

Principal's Message

On behalf of the Rockbridge County High School administration, faculty and staff, we welcome everyone to the 2015-2016 school year. We extend a heartfelt greeting to the incoming freshmen (Class of 2019) and to any transfer students entering RCHS for the very first time. We hope you find RCHS to be a place that nurtures your aspirations and inspires new possibilities. We expect all students, parents, and invested stakeholders to work in a cohesive and collaborative manner in order to provide a quality education that serves the best interests of all students.

We intend to stretch student potential and challenge every student to reach above and beyond where they never thought was possible. Together, we will walk the road of resistance and build bridges for success. This will require extraordinary effort, resiliency, and determination. Remember, "Obstacles are what you see when you take your eyes off your goal." We assure you that the faculty and staff at RCHS are committed to their chosen profession and serve as ambassadors for excellence.

RCHS offers a wealth of life changing experiences in the areas of academic life, athletics, fine and performing arts, leadership, and community outreach. We urge you to take advantage of these amazing opportunities to broaden and enhance your high school experience. Lastly, we look forward to fostering new relationships and keeping you informed of new and exciting developments. We stand committed to the Rockbridge County Public School's mission of *Student Learning First!*

Together, we are Rockbridge!

Haywood M. Hand, Jr.
Principal

Rockbridge County High School Mission Statement: Student Learning First

At Rockbridge County High School, our mission is to embrace the concept of cognitive diversity by creating an atmosphere of community respect and innovation. Educators will offer opportunities for every student, every day to learn and grow intellectually and emotionally by fostering a positive, safe, and challenging learning environment where research-based teaching and learning strategies respect the difference between students and help them to reach their maximum potentials.

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 free from discrimination on the basis of race, color, national origin, religion, age, disability or gender. Grievance procedures for Title IX and section 504 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 need to be sent to the assistant superintendent, and Section 504 complaints regarding discrimination need to be sent to the superintendent's office. Both can be reached at the school board office, 2893 Collierstown Road, Lexington, VA 24450 or by calling (540) 463-7386/463-1002

ATTENDANCE

Philosophy

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

Policy

Virginia Compulsory School Attendance Law, Section 22.1-254. Ages of children required to attend:

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

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

The Rockbridge County School Board adopted the following policy on 12 May 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 provisions of the law.

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.

Students who are absent must bring a valid note stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent.

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee.

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

Compulsory Attendance Procedures:

Upon Fifth Absence without Parental Awareness and Support

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

Upon Sixth Absence without Parental Awareness and Support

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

Upon Additional Absence without Parental Awareness and Support

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

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

Absences – Excused

Did You Know?

- ❖ **Code of Virginia § [46.2-323](#) provides for the suspension of the driver's license of anyone under 18 years of age who has 10 or more unexcused absences from public school on consecutive school days.**
- ❖ **Code of Virginia § [63.2-606](#) requires schools to report non-attendance of children receiving Temporary Assistance for Needy Families (TANF) to local departments of social services. Families receiving TANF are required to comply with compulsory school attendance laws.**
- ❖ **A number of studies have found that truants have low self-esteem and experience greater feelings of rejection or criticism from their parents than non-truants.**
- ❖ **Students who are chronically truant typically fall behind in grade level and drop out of school.**
- ❖ **Students who are chronically truant are also at-risk for other behaviors, such as alcohol and drug abuse, teenage pregnancy, and delinquency.**

- ❖ **Students who are chronically truant require extra time from teachers; teachers have less time to spend with the regularly-attending students in the classroom when they must create make-up work for truants.**
- ❖ **In early research, depending upon the perspective of the researcher, truancy was said to be caused by the student, the student's family, or the school. More recently, it is understood that a combination of all three factors usually affect truancy.**

Students who are absent must bring a parental note within **two (2) days** from the first day the student returns to school stating the reason for the absence unless prior written or telephone notification of reason has been received from the parent/guardian. Acceptable reasons for an absence and/or tardiness to school include:

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

This note will be filed in the Attendance 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) will not count as absences from class. An out-of-school suspension, however, will count against one's attendance from class. **Any first-time suspension for three or more days is counted as three days unexcused against a student's attendance record. All further suspensions in the same year count equal to the number of suspension days against the student's attendance record.**

Parental Cooperation in Remedying 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 remedying the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of

§ 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

Report for Suspension of Driver's License

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

Attendance Reporting

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

Dismissal Precautions

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

Attendance Procedures for Parents/Students

Student Absences:

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

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

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

All absences will be classified as excused or unexcused. An excused absence is defined as an absence due to medical appointment or illness/sickness, court appointment, or death in the immediate family. All other absences are unexcused. Students who are not present for at least **40 minutes** of the class period, will be counted as absent from that class period.

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 from a doctor, parent/guardian, or court official explaining the absence. This does not "excuse" an absence but is used for truancy purposes. All notes must be turned in to the main office by 8:30 the day following the absence. Failure to supply a note will result in a referral notice being sent to an administrator and if determined by the administrator to be unexcused absence(s) or tardy to school, it could result in possible disciplinary action.

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 get the form signed by all of their teachers and will return the form to the main office prior to the date of absence.

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

§22.1-265 Inducing Children to Absent Themselves

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

Code Contents

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

§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.

Leaving School during the Day:

Students must have permission of legal parent/guardian and school official to leave school during the school day. **This includes students who have reached the age of 18.** Students who leave school without permission from the attendance office or administration are considered to be truant and will 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 attendance office before school. Students must be signed out by a parent/guardian in the attendance office before leaving school grounds. If a student reports back to school on the same day, a student must sign-in at the attendance 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 the 3:30 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 extra-curricular activities must leave school grounds and return after the 3:20 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 extra-curricular activities, without prior approval of an administrator.

Clinic/School Nurse

Emergency/registration cards are distributed at the beginning of the school year. **These forms must be signed and returned on or before Friday, August 28, 2015.** Any medical problems, 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. This note should be given to the Attendance Officer and in return the student will receive a blue admission slip that must be exchanged with each teacher stating why they were absent from class.

CLINIC HOURS: Monday- Friday 8:15 A.M. - 3:15 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.

Actions Corresponding to Unexplained Absences

Circumstance	Action	Person Responsible
Any Absence	Parent/Guardian is contacted	Telephone dialer, Secretary, or Administrator
5 Unexplained Absences	Direct contact to explain consequences of continued nonattendance and to jointly develop a plan to resolve nonattendance. May result in disciplinary action.	Administrator
6 Unexplained Absences	In person conference to resolve issues related to nonattendance. Conference may include other community service providers; produce attendance plan	Administrator, Guidance Counselor
Next Absence after Conference	Referral to Juvenile and Domestic Relations Court Under § 16.1-228, § 18.2-371 or § 22.1-262.	Administrator
10 Unexplained Absences	Upon the recommendation of the principal the courts may revoke driver's license.	Administrator

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 at the start of the school year. This process is in place to secure the use of the facility.

Computer Software, Games, and Electronics

Students who are enrolled in classes that will be using computers are required to purchase a flash drive for the purpose of saving important student documents deemed necessary by the classroom instructor. The instructor may recommend a specific type/model flash drive needed for their class. All students are asked to refrain from making such purchases until it is agreed upon by their instructor(s). 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.

Electronic devices such as IPods, iPads, Kindles, Nooks, and other related eReaders or musical devices are to be concealed during the regular school day. Students must refrain from using ear phones connected to these devices at all times during the instructional day. This includes the common areas of the building between classes. Teachers may use discretion, upon approval from the administration, to allow students to activate and use their personal devices in the instructional setting. If a student violates this agreement, the following steps will be taken:

- First Offense.....**Warning and documented by the administration
 - Second Offenses.....**ISS and released to a parent only
 - Third Offense.....**One (1) day of out-of-school suspension for gross insubordination
 - Fourth Offense.....**Three (3) days of out-of-school suspension for gross insubordination
- *RCHS is not responsible for lost or stolen personal electronic devices.**

Corridor Passes

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

Daily Announcements

Announcements will be delivered by school officials two (2) times during the instructional day. The morning announcements consist of the Pledge of Allegiance and the Moment of Silence. 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. Announcements must be sanctioned by school officials prior to being delivered over the school's PA system. Bus changes that are delivered by school transportation will be publicly announced and posted on the white board in the common's each day.

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

Dress Code

The school requires that each student dress in a manner that does not distract other students or the school staff from the instructional process or is not disruptive to the learning environment. Despite emerging fashion trends, students are expected to dress appropriately for an educational environment. Appropriate dress is considered to be clothing that covers the body sufficiently so as not to attract excessive attention to oneself. **If your dress is deemed to be disruptive to the instructional environment, you will be required to change to appropriate clothing or report to ISS for the remainder of the day. Further disciplinary action may take place if students are defiant to this request.**

Items of clothing that may cause disruption include, but are not limited to:

1. Hats, caps, visors, stocking caps, picks, do rags,
 - i. **bandanas or headbands** worn around the head, body, or neck must be removed upon entering the building.
 - ii. **Apparel and accessories suggesting or displaying inappropriate language or any other expressions deemed inappropriate by the administration are prohibited.**
2. Footwear must be worn at all times. **Slippers are not acceptable.**
3. **Skirts, dresses, and shorts should not be shorter than five (5) inches from the knee (the length of an index card). This is also true of slits in long or short skirts.** This applies to students wearing tights as well.
4. No undergarments or negligee should be exposed or worn as outer garments. **Tops cannot have necklines that are lower than the straight line from top of underarms across to opposite underarm.**
5. **Clothing that contains writing and/or images that communicate inappropriate messages about drugs, alcohol, tobacco, e-vapor products, violence, sex, race, gender, religion or ethnicity are prohibited.**
6. **Shirt, sweatshirt, and sweater length shall not exceed the area marked by the top of the student's index finger while standing. If item is longer it must be tucked in.**
7. Tank tops, tube tops, mesh tops, sheer tops, halters, cut-off shirts, sleeveless (muscle) shirts, bare-midriff tops, or tops with shoulder straps less than three (3) inches wide are not acceptable (the width of an index card).
8. **Leggings, jeggings, leotards, biker pants, sweater dresses, knit skirts, and yoga pants may only be worn if accompanied with a shirt or dress that passes the fingertip rule.**
9. **All styles of pants and shorts must be worn at or above the waistline without exposing underwear or skin.**
10. Bed clothing (i.e. pajamas) is not appropriate. **Pajama pants are prohibited.**
11. Gloves are not to be worn during the school day.
12. **Torn, holey, or ripped clothing that expose bodily areas above the knee is labeled as not appropriate attire for school.**
13. Sunglasses (or other dark shaded glasses) are not to be worn on face, head or body in the building. If they are

necessary for medical treatment, a physician's prescription will be required.

14. Apparel or accessories that can/may imply gang membership is not permitted as defined under *Gangs* in the student handbook.

*Students in some instructional programs will be required to wear certain types of apparel or safety equipment.

Driving and Parking

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

1. Student parking is available for juniors and seniors with valid operators' licenses. Because there is limited student parking, special permission from the principal must be obtained for others needing to drive.
2. Two lots are available for student parking. (1) The senior lot is nearest the main entrance. Senior parking spaces are numbered and outlined on both sides in yellow. Seniors park in their designated space as indicated by their hang tag number. (2) The junior lot is across the street from the school by the tennis courts.
3. **Do not park in the area reserved for faculty. Your car may be towed at owner's expense.**
4. Cars parked inappropriately or in the wrong space are subject to being towed at the owner's expense.
5. **Students must drive with caution and obey speeding and/or traffic regulations at all times.** The speed limit on Greenhouse Road is 25 mph. The parking lot speed limit is 5 mph. Students must operate their cars in a safe manner at all times. Violators will be subject to revocation of their driving privileges for a designated period of time at the discretion of the principal.
6. All parking lots are off-limits during school hours unless students are arriving to or leaving from school. 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 will result in a one day suspension from school.**
7. Lack of cooperation with faculty and administration, or failure to purchase a parking tag and complete the required student parking form may result in the loss of driving privileges or other disciplinary action.
8. **Driving privileges can be revoked at any time, for any disciplinary action.**
9. Student vehicles can be searched by school officials at any time.
10. **Students accumulating 10 unexcused tardies, 10 unexcused absences, or any combination of unexcused tardies and unexcused absences totaling 10, will have their driving/parking privileges revoked for the remainder of the 2015-2016 school year, with no refund.**

Morning Drop-off / Afternoon Pick-up

1. **Morning drop-off for students is in front of the Floyd S. Kay building (Vo-Tech building). Parents are reminded to yield the right of way to students who are parking their vehicles in this lot and walking into the 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.**
3. **All students are expected to exit and enter the school building at the main front door entrance adjacent to the administrative offices.**

Food Regulations

All food and drinks must be disposed of properly. Take pride in keeping your school clean. Students are permitted to have light snacks (crackers, chips, fruit, granola bars, and vegetables) in the classroom with permission from their teacher(s). Students may not have food or drink from outside vendors (i.e., Hardees, Burger King, McDonald's, Taco Bell, Sheetz, etc...) at any time. Students may request permission from the administration to organize food from outside vendors for special school functions or events.

RCHS 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. **Anyone caught breaking in**

the lunch line will be sent to lunch detention immediately!

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 have the option to pre-pay for meals by creating a debit account.
5. 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.
6. Students are to report directly to the cafeteria for their assigned lunch.
7. Students giving or using unauthorized free or reduced lunch numbers will be **suspended for 7 days**, as it is considered theft.
8. 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 will be subject to disciplinary action deemed appropriate by the administration.

Homework

1. Homework will be assigned to all students with various timelines and expectations.
2. Homework should be an expansion and enrichment of the material taught in the classroom.
3. Homework should be taken seriously by all students.
4. **Homework may not count more than 10% a student's final nine-week grade.**
5. When a teacher does not assign a homework assignment, students should use the opportunity to read, study, or further review a daily lesson. The time taken to prepare for future projects and activities is time well spent.

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 **one day** to make up missed assignments. Students absent **two days** will have **two days** to make up missed assignments. Students absent for **three or more days** will have **five days** to make up assignments. The length of the make-up time may be extended by the classroom teacher if he or she deems it necessary.

Students can only earn the highest grade of a "60" for any make-up work for an unexcused absence. This refers to, but is not limited to, classwork, homework, lab exercises, quizzes, and tests. Alternative arrangements with administrative approval may be granted.

*****Students who skip class may not be entitled to make up missed work and will receive a grade of zero for all missed assignments. Student, teacher and administrator can conference about possible make-up assignment(s).**

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 at that time.

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

It is the responsibility of each student to request make up work when they return from an absence.

Testing Schedule

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

Discipline Area	Days of the Week
Math	Wednesday/Friday
Science	Tuesday/Thursday
Social Studies	Wednesday/Friday
English / Foreign Languages	Tuesday/Thursday
Vocational, Business, Health and PE, and other Electives	Monday - Friday

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

Graduation Requirements

There are several diploma options available for your son/daughter. This section identifies the diploma options and defines some key terms used when meeting graduation requirements. The graduation requirements for a student are those that are in place the first time they enter high school as a ninth grader. **For a copy of the full text of the Standards of Accreditation, visit www.pen.k12.va.us/VDOE/Accountability/soa.htm.**

Definitions

Standard Unit of Credit: Student earns a passing grade in course.

Verified Unit of Credit: Student earns a passing grade in course and passes the associated End-of-Course SOL Test, substitute assessment, student selected test, or certain professional and industry certifications and licenses.

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

English	Math	Science	Social Studies
English 11 Reading	Algebra I	Earth Science	World Geography
English 11 Writing	Geometry	Biology	World History II
	Algebra II	Chemistry	US/VA History

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

- Not Proficient (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.

Student-Selected Tests: Test required passing in order to earn a standard or advanced studies diploma. 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.

Sequential electives: Elective courses required for a standard or modified standard diploma that are focused sequences of elective courses leading to further education or preparation for employment developed by the school division consistent with Board of Education guidelines and as approved by the local school board.

Expedited Retakes: If a student was found “Not Proficient” after completion of an SOL test and scored between 375 and 399 on the administered SOL then they may be given the opportunity to retake the test.

Remediation: During the summer, students that are found “Not Proficient” on any end-of-course test are invited to attend a remediation program to review the information and retake the test.

Virginia Alternate Assessment Program: This program is available to students with disabilities and is for students who do not participate in the Virginia Standards of Learning testing program. Participation in the alternate assessment is decided upon by the IEP team upon meeting the requirements of the program as outlined by the state.

Career Cluster: Career clusters identify pathways from secondary school to two and four-year colleges, graduate school, and the workplace, so students can learn in school what they can do in the future. For additional information regarding Career Clusters please contact the Counseling Department.

To graduate with an **Advanced Studies Diploma**, a student must earn at least 24 standard units of credit, and at least nine verified units of credit:

- Students who entered ninth grade for the first time during and after 2011-2012 must earn at least 26 standard units of credit.

Entering Ninth-Grade Class of 2013-2014 and Beyond

Career and Technical Education Credential – Effective with the *entering 9th-grade class of 2013-2014*, students must earn a career and technical education credential approved by the Board of Education in order to earn a Standard Diploma. This credential could include, but is not limited to, an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.

Virtual Course – Effective with the *entering 9th-grade class of 2013-2014*, students must complete one virtual course, which may be a noncredit-bearing course or a required or elective credit-bearing course that is offered online.

GUIDANCE

Management of Student Records

The Guidance 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 guidance 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. 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 – nine 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 nine 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. A student changing a year-long class must do so on or before September 1, 2015. Semester-long course changes must be made within the first ten (10) days of the semester.

SOL Information

In addition to earning a certain number of high school credits to graduate, every student in Virginia must pass a certain number Standards of Learning (SOL) tests to graduate from high school. Each time a student passes an SOL test they earn a "verified unit of credit." The number and kinds of SOL tests that students must pass depend on the type of diploma that a student is getting, as well as on the year that the student will graduate. Please refer to the program of studies for specific courses that have a SOL test.

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 mid-point of each nine- weeks. Report cards will be distributed on the following dates: October 29, January 21, and April 5. The last nine-week report will be mailed within 5-days from the last day of school.

Evaluation

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

GRADING SCALE/GRADE POINT AVERAGE/CLASS RANK

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

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

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

CREDIT REQUIREMENTS FOR GRADE CLASSIFICATION

A student’s grade level classification is dependent upon the number of courses which he/she has satisfactorily completed. Credit is given for each course for which a grade of “60” or higher is earned. The minimum credit requirements for attaining each grade is as follows:

- 10th - 5 credits
- 11th - 10 credits
- 12th - 15 credits

High School Credit Earned in Middle School

High school courses that are taught at the middle school are the same as courses taught at the high school and carry the appropriate high school credit. Any math course at or above Algebra I, all World Languages, 8th grade Keyboarding, Computer Applications, World Geography, World History I, and Introduction to Drafting (LDMS) will count toward fulfilling the credits needed for graduation. The highest grades received in these courses are included on the transcript and in the student’s GPA.

Students may choose to have a high school credit bearing course expunged from the transcript. Students must repeat the course in order to take the next sequential class. For example, if a student decides to drop Algebra I, the student must retake Algebra I before taking Geometry. *Students who choose to have high school credit courses expunged from the transcript must do so before entering the 9th grade.* Contact your counselor to assist you with this process.

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 diminishes the reverence and decorum of the service. Furthermore, there are students with special needs that find this unnecessary noise invasive.

Graduation Distinctions

Principal's Scholars

Graduates that earn a 4.0 or above will be designated honor graduates at the graduation ceremony and receive their diplomas first. Each graduating senior will be seated in descending order (highest to lowest) based upon their cumulative grade point average. These students will be identified with a purple cord at the graduation ceremony.

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 and are recognized in the graduation program.

BOARD OF EDUCATION SEAL

Students who complete the requirements for a Standard Diploma or Advanced Studies Diploma with a final grade point average of "A" (4.0) or better at the end of their senior year will receive a Board of Education Seal on the diploma.

GOVERNOR'S SEAL

Students who complete the requirements for the Advanced Studies Diploma with an average of "B" (3.0) or better and successfully complete college-level coursework that will earn the student at least nine transferable college credits through Advanced Placement or Dual Enrollment courses shall receive the Governor's Seal on the diploma.

BOARD OF EDUCATION CAREER & TECHNICAL EDUCATION SEAL

The Board of Education's Career and Technical Education Seal will be awarded to students who:

- Earn a Standard Diploma or Advanced Studies Diploma and complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a "B" or better average in those courses
- OR pass an examination or an occupational competency assessment in a career and technical education concentration or specialization that confers certification or occupational competency credential from a recognized industry, trade, or professional association
- OR acquire a professional license in that career and technical education field from the Commonwealth of Virginia.

The Board of Education shall approve all professional licenses and examinations used to satisfy these requirements.

BOARD OF EDUCATION'S ADVANCED MATHEMATICS AND TECHNOLOGY SEAL

This seal will be awarded to students who earn either a Standard Diploma or Advanced Studies Diploma and satisfy all of the mathematics requirements for the Advanced Studies Diploma (four units of credit including Algebra II; two verified units of credit) with a "B" average or better; and either

- Pass an examination in a career and technical education field that confers certification from a recognized industry, trade or professional association
- OR acquire a professional license in a career and technical education field from the Commonwealth of Virginia
- OR pass an examination approved by the board that confers college-level credit in a technology or computer science area.

The Board of Education shall approve all professional licenses and examinations used to satisfy these requirements.

BOARD OF EDUCATION'S EXCELLENCE IN CIVICS EDUCATION SEAL

This seal will be awarded to students who meet each of the following four criteria:

- Satisfy the requirement to earn a Standard Diploma or an Advanced Studies Diploma
- Complete Virginia and United States History and Virginia and United States Government courses with a grade of "B" or higher
- Complete 50 hours of voluntary participation in community service or extracurricular activities, such as:
 - Volunteering for a charitable or religious organization that provides services to the poor, sick, or less fortunate;
 - Participating in Boy Scouts, Girl Scouts, or similar youth organizations;
 - Participating in political campaigns or government internships, Boys State, Girls State, or Model General Assembly;
 - Participating in school-sponsored extracurricular activities that have a civics focus.

- Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement.
- Have good attendance and no disciplinary infractions as determined by local school board policies.

Career/Technical Certificates

Students completing career/technical programs receive a certificate for each program completed in addition to their high school diploma.

Advanced Programs of Study/College Credit

Rockbridge County High School offers many courses which are accelerated and more in-depth than those of their grade-level counterparts. These advanced courses prepare students for the challenging environment of a four-year college. A significant amount of work outside of the classroom is expected. Some of these courses allow students to earn college credit in addition to high school credit.

Admission into accelerated courses is based on academic performance, teacher recommendation, and additional specific requirements determined by each department. Students who are enrolled in an advanced placement course are highly recommended to take the appropriate advanced placement test in May.

Juniors and seniors may earn college credit in two ways: 1) credit awarded by colleges based upon score(s) earned on an advanced placement exam(s); 2) credit awarded by colleges based upon a dual enrollment class (es) with at least a "C." The granting of AP or dual enrollment credit is solely at the discretion of the college. Dual enrollment offerings each year will depend upon availability of instructors.

See the Program of Studies for more detailed information on advanced programs of study.

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.

Academic Letters

Students are awarded an academic letter if they have been on the honor roll for three out of the four grading periods. If the third honor roll listing is achieved during the final nine weeks, students will pick up their academic letter/award in the Guidance office at the beginning of the next school year. Once students have received an academic letter, they receive a gold bar for each year of recognition of their academic accomplishments.

Senior Exam Exemptions

Seniors who have no serious disciplinary referrals may be excused from their second semester exam in a given subject if one of the following occurs:

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, or Five (5) or fewer accumulated absences in a particular course.

If a senior is enrolled in an SOL course, then they must earn a score of 400 or better or if the course is honors they must earn a 500.

Family Life Education

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

Honor Code

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

As a student at Rockbridge County High School, I will respect the rights of others, assume the responsibility for my own actions, and maintain the basic standards of personal honor. Recognizing the fundamental principles of justice and personal integrity, I pledge to uphold the virtues of the Rockbridge County High School Honor Code.

Honor Code Violations include:

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

First offense:

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

Second offense:

The student will be given a zero in addition a conference will be held with parent, student, teacher, and counselor.

Third offense:

(and all others after this)– zero, suspension and possible loss of credit for the semester, and referral to school counseling.

***Violations are cumulative**

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.

Lockers

1. The Office Staff will assign a locker to students when requested.
2. Lockers must be used only for the storage of books, notebooks, lunches, coats, and other school supplies.
3. The locker must be used only by the person(s) assigned to the locker. Lockers should not be shared or exchanged with other students.
4. Food items should not be stored in lockers overnight.
5. When a student has been informed per School Board regulations, lockers may be searched if the administration has reason to suspect the presence of articles or materials not in the best interest of the school. Therefore, the school division retains the right to inspect student lockers for any reason at any time without notice, without students' consent, and without a search warrant.
6. Students will be held responsible for any damage done to a locker beyond the normal wear.
7. If a locker will not open, proceed to class; problems with lockers must be taken care of during non-class time at the Main Office. **The Main Office will not issue late passes to class due to jammed lockers or other locker problems.** The Administration will be responsible for determining the validity of locker problems.
8. Lockers are provided as a convenience. The school cannot be held responsible for items left in lockers. It is strongly advised that students do not leave valuables in their lockers. Large sums of money should not be brought to school.
9. All lockers must be emptied no later than the last day of school. The custodial staff will remove and dispose of all items left in the lockers.

Rights and Responsibilities

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

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

Tardy Policy

The Tardy Policy is devised to encourage prompt arrival of students in the classroom for immediate instructional engagement. Tardiness is defined as absent from 0 to 9 minutes after the tardy bell. Skipping class is defined as being absent from class without prior notification.

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

**Consequences subject to revision by the administration*

Number of Tardies	Consequences
5	Administrative Reprimand
6	Lunch Detention
7	Overnight Suspension
8	1-hour After-School Detention
9	2-hour After-School Detention
10	ISS
11	ISS & 1-Week Social Probation & Loss of Driving Privileges
12	ISS & 2-Weeks Social Probation & Loss of Driving Privileges
13	Social Probation and Loss of Driving Privileges for the balance of the semester
14+	Parent Conference with the Administration

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

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

*Tardy and late are used interchangeably.

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

Telephones

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

Cell Phone Policy

The use (outgoing calls, incoming calls, text messaging, camera use, game-playing, or any other use) of cell phones in the school building is strictly prohibited during instructional time and class change. Such use will result in disciplinary action and loss of cell phone privileges. Cell phones are to be turned off while in the student's possession at school, excluding before school, lunch or afterschool. Violators will be disciplined accordingly.

1. **First offense** = Warning and incident documented by the administration
2. **Second offense** = ISS and phone released to parent.
3. **Third offense** = One (1) day of out-of-school-suspension for gross insubordination.
4. **Fourth offense**=Three (3) days of out-of-school suspension for gross insubordination

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 will be suspended for failure to comply.

Videotaping

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.

Visitors

School policy is to accept only those visitors who have legitimate business to attend to at the school. Visitors and guests must report to the Main Office immediately upon entering the building. To meet with an administrator, teacher, or counselor, it is advised to call ahead to schedule an appointment.

All visitors must secure badges from the Main Office upon arrival, and these must be returned before leaving.

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

Parental responsibility and involvement requirements.

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

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

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

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

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

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

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

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection 4 of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection 6, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision (ii) of subsection 7. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

Disciplinary Guidelines

Student Rules and Regulations

Students have the responsibility to live by the school rules and regulations and the right to equal protection under the rules and regulations. It is the students' responsibility to obey all school rules and regulations.

Rules and regulations are necessary to assure self-control and to protect the rights of all teachers/substitutes to teach and of all students to learn without disturbance.

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

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

Areas of Violations and Definitions

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

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

Rockbridge County High School operates under the presumption that students will conduct themselves as responsible members of the school community. This presumption includes the expectation that they will obey the law, adhere to the

policies of the school system, and comply with the rules and regulations of the school. Students are required to safeguard the property of the school and to respect the rights and privileges of others in the school community at all times.

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

- **Classroom or Other Disruption:** Any behavior as determined by the classroom teacher or other school staff that interrupts or disrupts the learning environment.
- **Verbal Abuse, Profane or Abusive Language:** Any use of profanity, obscene gesture, bullying, or other language that interferes with teaching and learning or that offends another's race, religion, gender, national origin, disability, or intellectual ability. (Can be a reportable offense to law enforcement- §22.1-277.02:1).
- **Inappropriate Dress:** 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 Dress Code)
- **Gambling:** Playing games of chance for money or valuables on school property or during any school-related activity. This extends keeping score for later settlement. (Can be a reportable offense to law enforcement)
- **Theft:** Unlawful seizure of school property or personal property of school staff or students. (Can be a reportable offense to law enforcement)
- **Trespassing:** Being present on school property or using school facilities without proper authority or permission. Includes students who have been suspended or expelled. (Can be a reportable offense to law enforcement)
- **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. (Can be a reportable offense to law enforcement)
- **Vandalism:** Willful or malicious defacing of school property, including graffiti, and willful or malicious defacing of private property. (Can be a reportable offense to law enforcement)
- **Gang Activity:** Any group activity that threatens, that is illegal or violent, or that supports the development of gang activity, which may include wearing gang-related apparel, inappropriate congregating, bullying, and harassment of others. (Can be a reportable offense to law enforcement)
- **Physical Assault:** Any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, and fighting. (Must be reported to law enforcement- §22.1-280.1 (A) and (C))
- **Assault and Battery:** Physical fighting that causes injury to another. (Must be reported to law enforcement- §22.1-280.1 (A) and (C))
- **Use or Possession of Alcohol, Tobacco, and Other Drugs:** See Rockbridge County Public Schools Policy Manual.
- **Possession and/or Use of Firearms:** See Rockbridge County Public Schools Policy Manual.
- **Bullying:** Bullying is addressed in the State Board Student Conduct Guidelines in the following manner.

According to the National Center for Education Statistics [Indicators of School Crime and Safety, 2002 (July 1004)], bullying can contribute to a climate of fear and intimidation in schools. There are patterns of behavior associated with bullying that are criminal offenses and include assault, battery, extortion, false imprisonment,

hazing, larceny, robbery, theft, threats, and sexual harassment. Non-criminal behaviors associated with bullying include intimidation, taunting, name-calling, and insults. Although bullying is not defined in the Code, the definition developed for the Virginia DOE for the *Annual Discipline, Crime, and Violence Report* is “repeated negative behaviors intended to frighten or cause harm that may include, but are not limited to, verbal or written threats or physical harm.”

The following conduct is illustrative of bullying:

- physical intimidation, taunting, name calling, and insults;
 - comments regarding the race, gender, religion, physical abilities, or characteristics of associates of the other person;
 - Falsifying statements about other persons (Can be a reportable offense to law enforcement- §18.2-56)
- **Cyber bullying:** (Use of electronic means for purposes of bullying, harassment, and intimidation [HB 1624 (22.1-279.6)]) The following Sample Conduct Standard for Bullying is now contained in the State Board Model Policies Guidelines: Students, either individually or as part of a group, shall not harass or bully others. The following conduct is illustrative of bullying:
1. Physical intimidation, taunting, name calling, and insults
 2. Comments regarding the race, gender, religion, physical abilities or characteristics of the targeted person
 3. Falsifying statements about other persons
 4. Use of technology such as e-mail, text messages, or Web sites to defame or harm others
- **Hazing:** recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. (Can be a reportable offense to law enforcement- § 18.2-56)
 - **Electronic Tampering:** The unauthorized use of or access to any network files or documents. (Can be a reportable offense to law enforcement)
 - **Arson:** Setting fire to or attempting to set fire to school property or the property of another on school grounds or any school property. (Can be a reportable offense to law enforcement)
 - **Stalking:** Intentionally pursuing another person with the intent to cause fear of harm, bodily injury, or death. (Can be a reportable offense to law enforcement)
 - **Cheating/Lying:** To knowingly make false statements; to cheat or plagiarize with respect to school assignments, tests, etc.
 - **Extortion:** Obtaining property from another by use of force, fear, threat, or intimidation. (Can be a reportable offense to law enforcement)
 - **Threats:** Making threats to do bodily injury or to harm other students at school, on the school bus, or at school-related activities; making threats against school personnel while on the school bus, on school property, or at school-related activities. (Must be reported to law enforcement-§22.1-280.1 (A) and (C))

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

Applicability of School Rules and Regulations

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

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

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

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

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

Disciplinary Action Levels:

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

Level 1 – Conference

Staff members may conduct a conference with any combination of the following: Teachers, students, parents, administrators, counselors, or other parties deemed necessary

Level 2 – Interventions

Intervention options can include, but are not limited to, the following:
Referral, Time-out, After School Detention, Contract with Student/Parent, Restricted Activity, Separation from Class/School, Substance Abuse Education, Working Lunch, Mediation

Level 3 – In-School Suspension

1-5 Days of ISS

Level 4 – Out-of-School Suspension

1-5 Days of OSS

Level 5 – Out-of-School Suspension

6-10 Days of OSS

Level 6 – Long-term Suspension

Not permitted to attend school for more than 10 days but less than 365 calendar days

Level 7 – Recommendation for Expulsion

Not permitted to attend any school within the school division and is ineligible for readmission for 365 calendar days after the date of expulsion

Offense	Minimum	Maximum
Level One Violations		
Tardy Arriving to class on time is imperative. Please refer to page 8 for disciplinary progression.	1	3
AWOL and/or Leaving school premises without permission Students should always be in their assigned classroom unless they have permission from their teacher, guidance counselor or an administrator. Anytime a student is AWOL from class a teacher may arrange with a student to make the time up or refer to an administrator for another appropriate solution.	2	4
Dress Code It is important for students to be dressed appropriately for the school setting. If a student chooses to not follow these guidelines they will be sent to the main office and asked to change. Students may either change into appropriate clothing they have at school, have a parent bring them a change of clothing, or a school official will provide them with acceptable clothing. Students who refuse to comply with the administration will be subject to further disciplinary action.	1	3
Improper displays of affection This includes kissing, sitting on laps, excessive body contact, or highly suggestive behavior that is not appropriate for school as determined by the administration	1	5
Communication/electronic devices Please refer to page 8 for disciplinary progression.	1	3
Level Two Violations		
Unauthorized use of computer equipment/software/data Access to electronic technology resources is a privilege, not a right, and each student is accountable for appropriately using them.	1	4
Disorderly Conduct Any act that seriously interferes with the teacher's right to teach and/a student's right to learn. In addition, refusal to accept corrective measures designated by teacher and other acts of insubordination shall be considered in this category.	1	7
Inappropriate Language Include, but may not be limited to, the use of written or verbal vulgarity, profanity, and/or obscene gestures directed toward school personnel or other students. Inappropriate communications also include the use of written or verbal derogatory communications regarding age, race, sex, color, religion, national origin, or handicap. This includes electronic communication such as text messaging, Facebook, Twitter, etc.	1	7
Offense		
Horseplay Any rough, boisterous, and/or physically inappropriate behavior.	1	5
Cheating/dishonest conduct Students are expected to be honest and truthful with school personnel and other students. Dishonest conduct of any kind shall not be tolerated. Examples of dishonest conduct include, but may not be limited to, cheating, lying, stealing, forgery, and plagiarism. Student will receive a Zero "0" on the assignment, parent contacted by teacher, and teacher has the option of providing a retake or alternative assignment.	1	4
Level Three Violations		
Disrespect to school employees Any direct defiance, disobedience, rudeness, failure to give one's name when asked, and other insubordinate acts of this nature.	1	5
Tampering with video/surveillance equipment If tampering results in damage, student is responsible for full replacement cost for camera or cost related to bringing the system back into operation (including labor). Consequences will depend on severity of infraction. Criminal charges may also result.	3 (LE)	5 (LE)
Bullying/Harassment Behavior associated with bullying includes: intimidation, taunting, name calling, harassment, shanking (pulling down) shorts, instigating a fight and insults. This includes any electronically transmitted abuse of any form, even outside of the school day and not on school grounds, that negatively impacts the school environment (cyber-bullying).	3	7 (LE)
Fighting/assault/battery Fighting is exchanging mutual physical contact between two or more students by pushing, shoving, or hitting with or without injury. Assault is a threat of bodily injury. Battery is any bodily hurt, however slight, done to another in an angry, rude, or vengeful manner.	4 (LE)	7 (LE)
Possession of tobacco Possession of or use of any tobacco product, look-a-like products, or electronic smoking devices (e-cigarettes), on school grounds, on school buses, or at bus stops.	3 (LE)	5 (LE)
Level Four Violations		
Sexual harassment/stalking Sexual harassment may include, but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats. Stalking is defined in §18.2-60.3 of the Code of Virginia as conduct, occurring on more than one occasion and directed at another	4 (LE)	7 (LE)

person, that places that other person in reasonable fear of death, criminal sexual assault, or bodily injury. <i>IT IS PROHIBITED FOR ANY STUDENT OR SCHOOL EMPLOYEE, MALE OR FEMALE, TO HARASS ANOTHER BY MAKING UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS. STUDENTS MAY FIRST REPORT THE ALLEGED ACT TO A TEACHER, GUIDANCE COUNSELOR, ADMINISTRATOR, OR TO THE SCHOOL RESOURCE OFFICER. THE STUDENT SHOULD THEN CONTACT THE TITLE IX COMPLIANCE OFFICER (Dr. Jack Donald 463-7386).</i>		
School Threat/Disturbance Include, but may not be limited to, bomb threats, false fire alarms, fireworks, smoke bombs, 9-1-1 calls in a non-emergency phone situation. See Code of Virginia §18.2-83. This includes any threat(s) made by a student.	4 (LE)	7 (LE)
Alcohol/drugs Includes the possession, use, consumption, purchase, distribution, manufacture, and/or being under the influence or sale of restricted substances on school grounds, on school buses, or during school activities on or off school property. This includes, but may not be limited to, inhalants, stimulants, depressants, hallucinogens, and any drug not prescribed for the student by a physician. See Code of Virginia §22.1-277.01:1	5 (LE)	7 (LE)
Offense	Minimum	Maximum
Weapons Include firearms (handguns, rifles, or shotguns), explosive, incendiary, or poison gas, and knives with blades more than three inches. This includes carrying, using, bringing, or possessing dangerous instruments in the school building, on school bus, on school grounds, or at any school-sponsored activity on or off school property are grounds for disciplinary action. See Code of Virginia §22.1-277.07 and §18.2-308.1, in the federal Gun-Free Schools Act. See Rockbridge County Schools Policy Manual Section JFCD.	5 (LE)	7 (LE)
Dangerous instruments Includes knives with blades less than three inches, letter openers, screwdrivers, hammers, hatchets, razor blades, and other devices that could be used to inflict harm upon another person. This includes carrying, using, bringing, or possessing dangerous instruments in the school building, on school bus, on school grounds, or at any school-sponsored activity on or off school property are grounds for disciplinary action. See Code Of Virginia §22.1-277.07. See Rockbridge County Schools Policy Manual Section JFCD.	3 (LE)	7 (LE)
Destruction of school property Property includes any potentially permanent defacement, breakage, rendering inoperable, or otherwise destroying of furniture, materials, equipment, or any part of the school facility. This section also includes destruction of another's property on school grounds. §22.1-280.4 of the Code of Virginia authorizes school boards to seek reimbursement from a pupil or the pupil's parent for any "actual loss, breakage, or destruction of or failure to return property, owned by or under the control of the school board caused or committed by such pupil in pursuit of his studies."	3 (LE)	5 (LE)
Arson/vandalism Includes for arson §18.2-79 of the Code of Virginia, prohibits the burning or destroying of any school. The destruction may be in whole or in part-only a slight burning is necessary to violate this section of the Code. Vandalism is addressed in §18.2-138 of the Code of Virginia and prohibits the willful and malicious damaging of public buildings, including schools.	5 (LE)	7 (LE)
Theft A student will not steal property or be in possession of stolen property. This includes all of Rockbridge County Schools property.	3 (LE)	5 (LE)
Trespassing A student shall not trespass on school property or use school facilities without proper authority or permission or during a period of suspension or expulsion. See §18.2-128 of the Code of Virginia. All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action, and student visitors who fail to do so may be subject to disciplinary action as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities, shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity wherever located.	4 (LE)	7 (LE)
Hazing No student shall engage in hazing. Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harms on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity. See Code of Virginia §18.2-56. The principal of any school at which hazing which causes bodily injury shall report the hazing to the local Commonwealth Attorney.	4 (LE)	7 (LE)
Gang activity Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students. See Code of Virginia §18.2-46.1-§18.2-46.3. Note: The General Assembly has established criminal penalties for gang activities taking place within 1000 feet of any public or private school.	4 (LE)	7 (LE)

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

Appeals

If a parent feels that his or her child has been denied his rights for any reason in this school division, he or she may call this matter to the attention of the school principal. If the parent is not satisfied with the action taken by the principal, an appeal may be made to the superintendent 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: Tuesdays and/or Thursdays will be reserved for after-school detention. Students assigned to a one-hour detention will serve from 3:20 p.m. - 4:20 p.m. Students assigned a two-hour detention will serve from 3:20 p.m. to 5:20 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 3:20 P.M.
3. Students are required to bring sufficient work during detention, sleeping is not an option. Teachers have the option of having students complete make-up work, tests, or any other assignments during after-school detention.

School Dance Regulations:

1. Each RCHS student is responsible for his/her own behavior and the behavior of his/her guest. This behavior is to be appropriate for the occasion and conform to all school rules, school board policies, and state and federal laws. All students will be required to sign a behavior contract prior to purchasing tickets.
2. Students and guests who leave the building during the activity will not be re-admitted.
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 guest 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 students over the age of 20 will be allowed to attend the prom.
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 or on suspension.

Any student who is suspended for a cumulative of ten or more days anytime during the school year will be ineligible to attend any dance, including prom. In addition, any student that records **10 or more unexcused absences or records 20 or more absences (unexcused and excused)** is 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, or will be given behavioral management worksheets to complete.
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 suspension) 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 8:20 A.M.
3. Bring pencils, paper, and textbooks.
4. Remain quiet.
5. Remain in assigned seat.
6. No snacks, beverages, or gum are allowed in the ISD room.
7. Continuous study is mandatory.
8. Students will not be allowed out of ISD for any reason (Unless it is a serious emergency).
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 will 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 prior the tardy bell.
2. Remain seated and quiet for entire lunch period.
3. Lunch will be consumed in assigned area

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.**

SCHOOL HOURS:

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

Classes begin at 8:20 a.m. and end at 3:15 p.m.

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

Bell Schedules are posted on page 36

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 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

***Students may be recorded by cameras**

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

OTHER IMPORTANT INFORMATION:

Fire/Emergency Evacuations

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

Textbooks

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

Use of Elevator

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

Visitors

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

SCHOOL CLOSINGS

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

TELEVISION STATIONS

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

RADIO STATIONS

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

Rockbridge County Schools Calendar 2015-2016

August 11	Workdays for New Teachers/Staff
August 12 - 18	Preparation Days for Staff
August 17	Freshman Orientation
August 19	First Day of School
September 17	Interim Distribution
October 22	End of 1st Grading Period
October 26	Start of 2nd Grading Period
November 2	Report Card Distribution
November 12	Parent-Teacher Conferences
November 23	Interim Distribution
November 25, 26, 27	No School – THANKSGIVING BREAK
December 21 – January 1	No School – WINTER BREAK
January 4	School Re-Opens
January 11, 12, 13, 14	First Semester Exams
January 14	End of 2nd Grading Period
January 19	Start of 3rd Grading Period
January 26	Report Card Distribution
February 18	Parent-Teacher Conferences
February 16	Interim Distribution
March 21 - 25	No School – SPRING BREAK
March 29	End of 3rd Grading Period
March 30	Start of 4 th Grading Period
April 16	Report Card Distribution
April 27	Interim Distribution
May 30	No School – MEMORIAL DAY
May 31 - June 3	Second Semester Exams
June 3	Last day of School
June 7	End-of-Year Teacher Day

CONTINGENCY PLAN FOR DAYS LOST

Days 1-5 are built-in to the current calendar. Any Additional days will be added as needed

Day 6	not made up
Day 7	March 21
Day 8	Not made up
Day 9	March 22

*Other make-up days assigned as needed

RCCHS Events Calendar 2015-2016

August	3 - 5	Senior Pictures at RCCHS (appointment times mailed to students)
	7	Registration Deadline for September 12 ACT
	11	New Teachers Report
	12	Teachers Report
	12, 13, 14, 17, 18	Preparation Days for Teachers
	17	Freshman Orientation 8:30 - 12:30 / Report to RCCHS Auditorium
	19	First Day of School
	20	Herff Jones Senior Graduation Order Presentation 10:00 - RCCHS Auditorium
	20	Administration -Senior Class Meeting 10:30 - RCCHS Auditorium
	26	Fall Sports Information Night 6:00 p.m. - RCCHS Auditorium
	26	Herff Jones Senior Orders (During the 3 lunches) - RCCHS Commons Area
	26	Guidance - Freshman Class Meeting - RCCHS Auditorium (English Classes)
	27	Herff Jones Senior Orders (During the 3 lunches) & 3:30 - 6:30 - RCCHS Commons Area
	27	Guidance - Sophomore Class Meeting - RCCHS Auditorium (English Classes)
September	1	Guidance - Junior Class Meeting - RCCHS Auditorium (English Classes)
	2	Guidance - Senior Class Meeting - RCCHS Auditorium (English Classes)
	2	Open House 6:00 - 7:30 p.m.
	3	Senior Parent Meeting - 6:30 - RCCHS Auditorium
	7	Labor Day - No School for Students
	9	Picture Day - Underclassmen - RCCHS Auditorium
	9	End of Add/Drop Period for classes
	11	Registration Deadline for October 10 SAT
	11	Registration Deadline for October 24 ACT
	12	ACT Test at RCCHS 8:00 a.m. to 1:00 p.m.
	16	Junior Parent Meeting - 6:30 p.m. - RCCHS Auditorium
	17	Interim Distribution
	19	Senior Picture Retakes - RCCHS Auditorium / Library Periodical Room
	23	College Fair at RCCHS 12:00 p.m. to 2:00 p.m. - RCCHS Gym
	28	Junior Class Ring Payment Day (During the 3 Lunches) - RCCHS Commons Area
	28	Junior Class Ring Ceremony - 6:30 - RCCHS Auditorium
October	1--2	Homecoming Picture sign-up Room 114
	2	Homecoming Football Game 7:00 p.m.
	3	Homecoming Dance at RCCHS 8:00 p.m. to 11:00 p.m. - RCCHS Gym
	3	SAT Test at RCCHS 8:00 a.m. to 1:00 p.m.
	7	Senior Formals Re-take / Underclassman Re-takes - RCCHS Library Periodical Room
	8	Registration Deadline for November 7 SAT
	9	US History Field Trip to Jamestown
	12--13	PSAT Answer Sheet Inf (During English Classes)
	14	PSAT at RCCHS - 8:00 a.m. (all 10th grade and 11th grade for a fee) - RCCHS Gym
	19	Benchmark Assessments - Math/English
	20	Benchmark Assessments - Math/English

	20	Rockbridge County Education Foundation Meeting - 6:30 - RCHS Auditorium
	21	Benchmark Assessments - Science/Social Studies
	22	Benchmark Assessments - Science/Social Studies
	22	End of First Nine Weeks Grading Period
	23	Teacher Workday
	24	ACT test at RCHS 8:00 a.m. to 1:00 p.m.
	26	Beginning of Second Nine Weeks Grading Period
	31	RCHS Halloween Fair - RCHS Academic Wing, T-Hall & Commons Area
November	2	Report Card Distribution
	4	Club Picture Day - RCHS Gym
	6	Registration Deadline for December 5 SAT
	6	Registration Deadline for December 12 ACT
	7	SAT Test at RCHS 8:00 a.m. to 1:00 p.m.
	7	Holiday Bazaar RCHS Gym 9:00 a.m. to 1:00 p.m.
	12	Parent/Teacher Conference Night - 3:30 - 6:30
	18	Winter Sports Information Night 6:00 p.m. - RCHS Auditorium
	19	SCA Blood Drive in RCHS Gym
	23	Interim Distribution
	25-27	Thanksgiving Holiday - No School for Students
December	5	SAT Test at RCHS 8:00 a.m. to 1:00 p.m.
	12	ACT test at RCHS 8:00 a.m. to 1:00 p.m.
	18	College and Career Conversations 9:00 a.m. - RCHS Auditorium
	Dec 21-Jan 1	Winter Break - No School for Students
	30	Registration Deadline for January 23 SAT
January	4	School Resumes
	8	Registration Deadline for February 6 ACT (not at RCHS)
	11, 12,13,14	First Semester Exams
	14	End of Second Nine Weeks (First Semester) Grading Period
	15, 18	Teacher Workdays - No School for Students
	19	Second Semester Begins
	23	SAT Test (NOT AT RCHS)
	26	Report Card Distribution
February	6	ACT Test (NOT AT RCHS)
	12	Registration Deadline for March 12 SAT
	16	Interim Distribution
	18	Parent/Teacher Conference Night
March	2	Senior Cap and Gown Pictures - Lifetouch
	4	RCHS Talent Show - 6:30 - RCHS Auditorium
	5	SAT at RCHS 8:00 a.m. to 1:00 p.m.
	9	Spring Sports Information Night 6:00 p.m. - RCHS Auditorium
	11	Registration Deadline for April 16 ACT

	14	Benchmark Assessments - Math/English
	15	Benchmark Assessments - Math/English
	16	Benchmark Assessments - Science/Social Studies
	17	Benchmark Assessments - Science/Social Studies
	18	Government Trip to Washington, DC
	21-25	Spring Break
	26	Rockbridge Area Hospice Concert (RCHS Auditorium)
	29	End of Third Nine Weeks Grading Period
	30	Start of 4th Nine Weeks
April	1	Registration Deadline for May 2 SAT
	1	Doyle Lawson and Quicksilver (WRE Benefit) Concert (RCHS Auditorium) 7:00pm
	7	Herff Jones Sophomore Class Meeting 10:00 - RCHS Auditorium
	7--8	Senior Class Graduation Announcements Delivered (During 3 Lunches) - RCHS Commons
	9	ACT test at RCHS 8:00 a.m. to 1:00 p.m.
	14	Ring Orders (During 3 Lunches & 3:30 - 6:30) - RCHS Commons
	15	Ring Orders (During 3 Lunches) - RCHS Commons
	15	Report Card Distribution
	15, 16, & 17	Performance of Drama Spring Production (RCHS Auditorium)
	21--22	PROM Picture sign-up Room 114
	23	PROM 8:00 p.m. to 12:00 a.m. - W&L Evans Hall
	27	Interim Distribution
	28	Ring Orders (During 3 Lunches) - RCHS Commons
May	1	Registration Deadline for June 6 SAT (NOT AT RCHS)
	2	Advanced Placement Test - Chemistry - 8:00 a.m.
	3	Advanced Placement Test - Computer Science A - 8:00 a.m.
	3	Advanced Placement Test - Spanish Language and Culture - 8:00 a.m.
	4	Advanced Placement Test - English Literature and Composition - 8:00 a.m.
	5	Advanced Placement Test - Calculus BC - 8:00 a.m.
	6	Advanced Placement Test - United States History - 8:00 a.m.
	6	Registration Deadline for June 13 ACT
	7	SAT at RCHS 8:00 a.m. to 1:00 p.m.
	6 and 7	Relay For Life Event
	9	Advanced Placement Test - Biology - 8:00 a.m.
	9	Advanced Placement Test - Physics C: Mechanics - 12:00 p.m.
	10	Advanced Placement Test - United States Government and Politics - 8:00 a.m.
	11	Advanced Placement Test - English Language and Composition - 8:00 a.m.
	12	Advanced Placement Test - Statistics - 12:00 p.m.
	12	Advanced Placement Test - World History - 8:00 a.m.
	13	Advanced Placement Test - Latin - 12 p.m.
	19	Cap & Gown Delivered @ 10:00 - - RCHS Gym / Senior Class Picture @ 10:30 - RCHS Gym/Stadium

	20	Senior Trip
	25	Senior Picnic

BELL SCHEDULES

<u>Regular</u>	<u>Bell Schedule</u>		<u>One Hour Late</u>	<u>Bell Schedule</u>	
Period 1	8:20 - 9:15	55	Period 1	9:20 - 10:10	50
Period 2	9:19 - 10:09	50	Period 2	10:14 - 10:54	40
Period 3	10:13 - 11:03	50	Period 3	10:58 - 11:38	40
Period 4	11:07 - 12:28		Period 4	11:42 - 1:02	
A Lunch	11:07 - 11:31	24	A Lunch	11:42 - 12:06	24
A Class Time	11:35 - 12:27	50 +2	A Class Time	12:10 - 1:02	52
B Lunch	11:35 - 11:59	24	B Lunch	12:10 - 12:34	24
B Class Time	11:07 - 11:35 / 12:03 - 12:28	50 +3	B Class Time	11:42 - 12:10 / 12:38 - 1:02	
C Lunch	12:03 - 12:27	24	C Lunch	12:38 - 1:02	24
C Class Time	11:07 - 12:02	50 +5	C Class Time	11:42 - 12:34	52
Period 5	12:32 - 1:22	50	Period 5	1:07 - 1:47	40
Period 6	1:26 - 2:16	50	Period 6	1:51 - 2:31	40
Period 7	2:20 - 3:15	55	Period 7	2:35 - 3:15	40

<u>Two Hour Late</u>	<u>Bell Schedule</u>		<u>Activity</u>	<u>Bell Schedule</u>	
Period 1	10:20 - 11:02	44	Period 1	8:20 - 9:12	52
Period 2	11:06 - 11:38	32	Period 2	9:16 - 10:01	45
Period 3	11:42 - 12:14	32	Period 3	10:05 - 10:50	45
Period 4	12:18 - 1:26		Period 4	10:54 - 12:02	
A Lunch	12:18 - 12:38	20	A Lunch	10:54 - 11:14	20
A Class Time	12:42 - 1:26	44	A Class Time	11:18 - 12:02	44
B Lunch	12:42 - 1:02	20	B Lunch	11:18 - 11:38	20
B Class Time	12:18 - 12:42 / 1:06 - 1:26	44	B Class Time	10:54 - 11:18 / 11:42 - 12:02	44
	1:06 - 1:26	20	C Lunch	11:42 - 12:02	20
C Class Time	12:18 - 1:02	44	C Class Time	10:54 - 11:38	44
Period 5	1:30 - 2:02	32	Period 5	12:07 - 12:52	45
Period 6	2:06 - 2:38	32	Period 6	12:56 - 1:41	45
Period 7	2:42 - 3:15	33	Period 7	1:45 - 2:30	45
			Activity	2:35 - 3:15	40

<u>Faculty/Student BB Game</u>	<u>Bell Schedule</u>	
Period 1	8:20 - 9:08	48
Period 2	9:12 - 9:52	40
Period 3	9:56 - 10:36	40
Period 4	10:40 - 11:48	
A Lunch	10:40 - 11:00	20
A Class Time	11:04 - 11:48	44
B Lunch	11:04 - 11:24	44
B Class Time	10:40 - 11:04 / 11:28 - 11:48	44
C Lunch	11:28 - 11:48	20
C Class Time	10:40 - 11:24	44
Period 5	11:52 - 12:32	40
Period 6	12:36 - 1:16	40
Period 7	1:20 - 2:05	45
Activity	2:10 - 3:15	65

