days** to make up missed assignments. Students absent **two days** will have **three days** to make up missed assignments. Students absent for **three or more days** will have **five to seven days** to make up assignments. The length of the make-up time may be extended by the Administrative Team.

### Suspensions

Students must make up all written work, tests, and quizzes missed during a suspension. The number of days allowed for make-up work to be completed will be determined by the length of suspension. For example, upon return from a two-day suspension, the student will have two days to complete all make-up work. **The maximum allowable time for making up work missed during a suspension that exceeds five days will be five days.**

All written assignments given prior to a suspension that are due at any point during the suspension are due the day the student returns to class. Also, any assignment given prior to a suspension that has a due date the day the student returns to class must be turned in the first day that the student returns from suspension.

Students making up tests, quizzes, or assignments designed to be completed in class or in a specific amount of time may be requested to come to school early, stay after school, or even complete the work in an alternative setting. It may not be possible for some work (i.e. lab work, physical education activities, group work) to be made up during class time; however, individual teachers may choose to allow such make-up work or provide alternate assignments as long as they extend this privilege to all students consistently.

**\*It is the responsibility of each student to request make up work when they return from an absence. \*It is the responsibility of each teacher to provide make up work or an alternative assignment when the student returns from an absence. \* If a teacher is unable to duplicate a lab for a student, the teacher will provide an alternative assignment as make up.**

## Social Probation

Social probation is a restriction placed upon a student or group who fails to demonstrate responsible behavior and who has chosen to violate the school's code of conduct, school board policy or the law. Student's on social probation lose the privilege to attend or participate in school functions such as dances, athletics, co-curricular, and extra-curricular events.

Students may be automatically be placed on Social Probation for the following:

- 1) 20 School Absences (Excused or Unexcused)
- 2) Possession/Distribution/Use of a controlled substance
- 3) Referrals (10 or more)

The administration reserves the right to place a student on social probation in order to uphold the safety and security of all students.

## Graduation Requirements

There are several diploma options available for your son/daughter. The graduation requirements for a student are those that are in place the first time they enter high school as a ninth grader. Graduation requirements and course information are outlined in our [Program Of Studies](#) (online or available in the School Counseling office). **For a copy of the full text of the Standards of Accreditation, visit** VDOE online:

<http://www.doe.virginia.gov/instruction/graduation/index.shtml>

**End-of-Course SOL Assessments:** SOL Assessments are created for the Commonwealth of Virginia. Tests are based on prescribed Standards of Learning (SOL) and are given in the following courses:

English	Mathematics	Science	History/Social Sciences
English 11 <i>Reading</i>	Algebra I	Earth Science	World Geography
English 11 <i>Writing</i>	Geometry	Biology	World History II
	Algebra II	Chemistry	US/VA History

There are three (3) scoring categories for these tests:

- Fail (0-399)
- Proficient (400-499)
- Advanced Proficient (500-600)

**Substitute Assessments:** Tests approved by the State Board of Education that enable students to earn verified units of credit. For a complete list of these tests, please contact your child's school counselor or view them at: [http://www.doe.virginia.gov/testing/substitute\\_tests/](http://www.doe.virginia.gov/testing/substitute_tests/)

**Student-Selected Tests:** Test may come from any of the following:

- any End-of-Course SOL test that is not already satisfying a required verified credit; or
- tests in computer science, technology, or other areas as prescribed by the State Board of Education; or
- Substitute tests approved by the State Board of Education.

**Credentialing Exam:** Students who are pursuing the Standard Diploma option are required to have successfully completed a Credentialing Exam or Occupational Competency Assessment.

## Testing Schedule

Subject areas are assigned specific days for major tests. This does not include homework due dates, quizzes, and due dates for projects. Please adhere to the following schedule:

Discipline Area	Days of the Week
History/Social Sciences	<b>Wednesday/Friday</b>
Science	<b>Tuesday/Thursday</b>
Mathematics	<b>Wednesday/Friday</b>
English	<b>Tuesday/Thursday</b>
Vocational, Business, Health and PE, and other Electives	<b>Monday - Friday</b>

**\*\*\*Benchmark Assessments will be administered at the end of the first and third nine-week marking periods.**

## School Counseling

### *Management of Student Records*

The School Counseling Department makes available education records to parents or eligible students, to school officials responsible for record maintenance, and to others authorized for legitimate educational interests. The purpose of disclosure may include sending records to another local educational agency (when a student transfers), an employer, or other appropriate person. A signed release form is required for education information to be disclosed unless a student is transferring to another school. Parents or eligible students have the right to review education records at any time. Our school recognizes the rights of parents and eligible students to challenge the content of education records. There is a minimal charge for reproducing copies of education records if a student has graduated. Our school makes public the following directory information unless notified in writing by the end of September that any part of or all such information about the student shall not be disclosed without prior consent: (1) name of student in attendance or no longer in attendance; (2) address; (3) date and place of birth; (4) telephone listing; (5) dates of attendance; (6) participation in officially recognized activities and sports; (7) height and weight, if member of athletic team; (8) awards and honors received; and (9) other similar information.

## School Counseling Program

School counselors employed by Rockbridge County Public Schools will follow the Ethical Standards for School Counselors as developed by the American School Counselor Association. The Rockbridge County School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parent objects.

For purposes of this policy, the following definitions apply:

- **Academic Counseling** - Counseling which assists students and their parents in acquiring knowledge of the curricula choices available, planning a program of studies,

arranging and interpreting academic testing, and seeking post-secondary academic opportunities;

- **Career Counseling** - Counseling which helps students acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;
- **Personal/Social Counseling** - Counseling which assists a student in developing an understanding of themselves, the rights and needs of others, conflict resolution, and defining individual goals reflecting their interests, abilities, and aptitudes. Such counseling may be provided either: (a) in groups in which generic issues of social development are addressed, or (b) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s).

At least annually, parents shall be notified in writing about the academic and career counseling programs and the personal/social counseling programs which are available to students within the school division. Parents will be advised concerning the purpose, general description of the programs, how parents may review materials to be used in the programs, and procedures by which a parent may limit the student's participation in the program.

Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law. It shall be the policy of the Rockbridge County School Board with respect to personal/social counseling that parents will notify the school division in writing if the student is not to participate in the personal/social counseling program.

Counseling techniques that are beyond the scope of the professional certification or training of the counselors, including hypnosis, or other psychotherapeutic techniques, that are normally employed in the medical or clinical settings and focus on mental illness or psychopathology are prohibited.

### **School Counseling Services**

The School Counseling Department at RCHS is here to serve you. Your counselor is available to help you with such things as personal/school problems, academic issues, and career development. We request that you stop by the School Counseling Office and make an appointment. However, if an emergency arises, please obtain an official pass from the class teacher. In all cases, it is necessary that you let your teacher know that you are in the School Counseling Office.

### **Student Financial Assistance**

Students, who are in need of financial assistance for field trips, school supplies or other school related expenditures, should contact their school counselor when making a request.

### **Homebound Instruction**

The school will provide homebound instruction for a student facing a prolonged absence because of an accident or illness, subject to approval. Once a student is on homebound instruction, days absent from school are not counted against the twenty-day limit. Students needing homebound instruction should work through the Coordinator of Student Services.

Guidelines for homebound instruction include:

- **Homebound instruction is to be temporary – six weeks or fewer.**
- Eligibility will be determined by local school personnel only after certification by a licensed physician or licensed clinical psychologist. Additionally, homebound instruction may be afforded to students on a case-by-case basis as determined by the

school administration or the School Board. School personnel will determine the amount and length of homebound services.

- School officials will notify the Assistant Superintendent at the time of request for homebound instruction if the possibility exists that the duration of the request could exceed six weeks. The Assistant Superintendent will contact the certifying physician or psychologist to seek appropriate additional information about the case, including planned treatment and an expected date of return to school.
- Parents will be notified by the Assistant Superintendent of their obligation to provide regular medical and/or psychological progress reports if homebound instruction is to continue beyond a temporary time period.
- Secondary students on homebound instruction beyond temporary status must expect a change in their course schedule. *The maximum number of credits that can be earned by secondary students receiving homebound instruction beyond temporary status is four (4).*
- School administrators, counselors, and homebound teachers will evaluate a student's academic progress and award appropriate grades and credits.

### **Student Withdrawal Process**

Students withdrawing from RCPS are to initiate this process with their counselor. All books and equipment must be returned to the school upon departure.

### **Testing Program**

Tests and inventories are a part of the educational program. The purposes of these tests vary, but the main reason for the testing is to give students more information about themselves – their achievement level, their aptitudes, and their interests. Each counselor helps students understand the results of each test they take. Each test should help students make or adjust plans for high school and for the future.

### **Schedule Changes**

All schedule change requests must be signed by a parent or guardian. The Drop/Add period occurs during the first week of the first semester and the first week of the second semester (for semester courses). A student must submit the signed request by no later than Friday, August 19, 2019 for the first semester, and no later than January 10, 2020 to change second semester courses.

### **Report Cards and Progress Reports**

Report cards reflect student progress and grades are reported numerically. A final grade of "60" or better at the end of the year is required to receive credit for the class. The final grade is determined by the numeric average of the two semester grades. Progress reports are issued to all students at the midpoint of each nine- weeks. Report cards will be distributed in the following months: **October, January, and March.**

**The last nine-week report will be mailed within 5-days from the last day of school, unless the student has failed to turn in a library book, text book, or has otherwise failed to meet a financial obligation to the school.**

## Evaluation

Written homework assignments will be explained, evaluated and returned in a timely manner to students. Homework will not exceed 10% of a student's grade. "Evaluation" does not necessarily require the "grading" of each assignment. The message that students should receive is that homework is important enough to be monitored. Non-written assignments such as reading assignments may be monitored by assessing student participation in class discussion or by written assessment on the previously read material. Students who are enrolled in advanced, honors, dual enrollment and AP courses may be assigned additional homework due to the rigor and advanced progression of the course's curriculum.

## Grading Scale/Grade Point Average/Class Rank

Class rank and grade point average are cumulative and are calculated on the basis of all final year grades for courses taken in grades 9-12, including summer school. Students are ranked at the end of each year beginning with ninth grade. The students having the highest and next highest grade point average at the time of graduation and have attended RCHS for three out of the last four semesters are the valedictorian and salutatorian, respectively. The valedictorian and salutatorian must earn an Advanced Studies Diploma.

RCHS has a 4.0 quality-point grading scale. Quality points are assigned to numerical values for the purpose of determining a numerical average. Quality points are assigned to grades earned in all courses for which credit is received as follows:

Numeric Score	QP A	Numeric Score	QPA						
100	4.0	91	3.7	82	2.8	73	1.9	64	1.0
99	4.0	90	3.6	81	2.7	72	1.8	63	0.9
98	4.0	89	3.5	80	2.6	71	1.7	62	0.8
97	4.0	88	3.4	79	2.5	70	1.6	61	0.7
96	4.0	87	3.3	78	2.4	69	1.5	60	0.6
95	4.0	86	3.2	77	2.3	68	1.4	59	0.0
94	4.0	85	3.1	76	2.2	67	1.3		
93	3.9	84	3.0	75	2.1	66	1.2		
92	3.8	83	2.9	74	2.0	65	1.1		

At RCHS, certain courses are weighted to reflect course difficulty for the purpose of establishing an equitable and fair class rank. Thus, Honors courses are weighted by applying an additional 0.5 quality point to the value assigned to the semester grade (except in the case of an "F"). Dual enrollment and AP courses are weighted an additional 1.0 quality point value assigned to the semester grade (except in the case of an "F"). The grade-weighting policy for Rockbridge County High School is intended to provide an incentive for students to accept the challenge of an advanced course work. All other courses are included in class ranking on an equal basis.

## **RCHS Grading Scale**

<b>A</b>		<b>90-100</b>
<b>B</b>		<b>80-89</b>
<b>C</b>		<b>70-79</b>
<b>D</b>		<b>60-69</b>
<b>F</b>		<b>0-59</b>

### **Graduation/Commencement Guidelines**

In order for a student to participate in the graduation commencement ceremony, all graduation requirements must be satisfied according to the guidelines outlined by the Virginia Department of Education and Rockbridge County School Board. This includes satisfying all academic and financial obligations prior to the ceremony. If a student fails to comply with this directive, they will be prohibited from participating in the graduation ceremony. We encourage all spectators attending the graduation ceremony to refrain from the use of bull horns, air horns, or other loud noise devices as it can interfere with special needs students and it diminishes the reverence and decorum of the service.

### **Graduation Distinctions**

#### ***Principal's Scholars***

Graduates that earn a 4.0 or above will be designated honor graduates at the graduation ceremony. These students will be identified with a purple cord.

#### ***National Honor Society***

National Honor Society (NHS) members in good standing receive an NHS emblem on their diploma, display silver stoles at graduation, and are recognized in the graduation program.

#### ***Honor Graduates***

Students who achieve a cumulative grade point average of 3.0 or higher wear silver tassels.

### **Honor Roll**

There is an Honor Roll for each nine-week grading period and for each semester. Students who have grades consisting of a "B" or higher for the grading period or semester will be on the Honor Roll, unless they have an incomplete grade. Students must be taking at least four courses to be on the Honor Roll.

### **Senior Exam Exemptions**

Seniors shall be excused from their second semester exam in a given subject if one of the following occurs:

- 1) An average grade of "85" or better earned in a particular course from the beginning of the year through the end of the fourth nine-week grading period
- 2) five (5) or fewer accumulated absences in a particular course.

If a senior is enrolled in an SOL course, then they must earn an SOL score that garners them a verified credit for the course. If students are not required to take an SOL then they must meet one of the two objectives above.

## Other Exam Exemptions

Students enrolled in a course with a SOL who are exempt from the SOL will also be exempt from any exam associated with the particular course.

## Family Life Education HB 2205

Family Life Education will be offered in grades nine and ten through the health classes. This program is a vital supplemental reinforcement for parents. The Rockbridge County Family Life program is based on a concept of understanding and development. Objectives and lesson plans are available for parental review.

## Honor Code

The honor code, established to promote integrity within the student body, is taken very seriously and will be strictly enforced. The honor code reads as follows:

As a student at Rockbridge County High School, I will respect the rights of others, assume the responsibility for my own actions, and maintain the basic standards of personal honor.

Recognizing the fundamental principles of justice and personal integrity, I pledge to uphold the virtues of the Rockbridge County High School Honor Code.

### Honor Code Violations include:

1. Giving or receiving help on graded assignments
2. Talking during a test or quiz
3. Plagiarism
4. Any obscenity within a written or oral project, report or work that is graded.
5. Improper use of technology during tests or assignments

#### *First offense:*

Teachers may give a zero on the assignment, contact parent/administrator, and then report the incident to a school counselor.

#### *Second offense:*

The student may be given a zero in addition a conference will be held with parent, student, teacher, and counselor. Discipline referral is written.

#### *Third offense:*

All of the above and possible loss of credit for the semester/term.

**\*Violations are cumulative and cover all courses.**

## Lockers

1. The Office Staff will assign a locker to students when requested.
2. Lockers must be used only for the storage of books, notebooks, lunches, coats, and other school supplies.
3. The locker must be used only by the person(s) assigned to the locker. Lockers should not be shared or exchanged with other students.
4. Food items should not be stored in lockers overnight.
5. When a student has been informed per School Board regulations, lockers may be searched if the administration has reason to suspect the presence of articles or materials not in the best interest of the school. Therefore, the school division retains the right to inspect student lockers for any reason at any time without notice, without students' consent, and without a search warrant.
6. Students will be held responsible for any damage done to a locker beyond the normal wear.
7. If a locker will not open, proceed to class; problems with lockers must be taken care of during non-class time at the Main Office. **The Main Office will not issue late passes**

**to class due to jammed lockers or other locker problems.** The Administration will be responsible for determining the validity of locker problems.

8. Lockers are provided as a convenience. The school cannot be held responsible for items left in lockers. It is strongly advised that students do not leave valuables in their lockers. Large sums of money should not be brought to school.
9. All lockers must be emptied no later than the last day of school. The custodial staff will remove and dispose of all items left in the lockers.

### **Rights and Responsibilities**

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

Whenever a parent/guardian feels his/her child has been denied his/her rights for any reason in this school, he/she may call the matter to the attention of an assistant principal, followed by the principal. If the parent/guardian is not satisfied with the action taken, an appeal may be made to the Division Assistant Superintendent. Again, if the appeal is unsatisfactory, a further appeal may be made to the School Board.

### **Tardy Policy**

The Tardy Policy is devised to encourage prompt arrival of students in the classroom for immediate instructional engagement. Tardiness is defined as a student not being in the classroom when the tardy bell rings. Skipping class is defined as being absent from class without prior notification.

- **Tardiness to school will be handled in the main office.** Students are expected to report to class on-time. Tardiness is cumulative; therefore, if a student arrives to class tardy then the teacher is expected to enter the tardy into **TEMS** for accurate reporting. A tardy report will be printed each morning and an administrator will notify the student when they reach the threshold for disciplinary action.
- Tardiness to school by student drivers may result in revocation of driving privileges. Student drivers must fill out an official vehicle registration form supplied by RCHS. **Once a student accumulates 10 or more tardies to school, their driving privileges may be revoked for the balance of the semester.** To avoid tardiness to school, students are strongly encouraged to take advantage of Rockbridge County Public School transportation services.

*\*Consequences subject to revision by the administration*

<b>Number of Tardies to School Only</b>	<b>Consequences</b>
5	Administrative Contact Truancy Supervisor
6	Parent Contact by phone or email
7	Mandatory Parent Conference
8	1-hour After-School Detention
9	2-hour After-School Detention
10	ISD for one day and Mandatory Parent Meeting
11	ISD for two days
12	ISD & 2-Weeks Social Probation & Loss of Driving Privileges
13	Social Probation and Loss of Driving Privileges for the balance of the semester

14+	Parent Conference with the Administration
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*\*Consequences subject to revision by the administration*

Number of Tardies to Class Periods 2-7	Consequences
1-3	Teacher Conference
4	Parent Contact by phone or email by the Teacher
5 or more	Referral to Attendance administrator

**Tardies are cumulative each semester. Students are expected to clear the hallways and be in the classroom prior to the tardy bell. Teachers may use their discretion and expect students to be in their seat before the tardy bell or risk being counted tardy for class.**

Excuses such as oversleeping, car trouble, or missing the bus are **not** considered valid reasons for being tardy.

\*Tardy and late are used interchangeably.

\*\*Students are reminded that driving privileges may be revoked at any time.

### Telephones

**In case of emergency**, a telephone is available in the main office for students to use with permission.

### Videotaping

Videotaping, posting to social media, and/or taking pictures, using any device are prohibited, unless assigned by a teacher. Possession and/or distribution of inappropriate materials of any type, such as but not limited to: partial or full nude photos or videos may be subject to disciplinary action and referred to the courts for criminal prosecution.

Cell phone video, camera/pictures usage is not allowed. RCHS reserves the right to videotape in classrooms for the purpose of evaluation. If a teacher/staff member is involved in self- or peer-evaluation, they will make an announcement several days prior the taping date. The use of camera phones is **strictly forbidden at any time in private areas, such as, locker rooms, restrooms, dressing areas, classrooms, and offices.** **Such use may also be in violation of the criminal code.** Students who refuse to give their cell phone to a school official may be suspended for failure to comply/defiance.

### Visitors

School policy is to accept only those visitors who have legitimate business to attend to at the school. Visitors and guests must report to the Main Office immediately upon entering the building. To meet with an administrator, teacher, or counselor, it is advised to call ahead to schedule an appointment. **All visitors must display visitor badges issued from the Main Office upon arrival, and these must be returned before leaving the campus. If you are an employee on leave, you are required to sign in at the main office, and wear a visitor's pass.**

**Parental Responsibility - Excerpted from the Code of Virginia (1950), as amended. Section [22.1-279.3](#).**

### Parental responsibility and involvement requirements:

Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

A school board shall provide opportunities for parental and community involvement in every school in the school division.

Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section, and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct and the notice of the requirements of this section. Each school shall maintain records of such signed statements.

The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

In accordance with Section 22.1-277 and the guidelines required by Section 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.

No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection 4 of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection 6, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the

appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision (ii) of subsection 7. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

3. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

## **Disciplinary Guidelines**

### **Student Rules and Regulations**

Students have the responsibility to live by the school rules and regulations and the right to equal protection under the rules and regulations. It is the students' responsibility to obey all school rules and regulations. Rules and regulations are necessary to assure self-control and to protect the rights of all teachers/substitutes to teach and of all students to learn without disturbance.

It is impossible to write an "all inclusive" policy; therefore, these guidelines are subject to modifications as circumstances, evidence, and discretion dictate. The same rules and regulations shall apply for all students whether on our school campus, at a school event, on another school campus, and on school sponsored field trips.

The right to appeal any suspension is guaranteed to every RCHS student and his/her parent/guardians. Appeals to suspensions assigned by the assistant principals are to be made to the principal. Appeals to suspension assigned by the principal are to be made to Rockbridge County's assistant superintendent.

### **Areas of Violations/Infractions and Definitions**

Rockbridge County High School wishes to provide and promote a school environment and climate in which each student can learn. Rockbridge County High School encourages student conduct that promotes good health, high standards of behavior, effective citizenship, and a favorable atmosphere for learning. Students on school grounds or in places under school jurisdiction are required to abide by the rules that are established to achieve these objectives.

Realizing that a student's misconduct at school can have serious, life-impacting consequences (college entrance/employment ramifications, D.M.V. implications, school sanctions-suspension or expulsion, and imprisonment) Rockbridge County High School expects every student to take personal responsibility for his/her own conduct and to follow all rules and regulations set forth under the Student Code of Conduct.

Rockbridge County High School operates under the presumption that students will conduct themselves as responsible members of the school community. This presumption includes the expectation that they will obey the law, adhere to the policies of the school system, and comply with the rules and regulations of the school. Students are required to safeguard the property of the school and to respect the rights and privileges of others in the school community at all times.

The following is a list of infractions that are a violation of School Board policy. While not an all-inclusive list, it represents many of the infractions that will result in disciplinary actions.

- **Classroom or Other Disruption:** Any behavior as determined by the classroom teacher or other school staff that interrupts or disrupts the learning environment.
- **Verbal Abuse, Profane or Abusive Language:** Any use of profanity, obscene gesture, bullying, or other language that interferes with teaching and learning or that

offends another's race, religion, gender, national origin, disability, or intellectual ability. (Can be a reportable offense to law enforcement- [§22.1-277.02:1](#)).

- **Inappropriate Attire:** Wearing of clothes, jewelry, or other apparel or personal belongings that advocate violence, use of alcohol and other drugs or distribution; that represent gang activity or membership; that advertise obscenities; or that reflect adversely on persons due to race, gender, creed, national origin, physical, emotional, or intellectual abilities; or that are considered by the school to be inappropriate attire. (see School Attire Guidelines)
- **Gambling:** Playing games of chance for money or valuables on school property or during any school-related activity. This extends keeping score for later settlement. (Can be a reportable offense to law enforcement)
- **Theft:** Unlawful seizure of school property or personal property of school staff or students. (Can be a reportable offense to law enforcement)
- **Trespassing:** Being present on school property or using school facilities without proper authority or permission. Includes students who have been suspended or expelled. (Can be a reportable offense to law enforcement)
- **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. (Can be a reportable offense to law enforcement)
- **Vandalism:** Willful or malicious defacing of school property, including graffiti, and willful or malicious defacing of private property. (Can be a reportable offense to law enforcement)
- **Gang Activity:** Any group activity that threatens, that is illegal or violent, or that supports the development of gang activity, which may include wearing gang-related apparel, inappropriate congregating, bullying, and harassment of others. (Can be a reportable offense to law enforcement)
- **Physical Assault:** Any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, and fighting. (Must be reported to law enforcement- [§ 22.1-279.3:1](#))
- **Assault and Battery:** Physical fighting that causes injury to another. (Must be reported to law enforcement- §22.1-280.1 (A) and (C))
- **Use or Possession of Alcohol, Tobacco, and Other Drugs:** See Rockbridge County Public Schools Policy Manual.
- **Possession and/or Use of Firearms:** See Rockbridge County Public Schools Policy Manual.
- **Bullying:** Bullying is addressed in the State Board Student Conduct Guidelines in the following manner.

According to the National Center for Education Statistics [Indicators of School Crime and

Safety, 2002 (July 2004)], bullying can contribute to a climate of fear and intimidation in schools. There are patterns of behavior associated with bullying that are criminal offenses and include assault, battery, extortion, false imprisonment, hazing, larceny, robbery, theft, threats, and sexual harassment. Non-criminal behaviors associated with bullying include intimidation, taunting, name-calling, and insults. Although bullying is not defined in the Code, the definition developed for the Virginia DOE for the *Annual Discipline, Crime, and Violence Report* is “repeated negative behaviors intended to frighten or cause harm that may include, but are not limited to, verbal or written threats or physical harm.”

The following conduct is illustrative of bullying:

- physical intimidation, taunting, name calling, and insults;
  - comments regarding the race, gender, religion, physical abilities, or characteristics of associates of the other person;
  - Falsifying statements about other persons (Can be a reportable offense to law enforcement- §[18.2-56](#))
- **Cyber bullying:** (Use of electronic means for purposes of bullying, harassment, and intimidation [HB 1624 ([22.1-279.6](#))]) The following Sample Conduct Standard for Bullying is now contained in the State Board Model Policies Guidelines: Students, either individually or as part of a group, shall not harass or bully others. The following conduct is illustrative of bullying:
    1. Physical intimidation, taunting, name calling, and insults
    2. Comments regarding the race, gender, religion, physical abilities or characteristics of the targeted person
    3. Falsifying statements about other persons
    4. Use of technology such as e-mail, text messages, or Web sites to defame or harm others
- **Hazing:** recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. (Can be a reportable offense to law enforcement- §[18.2-56](#))
- **Electronic Tampering:** The unauthorized use of or access to any network files or documents. (Can be a reportable offense to law enforcement)
- **Arson:** Setting fire to or attempting to set fire to school property or the property of another on school grounds or any school property. (Can be a reportable offense to law enforcement)
- **Stalking:** Intentionally pursuing another person with the intent to cause fear of harm, bodily injury, or death. (Can be a reportable offense to law enforcement)
- **Cheating/Lying:** To knowingly make false statements; to cheat or plagiarize with respect to school assignments, tests, etc.
- **Extortion:** Obtaining property from another by use of force, fear, threat, or intimidation. (Can be a reportable offense to law enforcement)

- **Threats:** Making threats to do bodily injury or to harm other students at school, on the school bus, or at school-related activities; making threats against school personnel while on the school bus, on school property, or at school-related activities. (Must be reported to law enforcement-[§ 22.1-279.3:1](#))

Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, [§16.1-305.1](#), may be suspended, placed in an alternative setting, or expelled.

### **Applicability of School Rules and Regulations**

School rules, regulations, and due process procedures are designed to protect all members of the school community in the exercise of their rights and duties. These rules are effective during the following times and in the following places:

- En route to (including bus stops) and from school on a school bus or other school vehicle;
- On the school grounds before, during or after school hours;
- Any student participating or attending any school sponsored activity, function, or event;
- Any student on field trips or on campus of any other school;
- Certain illegal activities that occur outside of school events or activities may result in the school taking disciplinary action. (§ [22.1-277.2:1](#))

**Any disciplinary action could include possible** criminal charges, and/or administration review of the case.

- Any student on suspension is not allowed to be on school grounds or participate in any school function (home or away).
- All students will receive a written referral for discipline action, a copy of which will be sent home to the parent/guardian.
- Disciplinary action may result in the loss of the privilege of participating in field trips and extracurricular activities.

In addition, **the administrator may incorporate other behavioral modifications** (i. e. social probation, school service and after school detention when deemed necessary). Some situations requiring discipline of students may not be listed above. In any case that requires disciplinary action, the school principal, administrators, or the teachers has the authority to decide on the appropriate consequence and will contact parents. It is preferable to contact parents by telephone. However, if the administrator is unable to contact a parent/guardian by phone, a letter will be sent to your home. Faculty members will constantly utilize their classroom management skills to help a student improve his/her conduct. Also, any of the above infractions can come with criminal charges.

### **Disciplinary Actions**

Students who violate rules are subject to disciplinary action by teachers, administrators or other school personnel. There are tiered levels of disciplinary actions.

- **Administrative Conference**
  - Staff members may conduct a conference with any combination of the following: Teachers, students, parents, administrators, counselors, or other parties deemed necessary
- **Interventions**
  - Intervention options can include, but are not limited to, the following:
  - Referral, After School Detention, Contract with Student/Parent, Restricted Activity, Separation from Class/School, Substance Abuse Education, Working Lunch, Mediation

- **No Contact Contract:** This contract may be implemented in such cases as students that have engaged in ongoing inappropriate manner to another student (s) and shall be binding on campus. The contract shall be signed by an administrator, the students involved, and a parent/guardian. Failure to comply may result in out of school suspension or in extreme cases, a formal referral to the RCPS Discipline Committee for further sanctions.
- **Behavior Contract:** Students that continuously violate school board policy and/or code of conduct may be compelled to adhere to a Behavior Contract. The Behavior Contract is an agreement between the student, RCHS, and the parent/or guardian.
- **Overnight Suspension**
  - The student's re-admittance is contingent upon being **accompanied** by a parent or guardian to an administrative conference
- **In-School Detention**
  - 1-10 Days of ISD and/or Social Probation
- **Out-of-School Suspension**
  - 1-10 Days of OSS and Social Probation
- **Long-term Suspension**
  - Not permitted to attend school for more than 10 days but less than 365 calendar days and Social Probation
- **Recommendation for Expulsion**
  - Not permitted to attend any school within the school division and is ineligible for readmission for 365 calendar days after the date of expulsion and Social Probation

**\*With recommendation to the Division Superintendent that the student is suspended for 364 days and police notification.**

**\*\*\*Consequences will be based on severity and frequency of offense as deemed necessary by the administration.**

Infraction/Violation	Consequence
<p><b><u>Alcohol/Drugs</u></b> Includes the possession, use, consumption, purchase, distribution, manufacture, and/or being under the influence or sale of restricted substances on school grounds, on school buses, or during school activities on or off school property. This includes, but may not be limited to, inhalants, stimulants, depressants, hallucinogens, and any drug not prescribed for the student by a physician. <u>See Code of Virginia § 22.1-279.3:1</u> <b>Students that display a look alike substance and offer it for gift, sale, or trade as a drug or form of alcohol shall be subject to disciplinary action.</b></p>	<p><b>Up to 10 days OSS*</b></p>
<p><b><u>Arson/vandalism</u></b> Includes for arson §18.2-79 of the Code of Virginia, prohibits the burning or destroying of any school. The destruction may be in whole or in part-only a slight burning is necessary to violate this section of the Code. Vandalism is addressed in §18.2-138 of the Code of Virginia and prohibits the willful and malicious damaging of public buildings, including schools.</p>	<p><b>Up to 10 days OSS*</b></p>
<p><b><u>AWOL and/or Leaving school premises without permission</u></b> Students should always be in their assigned classroom unless they have permission from their teacher, guidance counselor or an administrator. Anytime a student is AWOL from class a teacher may arrange with a student to make the time up or refer to an administrator for another appropriate solution.</p>	<p><b>*** Parent Conference and Up to 3 days of ISD</b></p>

<p><b><u>Bullying/Harassment</u></b>          Behavior associated with bullying includes: intimidation, taunting, name calling, harassment, shanking (pulling down) shorts, instigating a fight and insults. This includes any electronically transmitted abuse of any form, even outside of the school day and not on school grounds, that negatively impacts the school environment (cyber-bullying). Criminal charges may also result.</p>	<p>***</p>
<p><b><u>Cheating/dishonest conduct</u></b>          Students are expected to be honest and truthful with school personnel and other students. Dishonest conduct of any kind shall not be tolerated. Examples of dishonest conduct include, but may not be limited to, cheating, lying, stealing, forgery, and plagiarism. Student MAY receive a Zero "0" on the assignment, parent contacted by the teacher, and the teacher has the option of providing a retake or alternative assignment.</p>	<p>See honor code violations</p>
<p><b><u>Communication/Electronic devices</u></b>          Please refer to electronic devices policy.</p>	<p>***</p>
<p><b><u>Dangerous instruments</u></b>          Includes but not limited to knives with blades less than three inches, letter openers, screwdrivers, hammers, hatchets, razor blades, and other devices that could be used to inflict harm upon another person. This includes carrying, using, bringing, or possessing dangerous instruments in the school building, on school bus, on school grounds, or at any school-sponsored activity on or off school property are grounds for disciplinary action. <i>See Code Of Virginia §22.1-277.07. See Rockbridge County Schools Policy Manual Section JFCD.</i></p>	<p>Up to 5 days OSS</p>
<p><b><u>Destruction of school property</u></b>  <b>Property</b> includes any potentially permanent defacement, breakage, rendering inoperable, or otherwise destroying of furniture, materials, equipment, or any part of the school facility. This section also includes destruction of another's property on school grounds. <i>§22.1-280.4 of the Code of Virginia</i> authorizes school boards to seek reimbursement from a pupil or the pupil's parent for any "actual loss, breakage, or destruction of or failure to return property, owned by or under the control of the school board caused or committed by such pupil in pursuit of his studies."</p>	<p>***</p>
<p><b><u>Disorderly Conduct</u></b>          Any act that seriously interferes with the teacher's right to teach and/a student's right to learn. In addition, refusal to accept corrective measures designated by teacher and other acts of insubordination shall be considered in this category.</p>	<p>Up to 10 Days of OSS</p>
<p><b><u>Disrespect to school employees</u></b>          Any direct defiance, disobedience, rudeness, failure to give one's name when asked, and other insubordinate acts of this nature.</p>	<p>***</p>
<p><b><u>School Attire Guidelines</u></b>          It is important for students to be dressed appropriately for the school setting. If a student chooses to not follow these guidelines they will be sent to the main office and asked to change. Students may either change into appropriate clothing they have at school, have a parent bring them a change of clothing, or a school official will provide them with acceptable clothing. <b>Students who refuse to comply with the administration will be subject to further disciplinary action.</b></p>	<p>***</p>
<p><b><u>Fighting/assault/battery</u></b>          Fighting is exchanging mutual physical contact between two or more students by pushing, shoving, or hitting with or without injury. Assault is a threat of bodily injury. Battery is any bodily hurt, however slight, done to another in an angry, rude, or vengeful manner.  <b><u>Inciting a Fight:</u></b> Students that incite a fight, by word, deed, or through social media, shall be considered equal participants in a fight incident and may be subject to the same disciplinary consequences as those students having engaged in the actual fight.  <b><u>VIDEOTAPING A FIGHT</u></b>          Students that videotape or post a video tape of a fight shall be considered equal participants in a fight incident and may be subject to the same disciplinary consequences as those students having engaged in the actual fight.</p>	<p>Up to 10 OSS*</p>

<p><b><u>Gang activity</u></b> 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. <i>See Code of Virginia §18.2-46.1-§18.2-46.3. Note: The General Assembly has established criminal penalties for gang activities taking place within 1000 feet of any public or private school.</i></p>	***
<p><b><u>Hazing</u></b> No student shall engage in hazing. Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harms on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity. <i>See Code of Virginia §18.2-56. The principal of any school at which hazing and causes bodily injury shall report the hazing to the local Commonwealth Attorney.</i></p>	Up to 10 days OSS*
<p><b><u>Horseplay</u></b> Any rough, boisterous, and/or physically inappropriate behavior.</p>	***
<p><b><u>Improper displays of affection</u></b> This includes kissing, sitting on laps, excessive body contact, or highly suggestive behavior that is not appropriate for school as determined by the administration.</p>	***
<p><b><u>Possession of tobacco, tobacco products, nicotine/vaping products and paraphernalia</u></b> Possession of or use of any tobacco product, look-a-like products, or electronic smoking devices (e-cigarettes), Juuls, vape pens, and vape liquids, matches, lighters, rolling papers, on school grounds, on school buses, or at bus stops.</p>	1st offense - 2 days ISD 2nd offense - 3 days ISD and refer for criminal charges - ***
<p><b><u>Profanity and Inappropriate Language (verbal or written)</u></b> Include, but may not be limited to, the use of written or verbal vulgarity, profanity, and/or obscene gestures. Inappropriate communications also include the use of written or verbal derogatory communications regarding age, race, sex, color, religion, national origin, sexual orientation, or disability. This includes but is not limited to electronic communication such as text messaging, Snap Chat, E-mailing, YouTube, Blogging, Facebook, or Twitter.</p>	Up to 2 days ISD ***
<p><b><u>Profanity and Inappropriate Language directed towards teachers, staff, and/or bus drivers</u></b></p>	Up to 3 days OSS ***
<p><b><u>School threat/disturbance</u></b> Include, but may not be limited to verbal, written, or electronically transmitted bomb threats, false fire alarms, fireworks, smoke bombs, 9-1-1 calls in a non-emergency phone situation. See Code of Virginia §22.1-280.1 (A) and (C). This includes any threat(s) made by a student.</p>	UP to 10 days OSS*
<p><b><u>Sexual harassment/stalking</u></b> Any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. (Can be a reportable offense to law enforcement) Stalking is defined in <b>§18.2-60.3 of the Code of Virginia as conduct</b>, occurring on more than one occasion and directed at another person, that places that other person in reasonable fear of death, criminal sexual assault, or bodily injury. <i>IT IS PROHIBITED FOR ANY STUDENT OR SCHOOL EMPLOYEE, MALE OR FEMALE, TO HARASS ANOTHER BY MAKING UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS. STUDENTS MAY FIRST REPORT THE ALLEGED ACT TO A TEACHER, SCHOOL COUNSELOR, ADMINISTRATOR, OR TO THE SCHOOL RESOURCE OFFICER. THE STUDENT SHOULD THEN CONTACT THE TITLE IX COMPLIANCE OFFICER (Mr. Haywood Hand 540 463-7386).</i></p>	UP to 10 days OSS*

<b>Sexual misbehavior</b> Any consensual act of affection that is deemed excessive and inappropriate.	***
<b>Tampering with video/surveillance equipment</b> If tampering results in damage, student is responsible for full replacement cost for camera or cost related to bringing the system back into operation (including labor). Consequences will depend on the severity of the infraction. Criminal charges may also result.	<b>Up to 3 days ISD ***</b>
<b>Tardy</b> Arriving to class on time is imperative. Please, refer to aforementioned tardy policy.	***
<b>Theft</b> A student will not steal property or be in possession of stolen property. This includes all of Rockbridge County Schools' property.	***
<b>Trespassing</b> A student shall not trespass on school property or use school facilities without proper authority or permission or during a period of suspension or expulsion. <i>See §18.2-128 of the Code of Virginia.</i> All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action, and student visitors who fail to do so may be subject to disciplinary action as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities, shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity wherever located.	***
<b>Unauthorized use of computer equipment/software/data</b> Access to electronic technology resources is a privilege, not a right, and each student is accountable for appropriately using them.	***
<b>Weapons</b> Include firearms (handguns, rifles, or shotguns), explosive, incendiary, or poison gas, and knives with blades more than three inches. This includes carrying, using, bringing, or possessing dangerous instruments in the school building, on school bus, on school grounds, or at any school-sponsored activity on or off school property are grounds for disciplinary action. <i>See Code of Virginia §22.1-277.07 and §18.2-308.1, in the Federal Gun-Free Schools Act. See Rockbridge County Schools Policy Manual Section JFCD.*NOTE* Any confiscated weapon or dangerous instrument may be turned over to law enforcement for evidentiary purpose. If the item is not relevant to a criminal case a parent/guardian must retrieve the item from RCHS within 31 days or it will be disposed of in a safe manner and shall be considered abandoned property.</i>	<b>UP to 10 days OSS* and Possible referral to the RCPS Discipline Committee and Potential Expulsion</b>

**THESE GUIDELINES ARE NOT MEANT TO ADDRESS EVERY DISCIPLINE VIOLATION THAT MAY OCCUR THROUGHOUT A SCHOOL YEAR. ADMINISTRATORS WILL HANDLE ALL UNSPECIFIED VIOLATIONS AS THEY DEEM APPROPRIATE.**

### Appeals

If a parent feels that his or her child has been denied his rights for any reason in this school division, he or she may call this matter to the attention of the school principal. If the parent is not satisfied with the action taken by the principal, an appeal may be made to the Superintendent or his designee of schools and finally to the school board.

### School Resource Officer

The goals of the School Resource Officer (SRO) are to assist in providing a safe learning environment; establish positive relations among law enforcement, students, and staff; and assist students in counseling and referrals. The SRO has three different roles in the school: (1) as a police officer who is responsible to enforce state and local laws; (2) as a law-related counselor who works closely with the Guidance Department staff to refer and participate in student counseling; and (3) as a law-related teacher who will share expertise in the classroom on law-related topics and in answering questions outside the classroom.

## Searches

The principal or designee may search a student's person, purse, book bag, locker or vehicle if the administrator has reason to suspect the presence of articles or materials injurious to the best interest of the school. Lockers and other storage facilities are subject to periodic searches by school officials, and at the discretion of the administration, local law enforcement agencies may assist with searches. Members of the Regional Drug Task Force will visit RCPS schools at various times during the school year. Drug dogs may accompany the task force.

**After-School Detention/ASD Regulations:** Students assigned to a one-hour detention will serve from 3:30 p.m. - 4:30 p.m. Students assigned a two-hour detention will serve from 3:30 p.m. to 5:30 p.m. School personnel will supervise after-school detention.

1. Parents or guardians are expected to make special arrangements for their child to be picked up after they serve in after-school detention.
2. Students must report to their assigned room on or before 3:30 P.M.
3. Students are required to bring sufficient work during detention, sleeping is not an option. Teachers have the option of having students complete make-up work, tests, or any other assignments during after-school detention.

## School Dance Regulations

1. Each RCHS student is responsible for his/her own behavior and the behavior of his/her guest. This behavior is to be appropriate for the occasion and conform to all school rules, school board policies, and state and federal laws.
2. Students and guests who leave the building during the activity will not be readmitted.
3. Anyone leaving the building must immediately leave school grounds or the site of the activity if held off-campus.
4. The sponsor, administrator, or teacher shall have the privilege of refusing entrance to any individual whose presence is deemed not to be in the best interest of the school.
5. DRESS: Regular school attire or as designated for dances. Ties may be required at some dances. Formal attire for the prom is required.
6. All dances and proms must have the approval of the school administration before they can be promoted to the student body.
7. Only RCHS students and their approved guests are permitted to attend prom and other designated dances.
8. All guests must be approved by administration at least one week in advance and prior to ticket purchase. Identification will be required at the door.
9. No middle school students will be allowed to attend high school dances.
10. No outside guests over the age of 20 will be allowed to attend the prom without prior administrative approval.
11. All school dances will end by 11:00 P.M., except the Prom, which ends at 12:00 P.M.
12. No student can attend a school dance if on homebound, social probation, or on suspension.

**Any student who is suspended for a cumulative of ten or more days anytime during the school year will be ineligible to attend any dance, including prom.** In addition, any student that records **10 or more unexcused absences or records 20 or more absences (unexcused and excused)** may be declared ineligible to attend any dance, including prom.

## In-School Detention/ISD Regulations

The In-School Detention (ISD) program allows for the retention of students within the school during the normal school day and attempts to modify students' conduct. Assignments will be made only for certain offenses and as a consequence for an assertive discipline referral. The operational procedures for the ISD program are as follows:

1. Students will be assigned to the program by the administrative staff and parental contact will be made by telephone.

2. Students will work on appropriate class assignments submitted by their teachers.
3. Students will be isolated from their peers and expected to comply with all school rules and regulations.
4. Students who fail to comply with the expectations of the ISD supervisor may be required to serve additional time or risk being removed for out-of-school suspension.
5. An ISD suspension will correspond to the length of the student's day.

**The following is a list of rules and regulations that students in ISD must follow.** Violations may result in extra days of (In-school detention) ISD, (After-school detention) ASD, or (Out-of-school suspension) OSS.

1. Students will be assigned to the program by the administrative staff as needed. Excessive referrals may result in Out of School Suspension/OSS.
2. Students will report to the ISD room no later than 8:30 A.M.
3. Bring pencils, paper, and textbooks.
4. Remain quiet.
5. Remain in assigned seat.
6. No snacks, beverages, or gum are allowed in the ISD room.
7. Continuous study is mandatory.
8. Students will not be allowed out of ISD unless approved by administration.
9. All ISD students must surrender all electronic and/or communication devices to the ISD supervisor upon entering the ISD room. **Any student who violates this expectation will serve the balance of their ISD time in Out-of-School suspension.**
10. **ISD Coordinator may refer students to an administrator for immediate Out-of-School suspension for failure to comply with ISD regulations**

All assignments are expected to be completed prior to returning to class. A zero may be given by the classroom teacher for all incomplete work.

### **Lunch Detention / Working Lunch Regulations**

1. Report immediately to the lunch-detention table in the cafeteria or assigned classroom prior the tardy bell.
2. Remain seated and quiet for the entire lunch period.
3. Lunch will be consumed in assigned area
4. Students that are assigned to Lunch Detention will not be permitted to use their cell phones during lunch.

### **ATHLETICS**

Rockbridge County High School offers a comprehensive athletic program, provided funds are available. The program meets the desires and needs of large numbers of students. **All programs are designed to build good character and sportsmanship.**

*Rockbridge County adheres to the guidelines as established by the Virginia High School League. Please read carefully the VHSL rules for eligibility.*

**28-4-1 Scholarship Rule:** The student shall be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation, and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester for schools that certify credit on a semester basis. You may not count a repeat class as part of the five if you have previously received credit for the class.

**28-5-1 Age Rule:** The student shall not have reached the age of 19 on or before the first day of August of the school year in which he/she wishes to compete.

## **YEARLY PHYSICAL EXAMINATION**

A VHSL Athletic Participation/Parent Consent/Physical Examination form must be completed and on file in the Athletic Department before any kind of Participation, including try-outs, practice or conditioning. **A separate examination is required for each school year May 1 of the current year through June 30 of the succeeding year.**

## **INSURANCE**

All students participating in interscholastic athletics must have health insurance coverage. Student insurance is available for those interested that includes special coverage for football. Parents who have private coverage can provide proof by completing a waiver form. The parents whose child wishes to participate in an extracurricular activity must submit the waiver form to the athletic director prior to participating (including practicing) in any event.

## **SCHOOL HOURS**

The school office is open from 7:45 a.m. until 4:30 p.m.

Classes begin at 8:30 a.m. and end at 3:25 p.m.

The Counseling Office and College and Career Center are open from 8:00 a.m. to 3:45 p.m., unless arrangements are made for additional/times.

## **Bell Schedules are posted on page 37**

## **Bus Rules and Behavior Expectations**

Rockbridge County Public Schools believes that student safety on school buses is a major priority. The RCPS Student Code of Conduct is applicable for all students on the bus while they are traveling to and from school. Students are expected to exhibit the following behaviors while on the bus:

1. Follow all instructions by the bus driver and/or bus monitor
2. Remain seated at all times while the bus is moving
3. Do not place arms, hands, head, feet, or legs outside the bus windows
4. Do not throw objects inside/outside the bus
5. Keep aisles clear
6. No profanity, loud talking, or excessive noise
7. Exhibit courteous and respectful behavior at all times
8. Students shall not possess, distribute or use any tobacco products, nicotine/vaping products or other paraphernalia
9. The school bus and bus stops are considered an extension of the school campus and as such, any code of conduct violations on the bus or at a bus stop, are subject to the same discipline actions.

**\*Students may be recorded by the cameras on the school bus and/or campus**

**Activity buses** operate in the afternoon (Monday through Thursday) for those students participating in approved after-school activities. Departure time will be 6:00 p.m. At the conclusion of the spring sports season, the activity bus runs will end.

## **OTHER IMPORTANT INFORMATION**

### **Fire/Emergency Evacuations**

Fire drills are held periodically to prepare students and faculty for an actual emergency. When an alarm sounds, students will clear the building promptly, quietly, and in an orderly fashion and directed report to an assigned area.

## Textbooks

Rockbridge County School Board is currently providing textbooks. Students are expected to keep textbooks clean and handle them with care. Fines will be administered to students for lost and/or damaged books.

## Use of Elevator

Rockbridge County High School is equipped with an elevator to help students and staff who are physically unable to use stairs. A \$20 deposit will be required for use of an elevator key. The deposit will be refunded when the key is returned.

## Visitors

Students may not invite friends to school to visit during the regular school day. Non-students should not be on school property unless they are on official school business. Visitors on official business are to register in the main office upon arrival. Visitor I.D.'s will be issued at that time. Pets are not allowed at school.

## SCHOOL CLOSINGS

Rockbridge County Schools will use the following news media to announce emergency school closings. WREL-FM 96.7 Radio will be the first news media to be contacted to announce an emergency school closing.

### TELEVISION STATIONS

WDBJ	-	Channel 7	Roanoke
WHSV	-	Channel 3	Harrisonburg
WSET	-	Channel 13	Lynchburg
WSLS	-	Channel 10	Roanoke

### RADIO STATIONS

WREL	-	AM 1450	Lexington
WWVZ	-	FM 96.7	Lexington
K92	-	FM 92	Roanoke
WKDW	-	AM 900	Staunton
WSGM	-	FM 93.5	Staunton
WSLC	-	AM 610	Roanoke
WSLQ	-	FM 99.1	Roanoke
WVTF	-	FM 89.1	Roanoke
WYYD	-	FM 107.9	Lynchburg
WZXI	-	FM 105.5	Staunton

## RCPS Student Calendar 2019-2020

August 2019 – June 2020

### August 2019

August 5-9 School-Based Day (No School for Students)

August 12- First Day of School

### September 2019

September 2- Labor Day (No School for Students)

### October 2019

October 11- End of the First Nine Weeks

October 14- School-Based Day (No School for Students)

October 15- First Day of the Second Nine Weeks

October 22- Elementary Parent/Teacher Conferences

October 23- Middle School Parent/Teacher Conferences

October 24- High School Parent/Teacher Conferences

### November 2019

November 27-29- Thanksgiving Break (No School for Students)

### December 2019

December 20- End of the Second Nine Weeks

December 23-31- Winter Break (No School for Students)

**January 2020**

January 1- Winter Break (No School for Students)

January 2-3- School-Based Day (No School for Students)

January 6- First Day of the Third Nine Weeks

**February 2020**

February 11- Elementary Parent/Teacher Conferences

February 12- Middle School Parent/Teacher Conferences

February 13- High School Parent/Teacher Conferences

**March 2020**

March 13- End of the Third Nine Weeks

March 16- School-Based Day (No School for Students)

March 17- First Day of the Fourth Nine Weeks

**April 2020**

April 6-10- Spring Break (No School for Students)

**May 2020**

May 22- Last Day of School

May 25- Memorial Day (Holiday)

May 26- School-Based Day (No School for Students)

# BELL SCHEDULES

<u>Regular</u>	<u>Bell Schedule</u>	
Period 1	8:30 - 9:20	50
Period 2	9:26 - 10:19	53
Period 3	10:23 - 11:13	50
Period 4	11:17 - 12:38	
<b>A Lunch</b>	<b>11:17 - 11:41</b>	24
A Class Time	11:45 - 12:37	50 +2
<b>B Lunch</b>	<b>11:45 - 12:09</b>	24
B Class Time	11:17 - 11:45 12:13 - 12:38	50 +3
<b>C Lunch</b>	<b>12:13 - 12:37</b>	24
C Class Time	11:17 - 12:12	50 +5
Period 5	12:47 - 1:37	50
Period 6	1:41 - 2:31	50
Period 7	2:35 - 3:25	50

<u>Two Hour Late</u>	<u>Bell Schedule</u>	
Period 1	10:30 - 11:02	32
Period 2	11:08 - 11:44	36
Period 3	11:48 - 12:20	32
Period 4	12:24 - 1:30	
<b>A Lunch</b>	<b>12:24 - 12:44</b>	20
A Class Time	12:48 - 1:30	44
<b>B Lunch</b>	<b>12:48 - 1:08</b>	20
B Class Time	12:24 - 12:48 / 1:08 - 1:30	46
	<b>1:10 - 1:30</b>	20
C Class Time	12:24 - 1:08	44
Period 5	1:34 - 2:06	32
Period 6	2:010 - 2:42	32
Period 7	2:46 - 3:25	39

<u>One Hour Late</u>	<u>Bell Schedule</u>	
Period 1	9:30 - 10:10	40
Period 2	10:16 - 11:04	48
Period 3	11:08 - 11:48	40
Period 4	11:52 - 1:12	
<b>A Lunch</b>	<b>11:52 - 12:16</b>	24
A Class Time	12:20 - 1:12	52
<b>B Lunch</b>	<b>12:20 - 12:44</b>	24
B Class Time	11:52 - 12:20 12:48 - 1:12	
<b>C Lunch</b>	<b>12:48 - 1:12</b>	24
C Class Time	11:52 - 12:44	52
Period 5	1:17 - 1:57	40
Period 6	2:01 - 2:41	40
Period 7	2:45 - 3:25	40

<u>Activity</u>	<u>Bell Schedule</u>	
Period 1	8:30 - 9:16	46
Period 2	9:22 - 10:12	50
Period 3	10:16 - 11:02	46
Period 4	11:06 - 12:16	
<b>A Lunch</b>	11:06 - 11:26	20
A Class Time	11:30 - 12:16	46
<b>B Lunch</b>	11:30 - 11:50	20
B Class Time	11:06 - 11:30 (24) /11:54 - 12:16 (22)	
<b>C Lunch</b>	11:55 - 12:15	20
C Class Time	11:06 - 11:54	48
Period 5	12:19 - 1:06	47
Period 6	1:10 - 1:56	46
Period 7	2:00 - 2:50	47
Activity	2:55 - 3:25	30