

Principal's Message

Greetings Everyone!

Welcome to the 2020-21 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.

Together, WE are Rockbridge!

Mike Craft

Principal

Rockbridge County High School

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

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.

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.

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.

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 the 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.

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.

§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 from their 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, September 10, 2020.** 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.

RCHS 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.

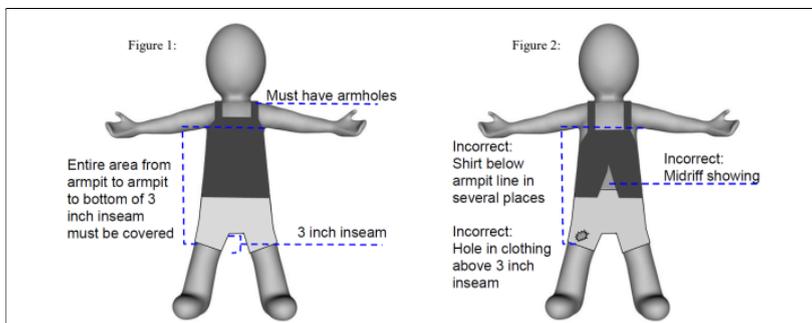
SCHOOL ATTIRE

Rockbridge County Public Schools respects students' rights to express themselves in the way they dress. In order to fulfill this mission, RCPS has established school attire guidelines in support of preparing students for higher education or skilled workforce entry. Enforcement of the school attire guidelines shall be handled on an individual basis in a respectful, judicious manner to minimize embarrassment or humiliation.

SCHOOL ATTIRE GUIDELINES :

1. **Specialized courses and/or conditions may require specialized clothing or shoes, such as sports uniforms or safety gear.**
2. **Clothing which includes jewelry, accessories, and body piercings, should be free of language or images that reflect violence, profanity, discriminatory messages, or pornography. This also includes, but is not limited to, drugs, tobacco, alcohol, and illegal substances.**

3. **Clothing must cover the torso*** (armpit to at least a three inch inseam or equivalent), conceal undergarments, and tops must have armholes. Rips or tears must not fall in the torso area.
4. **Hats, hoods, or non-religious head coverings, may not be worn inside the school building.**
5. **Sunglasses, or other obscuring glasses, may not be worn inside the school building unless they are required for medical reasons.**
6. **Sleepwear such as pajamas are not allowed.**
7. **Shoes must be worn at all times.**
8. **Other guiding rules and conditions may be established and enforced to promote a workplace environment that maximizes student learning.**



The administrative leadership of each elementary, middle, and high school has the authority, within the boundaries of this policy, to interpret and apply the school attire guidelines and determine the conditions of school attire and any consequences, including any discipline. This authority and discretion extends also to making occasional exceptions on a school-wide basis.

The administration will advise students about the conditions of school attire guidelines as needed. Should there be repeat violations of the guidelines, consequences outlined in the student code of conduct may be applied.

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.

Parent Contact during instructional hours

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.**

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.

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.

DAILY EXPECTATIONS

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 the 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 the 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 object 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.

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.

Homework: ***

Homework should be an expansion and enrichment of the material taught in the classroom.

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.

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.

***** This will be modified due to hybrid and virtual scheduling. All instruction and assignments will be available online. Students will be expected to complete work and instruction in a timely manner.**

Classwork, Make up Work, and Homework

It is expected that work will be turned in complete and on time. In the event that work is late, a 10% per day late deduction will be calculated into the final grade. After 5 days, the work will no longer be accepted.

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

Testing Schedule: This may be modified 2020-21 depending on assessment type.

TRANSPORTATION: DRIVING, PARKING, BUSES, AND DROP OFF/PICK UP

Drivers

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. **Your car may be towed at owner's expense if you are parked in a space other than your assigned one.**
4. **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.
5. 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.

6. 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.
7. **Driving privileges can be revoked at any time, for any disciplinary action.**
8. Student vehicles can be searched by school officials at any time.
9. **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.**

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.

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.

FOOD AND DRINK

All food and drinks must be disposed of properly. Take pride in keeping your school clean. No food/snacks will be permitted in classrooms.

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.

Students will be required to sit in marked seats to allow for social distancing while in the cafeteria. Students may remove their masks while eating or while outside.

SCHOOL COUNSELING

<https://sites.google.com/rockbridge.k12.va.us/rchscounseling/home>

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 will be observed until the Friday prior to the first day of school. (August 28, 2020)

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.

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.

RCCHS 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 RCCHS, 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 with 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 advanced coursework. All other courses are included in class ranking on an equal basis.

RCCHS Grading Scale

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

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/

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.

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.

PARENTAL RESPONSIBILITIES - 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

Rockbridge County Public Schools is committed to working with parents and utilizing school wide systems to teach, model, and reinforce positive conduct. When students do not demonstrate expected conduct or engage in misconduct that creates a disturbance in the learning environment, or unsafe conditions for others in the school, a range of interventions and consequences are utilized. Under the *Code of Virginia*, certain misconduct is expressly prohibited on school property, buses, and during school-sponsored activities and may result in prescribed consequences. Other misconduct may result in interventions and/or disciplinary consequences determined by the principal, taking into consideration all relevant factors.

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.

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;

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 behaviors that will result in disciplinary actions. The category of behavior does not indicate the level of response to infraction only to the classification of the behavior.

Category A: Behaviors that impede academic progress

- **Classroom or Other Disruption:** Any behavior as determined by the classroom teacher or other school staff that interrupts or disrupts the learning environment. This includes excessive noise which interferes with learning in other classrooms.
- **Attendance:** Unexcused tardiness to class or to school. 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.

- **Scholastic dishonesty:** Any school work which reflects dishonesty such as cheating or plagiarism.

Category B: Behaviors that interfere with the daily operation of school procedures (BSO)

- **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 the keeping score for later settlement. (Can be a reportable offense to law enforcement)
- **Unauthorized Use of Electronic Devices:** This can include any violation of the RCPS Acceptable Use Technology/Internet Policy.
- **Provision of false information:** Altering of official documents or records or providing false information to staff members.
- **Defiance:** Refusal to comply with request or school policy. This includes but is not limited to refusal to turn over a cell phone, provide a name, or follow the dress code. Defiance can also include:
 1. Refusing to comply with staff in a way that interferes with the operation of the school.
 2. failure to be in one's assigned place on school grounds
 3. failure to attend assigned disciplinary setting
- **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)
- **Unauthorized persons:** Intentionally bringing or allowing an unauthorized person to enter the school.

Category C: Relationship behaviors (RB) which create negative relationships between two or more members of the school community. No physical harm involved.

- **Bullying:** Bullying is addressed in the State Board Student Conduct Guidelines in the following manner. Repeated behavior will be classified as a Category D.

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 of another student or school staff [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
- **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](#)).
- **Unauthorized distribution of false information:** Posting, distribution, displaying, or sharing of materials or literature that is libelous.
- **Verbal Abuse:** Saying or writing either directly or through electronic communications sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature. This will also include teasing, taunting, engaging in a verbal confrontation and verbally inciting a fight.
- **Public Display of Affection:** Inappropriate physical contact that is sexual in nature or violates school rules regarding contact.
- **Degrading or shaming a student or staff member:** Using slurs based upon the actual or perceived race, ethnicity, color, national origin, weight, gender, gender expression, sexual orientation, or disability.
- **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). This includes saying or writing either directly or through electronic communication sexual suggestive comments, innuendos, proposition , or other remarks of a sexual nature

Category D: Behaviors of a safety concern create unsafe conditions for students, staff, and/or visitors to the school.

- **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)
- **Alcohol:** To include possession, using, and/or distributing alcohol.

- **Drugs:** Students may not be in possession of drug paraphernalia. Non-prescription (over the counter) and look alike drugs are described in the RCPS policy.
- **Tobacco:** Possessing/using tobacco products, electronic cigarettes, vaping equipment are not permitted and violate RCPS policy.
- **Bus Safety:** Any behavior that distracts the bus driver or endangers the safety of others on the bus.
- **Reckless Behavior:** Any behavior which incites or causes a substantial disturbance, creates a risk of injury to self or others, or throwing an object that has the potential to cause a disturbance, injury, or property damage.
- **Physical Sexual Aggression:** Physical or nonphysical sexual behavior including exposing body parts, lewd, or indecent public behavior. Also included are forcing another to engage in sexual activity or patting of body parts.
- **Bullying behavior:** With or without physical injury which continues after intervention. If bullying leads to physical injury, this will be classified as a Category E under assault and battery. Bullying can include shoving, pushing, striking a student with no visible injury.
- **Cyberbullying behavior:** Behavior continues even after intervention has been attempted.
- **Fire Alarm:** Falsely activation alarm.
- **Fire Related:** Possessing items that could be used to set or cause a fire or produce large amounts of smoke.
- **Leaving school grounds:** Leaving school grounds or field trip group without permission
- **Extortion:** Obtaining property from another by use of force, fear, threat, or intimidation. (Can be a reportable offense to law enforcement)

Category E: Behaviors that endanger the health, safety, or welfare of either the student or others in the school community.

- **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)
- **Threats:** Instigating violence, injury, or harm to another student or staff member. 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](#) This also include stalking which is intentionally pursuing another person with the intent to cause fear of harm, bodily

injury, or death.

- **Physical Assault:** Any physical confrontation that may result in no visible 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](#)) **This includes striking another student or staff member.**
- **Assault and Battery:** Physical fighting that causes injury to another. (Must be reported to law enforcement- §22.1-280.1 (A) and (C))
- **Fighting:** The use of physical violence between students
- **Possession of Alcohol, Tobacco, and Other Drugs:** Distributing, possessing, or under the influence of illegal drugs, synthetic hallucinogens, or unauthorized prescription medications.
- **Possession and/or Use of Weapons:** Possessing a weapon, including a firearm or destructive device as defined in the *Code of Virginia* or the RCPS Board Policy. Included in this category is the threat of making a bomb.
- **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](#))
- **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)

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.

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.

Level	Options
1	<p>Level 1 responses are intended to prevent further behavioral issues while keeping the student in school.</p> <p>Instructional Interventions include:</p> <ul style="list-style-type: none">● Facilitate remediation, peer tutoring, and /or support from teacher● Administrative conference session <p>Behavioral Interventions include:</p> <ul style="list-style-type: none">● Administrative/Teacher/Parent conference● Service learning, written reflection, and letter of apology <p>Sanctions include:</p> <ul style="list-style-type: none">● Verbal warning with parent contact● Loss of school privileges● Confiscation of student article by administration (returned to parents)
2	<p>Level 2 responses are designated to prevent further behavior issues and keep the student in school. Interventions expand and depending upon the severity of the behavior, short-term removal from the classroom may be appropriate.</p> <p>Instructional Interventions include:</p> <ul style="list-style-type: none">● Level 1 interventions● Check-in/Check out system <p>Behavioral Interventions include:</p> <ul style="list-style-type: none">● Referral to Student Support Team● Completion of Behavioral Module <p>Sanctions include:</p> <ul style="list-style-type: none">● Level 1 sanctions● Detention, before school/after school/lunch● In-school suspension up to 1 day

<p>3</p>	<p>Level 3 responses include more intensive interventions. Dependent on the severity, repeated nature of the behavior and/or safety concerns, Level 3 responses may include the student’s short-term removal from school.</p> <p>Instructional Interventions will include those used in Level 1 and 2.</p> <p>Behavioral Interventions include:</p> <ul style="list-style-type: none"> ● Level 1 and 2 interventions ● No Contact and Behavior Contracts ● Case Manager Referral ● Functional Behavioral Assessment and Behavior Intervention Plan <p>Sanctions include:</p> <ul style="list-style-type: none"> ● Level 1 and 2 sanctions ● Reschedule assigned disciplinary setting: Detention or Suspension ● Short term revocation of privileges at the discretion of the principal. ● Overnight suspension ● In school suspension with behavioral interventions (1-3 days) ● Restitution if there is property damage ● Short-term out of school suspension with student attending In-School suspension/Detention upon return ● Referral to law enforcement where required
<p>4</p>	<p>Level 4 responses include targeted individualized interventions and customarily result in school-based disciplinary action. A referral to the Division Superintendent or Designee may result in a number of different responses based on circumstances and does not automatically result in a long-term suspension</p> <p>Instructional Interventions include:</p> <ul style="list-style-type: none"> ● Levels 1 through 3 interventions ● Assign online instruction if deemed appropriate <p>Behavioral Interventions include:</p> <ul style="list-style-type: none"> ● Levels 1 through 3 interventions ● Threat Assessment as indicated by behavior <p>Sanctions</p> <ul style="list-style-type: none"> ● Levels 1 through 3 interventions ● Long-term revocation of privileges ● Short term out of school suspension (1-5 days) in consultation with school principal with student attending in school suspension/detention upon return (1-2 days) ● Longer term out of school suspension (6-10 days) depending on the severity of the offense.
<p>5</p>	<p>Level 5 responses are reserved for those behaviors for which the <i>Code of Virginia</i> or school Board policy mandates a referral to the Division Superintendent. Interventions are intended to support the student during any related temporary removal from school, and to implement required protections for students with disabilities. A referral to the Division Superintendent may result in a number of different responses.</p>

<p>Instructional Interventions include:</p> <ul style="list-style-type: none"> ● Assign online instruction if deemed appropriate ● Assign HomebasedD instruction as approved by the Division <p>Behavioral Interventions include:</p> <ul style="list-style-type: none"> ● Referral to CSB/Clinical Director for treatment services ● For SWD, consider Manifestation Determination Review <p>Sanctions</p> <ul style="list-style-type: none"> ● Required referral to law enforcement ● Referral to Division Superintendent ● Out of school suspension (10 days) ● Referral to RCPS Board Discipline Committee ● Social probation to be determined by RCPS Board Discipline Committee

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.

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, Chromebook, and textbooks.
4. Remain quiet.
5. Remain in the 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 to 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.

SCHOOL DANCE GUIDELINES AND 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.

CLUBS

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 11,2020.

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

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.

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 directly 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. **This year, 2020-21, no visitors will be permitted into the buildings until further notice.**

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
WLSL	-	Channel 10	Roanoke

RADIO STATIONS

WREL	-	AM 1450	Lexington
WWWZ		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

2020-2021 School Calendar

August 2020

August 10-31 School-Based Day (No School for Students)

September 2020

September 7- Labor Day (No School for Students)

September 8-First Day of Instruction for Students

October 2020

October 5- Teacher Workday

October 13- Interim Grades

November 2020

November 6- End of First Nine Weeks

November 9-Teachers Workday

November 10- First Day of the Second Nine Weeks

November 17- RCHS Parent/Teacher conferences

November 18- Elementary School Parent/Teacher conferences

November 19- MRMS Parent/Teacher conferences

November 25-27- Thanksgiving Break (No School for Students)

December 2020

December 21-Jan.1- Winter Break (No School for Students)

January 2021

January 1- Winter Break (No School for Students)

January 4- Students Return from Winter Break

January 18- Martin Luther King Day (No School for Students)

January 26-29- RCHS Midterm Exams

February 2021

February 1- Teacher Workday

February 2- First Day of the Third Nine Weeks

February 23- MRMS Parent/Teacher Conferences

February 24- RCHS Parent/Teacher Conferences

February 25- Elementary School Parent/Teacher Conferences

March 2021

March 1- Teacher Workday

April 2021

April 2-End of Third Nine Weeks

April 5-9- Spring Break (No School for Students)

April 12- Teacher Workday

April 13- First Day of the Fourth Nine Weeks

May 2021

May 31- Memorial Day (Holiday)

June 2021

June 1-4-RCHS Final Exams

Modified Bell Schedules for 2020-2021

<u>Regular Bell Schedule</u>		<u>One Hour Late</u>	
Period 1	8:30-9:20	Period 1	9:30-10:12
Period 2	9:35-10:15	Period 2	10:17-10:59
Period 3	10:20-11:10	Period 3	11:04-11:46
Period 4	11:10-12:35	Period 4	11:46-1:03
A Lunch	11:10-11:40	A Lunch	11:46-12:16
A Class Time	11:45-12:35	A Class Time	12:21-1:03
B Lunch	12:05-12:35	B Lunch	12:33-1:03
B Class Time	11:15-12:05	B Class Time	11:51-12:33
Period 5	12:40-1:30	Period 5	1:08-1:50
Period 6	1:35-2:30	Period 6	1:55-2:38
Period 7	2:35-3:25	Period 7	2:43-3:25
Classes Approx. 50 Minutes Lunches are 30 Minutes		Classes Approx. 42 Minutes Lunches are 30 Minutes	
<u>Two Hours Late</u>		<u>Two Hour Early Dismissal</u>	
Period 1	10:30-11:03	Period 1	8:30-9:03
Period 2	11:08-11:45	Period 2	9:08-9:45
Period 3	11:50-12:25	Period 3	9:50-10:23
Period 4	12:25-1:35	Period 4	10:23-11:28
A Lunch	12:25-12:50	A Lunch	10:23-10:48
A Class Time	12:55-1:30	A Class Time	10:53-11:28
B Lunch	1:05-1:30	B Lunch	11:03-11:28
B Class Time	12:30-1:05	B Class Time	10:28-11:03
Period 5	1:35-2:08	Period 5	11:33- 12:08
Period 6	2:13-2:46	Period 6	12:13-12:46
Period 7	2:51-3:25	Period 7	12:51-1:25
Classes Approx. +/- 34 Minutes Lunches are 25 Minutes		Classes Approx +/- 34 Minutes Lunches are 25 Minutes	