

**Spotswood High School**

**Student Planner 2014-2015**

**368 Blazer Drive  
Penn Laird, Virginia 22846  
(540) 289-3100 Fax: (540) 289-3301  
Direct Line to Counseling Center: 289-3101**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Grade: \_\_\_\_\_

**Schedule Odd Day**

Period	Class Title	Teacher	Room
1 <sup>st</sup>			
3rd			
5 <sup>th</sup>			
Lunch			
7 <sup>th</sup>			

**Schedule Even Day**

Period	Class Title	Teacher	Room
2 <sup>nd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			
Lunch			
6 <sup>th</sup>			

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**Principal:** Dr. Steve Leaman

**Assistant Principals:** Paul De La Garza (A-L), Alicia Corral-Clark (M-Z)

**Activities/Activity Director:** Tim Leach

**Spotswood High School Background**

Spotswood High School opened in August of 1980 by admitting over 850 students in grades 10, 11, and 12 from the eastside of Rockingham County.

The Rockingham County School Board selected the name Spotswood, in honor of the Royal Governor Alexander Spotswood, and the students selected the name "Trailblazers" and the school colors of royal blue and gray.

Alexander Spotswood was the Royal Governor of Virginia during the Colonial period and led an expedition to the Blue Ridge Mountains. On September 5, 1716, the group arrived at Swift Run Gap and looked upon the beautiful Shenandoah Valley. The mural in our gymnasium depicts that occasion.

**Mission Statement**

The Spotswood High School community will provide a safe, orderly environment and diverse learning experiences for students to acquire the knowledge, skills, and character needed for academic success and responsible, productive citizenship in the 21<sup>st</sup> century.

**Spotswood Alma Mater**

In the Shenandoah Valley, beautiful and blue  
Stands our noble Spotswood High School  
Glorious to view.  
May we cherish thy traditions  
Building love and pride.  
Blazing trails on to glory,  
Here's to Spotswood High!

**Trailblazer Fight Song**

We are the Spotswood High School Blue and Gray.  
Our game is blazing trails to lead the way.  
That Blazer spirit you can always tell:  
For Spotswood High School we all yell, yell, yell.  
We're out to win another victory,  
And have our name go down in history,  
We are the best—we're Number One,  
You see Spotswood High.

### **RCPS Non-discrimination Statement**

It is the policy of the Rockingham County School Board to comply with all applicable state and federal laws regarding non-discrimination in employment and educational programs and services. It is an equal opportunity employer and educational agency.

The Rockingham County School Board will not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment or in educational programs and services on the basis of race, color, national origin, religion, sex (including pregnancy), gender, marital or economic status, age, disability, genetics, or veteran status and prohibits retaliation against anyone who files a complaint of discrimination, participates in such a proceeding, or otherwise opposes discrimination.

### **Free and Appropriate Education**

Spotswood High School is dedicated to providing a free and appropriate public education for all high school students who have not reached 20 years of age on or before August 1<sup>st</sup> and including disabled persons ages 2 through 21 who live in Rockingham County. Questions about special programs, policies, and procedures, should be directed to one of the special education teachers, counselors, or an administrator.

### **Disclaimer**

A good faith effort has been made by the administration of Spotswood High School to include in this handbook all information students and parents should need to successfully navigate the high school years. Since, however, it is impossible to anticipate all applications and interpretations of these policies, SHS reserves the right to make changes and adjustments where necessary to ensure the smooth and successful operation of the school. And it should be understood that all members of the SHS community are subject to these regulations, both written and implied. Further explanations and clarification, if needed, are available from the appropriate school officials.

### **Notice**

Students will receive a second handbook from Rockingham County Public Schools (to include the **Student Code of Conduct**) with more comprehensive policies, procedures, and guidelines that are applicable to all Rockingham County Public Schools. Students and parents are expected to read and follow these policies as well. The signature page included in that handbook must also be signed and returned.

### **APPEALS PROCESS FOR PROBLEMS**

Students and parents are encouraged to discuss problems or concerns first with the staff member closest to the concern/problem. If the situation is not resolved at this level, the student and/or parent may then appeal to the administration. The suggested steps in the appeals process are as follows:

Step 1	Teacher or Coach
Step 2	Assistant Principal or Athletic Director
Step 3	Principal
Step 4	Superintendent
Step 5	School Board

### **Asbestos**

In accordance with AHERA (Asbestos Hazard Emergency Act) and in conjunction with the EPA (Environmental Protecting Agency), we are making our yearly notification that your school building may contain asbestos containing material. An operation and management plan was developed in 1988, and all 3-year follow-up inspections have been conducted to help us manage the materials in a manner that eases the safety of our students, employees and vendors. You may examine the O & M plans located in the school office and division maintenance office during normal hours, or you may contact the division Asbestos Coordinator at (540) 434-4434.

### **Student property**

Students are encouraged to leave all valuables at home. Spotswood High School assumes no responsibility for any student item that is misplaced or stolen on school grounds or during a school related activity.

### **Lost and Found**

Inquiries about lost and found items should be made in the office. If a student finds any textbooks or personal items, for which the owner is unknown, they should be brought to the office.

**SPOTSWOOD HIGH SCHOOL  
BELL SCHEDULES**

1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> lunch will be scheduled by department and is based on  
the student's fifth period class.

**Regular Bell Schedule**

**8:10** Get to class now bell  
**8:15 – 9:50** First Block (1<sup>st</sup> and 2<sup>nd</sup> periods)  
**9:55 – 11:30** Second Block (3<sup>rd</sup> and 4<sup>th</sup> periods)  
**11:35 – 1:10** Third Block (5<sup>th</sup> period and **lunches – see below**)  
**1:15 – 2:50** Fourth Block (6<sup>th</sup> and 7<sup>th</sup> periods)

**Lunch Schedule**

**1<sup>st</sup> Lunch 11:30 – 12:00 Lunch** 12:05 – 1:10 Class  
(Ag, Bus, HPE, Mark, Math, Science, SpEd)  
**2<sup>nd</sup> Lunch** 11:35-12:05 Class;**12:05-12:35 Lunch**;12:40-1:10 Class  
(Selected Classes)  
**3<sup>rd</sup> Lunch** 11:35 – 12:40 Class **12:40 – 1:10 Lunch**  
(English, Soc. Studies, W Lang, Music, Art)

**Wednesday's Lunch Schedule w/ Blazer Block or Club Period**

**1<sup>st</sup> Lunch 11:30 – 12:00 Lunch**, 12:05 – 1:10 Blazer Block/ Club  
(11<sup>th</sup> Grade and selected teachers)  
**2<sup>nd</sup> Lunch** 11:35-12:05 BB/C, **12:05-12:35 Lunch**, 12:35-1:10 BB/C  
(selected teachers)  
**3<sup>rd</sup> Lunch** 11:35 – 12:40 Blazer Block/ Club, **12:40 – 1:10 Lunch**  
(12<sup>th</sup> Grade and selected teachers)

**12:50 Release Schedule**

**8:10** Warning Bell  
**8:15 – 9:10** First Block (1<sup>st</sup> and 2<sup>nd</sup> periods)  
**9:15 – 10:10** Second Block (3<sup>rd</sup> and 4<sup>th</sup> periods)  
**10:15 – 11:10** Third Block (5<sup>th</sup> period and **lunch – see below**)  
**12:00 – 12:50** Fourth Block (6<sup>th</sup> and 7<sup>th</sup> periods)

**Lunch Schedule**

**1<sup>st</sup> Lunch Lunch 10:10 – 10:40** Class 10:45 – 11:55  
**2<sup>nd</sup> Lunch** Class 10:15-10:45, **Lunch 10:45-11:15**, C 11:20-11:55  
**3<sup>rd</sup> Lunch** Class 10:15 - 11:20 **Lunch 11:25 – 11:55**

**Regular MTC Schedule**

**AM MTC**

**8:20 – 8:40** Travel to MTC  
**8:40 – 11:00** Class at MTC  
**11:00 – 11:25** Travel to SHS  
**11:35 – 1:10** 5th period and lunch  
**1:15 – 2:50** Fourth Block

**PM MTC**

**8:15 – 11:30** Class  
**11:35 – 11:50** Lunch  
**11:50 – 12:15** Travel to MTC  
**2:15 – 2:15** MTC class  
**2:15 – 2:40** Travel to SHS

### 12:50 Release MTC Schedule

#### **AM MTC BUS SCHEDULE**

Depart at 8:20 am and return at 12:45

#### **PM MTC students (Dismissed after 2<sup>nd</sup> Block):**

Drivers: Are dismissed at 10:10 for the remainder of the school day.

Bus Riders:

1. PM MTC students may be released with a note from parent to pick them up or for other transportation arrangements.
2. PM MTC students ***MUST*** sign-up in the office to indicate that they are staying at SHS for the remainder of the day.
3. PM MTC students that must stay (no transportation) will report to designated study halls and lunches for the remainder of the school day.

### Inclement Weather Delay Schedule

#### 1-hour delay

9:10 Warning Bell  
9:15 – 10:20 First Block (1hr.5 min.) Attendance will be taken  
10:25 – 11:30 Second Block (2<sup>nd</sup> and 3<sup>rd</sup> periods) (1hr 5 min.)  
11:30 – 2:50 RESUME REGULAR SCHEDULE  
**AM MTC students will attend MTC and will report on a 1 hr delay schedule.**

#### 2-hour delay

10:10 Warning Bell  
10:15 – 11:15 Block 1  
11:20 – 12:50 Block 2 & Lunch (see below)  
12:55 – 1:50 Block 3  
1:55 – 2:50 Block 4

**1<sup>st</sup> Lunch** Lunch 11:15 – 11:45 Class 11:50 – 12:50  
(Math, Science, SpEd, Mark, Tech)

**2<sup>nd</sup> Lunch** Class 11:20-11:50, Lunch 11:50-12:15, Class 12:20-12:50  
(selected teachers)

**3<sup>rd</sup> Lunch** Class 11:20 – 12:20 Lunch 12:20 – 12:50  
(English, Soc. Studies, W Lang, HPE, Music)

**AM MTC classes are not in session and these students should arrive at SHS by 12:50 p.m. for their afternoon classes. AM MTC students riding buses will remain at SHS, be placed in a study hall, and will go to 5<sup>th</sup> period class at 12:55 p.m.**

**PM MTC students after attending 1<sup>st</sup> block will check in with 2<sup>nd</sup> Block teacher, eat 1<sup>st</sup> lunch, and go to MTC for the afternoon.**

\*\*Inclement Weather: listen to local radio stations, TV3, or check RCPS web page.

## **ACADEMICS**

### **Alternative Education**

Rockingham County Public Schools is committed to providing diverse learning environments and opportunities for those children who have different habits, behaviors, and learning styles. Alternative Education programs at Spotswood High School and Dayton Learning Center provide students and parents choices and opportunities for success.

### **Alternative Education – Day Program (SHS)**

A self-paced instructional program is available for students who need to recover credits, have failed a particular class and/or are considered at-risk. These classes are scheduled and housed at SHS. Administrator approval is required.

### **Alternative Education – Dayton Learning Center (DLC)**

This off-site alternative requires students and parents to apply through a referral process. Students retain membership at their home high school and may be able to participate in VHSL activities and functions sponsored by their high school, unless students are on Poor School Standing. **If a student in the Alternative Education program desires to participate in a VHSL activity, they must be enrolled in five classes concurrently.** This program allows students to earn graduation credits through the use of self-paced instructional program. Transportation to the Dayton Learning Center to/from Spotswood High School is provided unless otherwise designated by the Superintendent's Discipline Committee. Students with disciplinary issues must report and stay in the front office upon entering SHS.

### **Alternative Education – Evening Program (SHS)**

Students may complete their high school requirements through the evening alternative program with permission or requirement from SHS and/or RCPS administration. Students must be 16 years old, have at least 10 credits, complete an alternative education application, or be assigned for discipline reasons. Classes are held for approximately 4.5 hours each evening, Monday through Thursday. Transportation to school for participation in the evening program is the guardian/student responsibility. Students who do not have transportation may need to return to the regular school program or be referred to the Superintendent's Disciplinary Committee for alternative program placement. (If a student is not picked up on time a call will be made to a parent. If the parent does not pick up that student in a reasonable amount of time a call to the police will be made.) Staff is not allowed to transport students to or from school if they are not on the approved driving list or in their personal vehicles.

### **Block Scheduling**

SHS schedules classes on a block schedule. Fifth period meets every day for 60 minutes and other classes meet every other day for 95 minutes. Periods 2, 4, and 6 meet on an EVEN day and periods 1, 3, and 7 meet on an ODD day.

### **Classification of Students**

The minimum units needed for promotion to each grade are as follows: **9<sup>th</sup> (freshman): 0-4 Units; 10<sup>th</sup> (sophomore): 5-9 Units; 11<sup>th</sup> (junior): 10-14 Units; and 12<sup>th</sup> (senior): 15+ Units.** In addition, students must also have passed all previously taken English courses.

### **Computer Lab**

SHS has two hard wired computer labs (rooms 115 and 212), an iPad lab in the library, and three wireless mobile labs. Students may use the Computer Lab and/or computers in the Library before school from 7:45 - 8:10 a.m. Students assigned to a study hall class may be allowed to use a computer lab if:

1. Computers are available (class schedule of lab shall take precedent);
2. The student has a signed note from an academic teacher in order to complete an assignment; and,
3. The student will follow the RCPS acceptable use policy and SHS rules posted in the computer lab.

### **Counseling Center – Direct Phone Line: 540-289-3101**

Director of Counseling: Sarah Lam (A-G)

Counselors: Pam Elmore (H-O), and Lynn Briggman (P-Z)

Registrar: Debbie Correa

Secretary / Receptionist: Stacey Washington

### **Crisis Assistance for students (Suicide, Abuse, Drugs, etc.)**

Crisis referrals can be made to the school counselor by the student, a friend, a parent, a teacher, a bus driver, a coach, a secretary, or any other concerned faculty or staff member. The school counselor may follow up with a referral for assessment. The assessment determines the level of services provided by the school or outside agencies. Additionally, formal referrals for students in crisis can also occur through the student assistance program (SAP) team, student study process, or the student disciplinary process.

### **Clubs**

Students at SHS are encouraged to join at least one of the Co-curricular clubs that are offered. For a full list and description of each club please view the SHS web page (Activities, All Clubs Listing)

### **Exam Exemptions**

1. All financial obligations (bookkeeper, cafeteria, and library) must be resolved before a student can be eligible to exempt any exam.
2. For courses in which an SOL test is given, students may only exempt the final course exam by passing the SOL test. The grade and attendance exemption do not apply to SOL courses.
3. Students may be able to exempt their second semester final exam by earning an "A" average in that class for the year. A student may exempt a semester class exam if the student has earned an "A" average for both of the 2 nine weeks grading periods.
4. Students may exempt two (2) full year final exams under the

#### **Attendance Incentive Plan:**

- 4 or fewer full day absences from school and
- 4 or fewer absences in the classes in which an exam exemption is desired (8 or fewer in 5<sup>th</sup> period or DB class).

For the purpose of determining exemption, a student's school-related activities shall not be considered as absences from class. The official attendance record for the class is the teacher's attendance record.

Students with excused absences including vacations or other pre-approved trips, which exceed the days listed above, will not be eligible for the attendance exemption.

Students receive and return exemption forms from/to the librarians to ensure that they have met all financial obligations.

### **Exam Absences**

Students are **not** allowed to arrive late for an exam, be dismissed early from an exam, or take an exam early. Students who desire to reschedule an exam for a later time must get permission from the principal. ***Vacations before the end of the school year are not an acceptable excuse to take an exam early.***

### **Fees and Expenses**

Students may be charged a fee in accordance with the guidelines established. **Textbooks are provided to all students free of charge.** Students may be charged fees for consumable materials and supplies used in a class. Students enrolled in Advanced Placement (AP) classes pay at the time of the exam if they elect to take the optional AP exam. **Students may also be charged for lost or damaged classroom books, library books and textbooks, or for accidental and/or malicious property damage.**

### **Fees Schedule**

Advanced PE	10.00	Planner (Student)	5.00
Agriculture	25.00	Gym Uniform	25.00
Art/Craft	25.00	P.E Lock Rental	2.00
Class Dues	15.00	Marketing	10.00
Computer Class	10.00	Mentorship	10.00
DECA	15.00	Modern American Hist.	10.00
FBLA	15.00	Photojournalism	10.00
FCCLA	15.00	Technology Education	25.00
FFA	15.00	Work & Family Studies	25.00
Parking Permit	30.00		

### **Fee and Debt Collection**

Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. Consequences and restitution will result if the student has a debt to the school for lost or damaged textbooks, instructional materials or equipment; lost or damaged athletic equipment; lost or damaged library materials or equipment; club/organization materials or fund raising merchandise or money not turned in; damage to school property or buildings; or any other debt deemed to be legitimate by the administration. Students with outstanding debts may not be allowed to exempt final exams and/or participate in graduation ceremonies.

### **Financial obligations**

Students with outstanding debts may be placed on poor financial standing. Students on poor financial standing are expected to pay their debts before participating in additional fee or ticketed events, etc.

### **Grading Scale**

Letter Grade	Quality Pts.	Honors Pts.	Governor's School & AP/College Pts.
100 - 90 = A	4	4.5	5
89 - 80 = B	3	3.5	4
79 - 70 = C	2	2.5	3
69 - 60 = D	1	1.5	2
59 - 0 = F	0	0	0

A cumulative exam is part of the final grade each semester; both nine weeks grading periods are weighted at 86% and the exam grade is 14%.

### **Grade Point Average**

GPA and class rank are computed at the end of first semester and again at the end of each year. World Geography, Computer, Algebra I, and/or a foreign language taken in eighth grade will be included in the computation of a student's high school GPA.

### **Graduation Requirements**

**Course Requirements** - Students need to complete the following course work in order to earn either a Standard or Advanced Studies Diploma. Please note the Economics and Personal Finance is a requirement for freshmen entering high school during the 2011-2012 school year.

Students who are graduating and do not intend to continue their education shall have completed a sequence program consisting of 2 sequential courses.

<b>Course</b>	<b>Standard Diploma # of credits needed</b>	<b>SOL Verified Credits</b>	<b>Advanced Studies Diploma # of credits needed</b>	<b>SOL Verified Credits</b>
English	4	2	4	2
Mathematics	3	1-2	4	2-3
Laboratory Science	3	1-2	4	2-3
Social Studies	3	1-2	4	2-3
Health and Physical Ed.	2		2	
Fine/Practical Arts	(1) 2012-2014		1	
Foreign Language, Fine Arts or Career & Technical Ed.	2		3	
Economics and Personal Finance	1 Class of 2015		1 Class of 2015	
Electives	5		3	
<b>Total</b>	<b>22 credits</b>	<b>6</b>	<b>26 credits</b>	<b>9</b>

Questions regarding SOL requirements should be directed to the school counselor. Questions regarding SOL testing schedules should be directed to the SOL testing coordinator.

### **Graduation**

Students must complete all requirements for their diplomas before they may participate in commencement exercises. Summer school graduates may not participate in the June exercises.

Honor Graduates are determined by computing the scholastic average for seven semesters. To graduate with Honors, a student must have a 3.35 - 3.6 GPA; with High Honors, 3.61 - 3.8; and with Highest Honors, 3.81 - 4.0 and above.

**Students must understand the requirements for their graduating class. If you are in doubt, see your guidance counselor.**

### **Civics Seal**

Any student receiving a disciplinary referral during their high school career for which administrative action beyond a warning is given will not be eligible for a civics seal on their diploma.

### **Homework**

RCPS endorses homework as an extension of a school's academic program. Desirable homework practices bring home and school closer together by facilitating parent understanding of topics taught at school. Homework also allows for the extension of learning from school to home. It is the responsibility of the student to complete homework to allow teachers to assess student mastery and to assist in assigning grades. It is the responsibility of the parent to support this portion of the educational program by encouragement and involvement with the student and teacher. It is the responsibility of the teacher to use the homework as an assessment of knowledge and to offer the student feedback on individual level of mastery. The guidelines for homework can be found in the RCPS Parent-Student Handbook.

Parents may request homework for an extended absence through the main office. Collection of homework may require 24 hours. Parents and students may also check the individual teacher's web page located on the SHS home page: [www.rockingham.k12.va.us/SHS](http://www.rockingham.k12.va.us/SHS). (Staff, Staff Webpages)

### **Honor Roll**

To be listed on the "A" Honor Roll, a student must have all A's. To be on the "B" Honor Roll, a student must have a no grade lower than a "B".

### **Make-up Work**

It is the **RESPONSIBILITY** of the student to meet with teachers (or review the teacher web-site) to collect all work missed for a class absence. Students will have an equal number of class periods to make-up the work as the number of class periods absent. Any work that was due on the day the student was absent shall be due the day the student returns to class.

**Massanutten Technical Center (MTC)**

Massanutten Technical Center (MTC) is a regional technical school that serves students from Harrisonburg and Rockingham County. Classes are held from 9:00 AM to 11:30 AM for first year students in the technical programs and from 12:00 to 2:30 PM for second year students. The technical training offered at MTC is comprehensive in nature. MTC provides the skills needed for entry level jobs in local industries and the necessary theoretical background for both career advancement and for continued education at the community college or other educational institutions. MTC has a commitment to the philosophy that graduation should not end one’s education.

<http://www.rockingham.k12.va.us/mtc/MTC.html>

For additional requirements students should consult their School Counselor.

**Media Center/ Library**

Librarian - Kim Tate and Library Assistant - Theresa Cumberland

Students are welcome to use the media center for research, quiet study and leisure reading from 7:50 a.m. – 3:30 p.m. Monday – Friday.

**CIRCULATION and FINE INFORMATION**

Fiction and nonfiction	Three weeks	10 cents per day
Reference books	Overnight	59 cents per day
Back issues of magazines	One week	10 cents per day

**Library Guidelines and Student Expectations**

1. Students are expected to be quiet and respectful of others.
2. Food and drink including water and empty containers are not allowed in the library.
3. Book bags are to be dropped off at the designated tables in front of the library.
4. Students must have a pass from their classroom teacher to come to the library.
5. Leave passes in the basket at the circulation desk and sign in/out.
6. Students must return to the classroom with their pass signed by the librarian or Mrs. Cumberland.
7. A procedure for passes during study hall, student assistant passes, and lunch passes will be addressed at the beginning of the school year.
8. Computers are used for educational purposes only. Please refer to the RCPS Acceptable Use Policy for additional information.

### **National Honor Society**

Students who qualify for the NHS will be invited in the spring of their junior year and will be inducted into the society during May of that year. There is also a second chance to be invited during November of their senior year and inducted at the following NHS club meeting. Students in the Spotswood High School chapter of the National Honor Society are required to meet and maintain certain behavior expectations or be removed from the National Honor Society. If there is a violation of any of the rules listed below, they will not only lose their membership, but must return their membership card and certificate and in the future, may not be allowed either to become a member of the National Honor Society, nor make any claims to membership.

1. Students must, at all times, maintain a cumulative GPA of at least a 3.5, and if it is to fall below 3.5, will be removed immediately with no appeal.
2. Students must, at all times, be in good school standing. Any instance of poor school standing will be an immediate removal of membership with no appeal.
3. Students may not have any single disciplinary referral for any one of the following offenses: drugs, alcohol, tobacco, disrespect, theft, weapons, threat to or assault on a staff member, fighting, cheating or any other major offense as determined by the administration. Any violation of this rule will result in immediate removal of membership with no appeal.
4. Students may not have two or more disciplinary referrals for **any** other violation. If they do, it will require removal with the availability of an appeal to the Faculty Council.
5. The faculty council reserves the right to examine any discipline issue on the degree of severity, which may impact the student's ability to continue as a member of the NHS.

Students and their parents must sign a form agreeing to the bi-laws of the National Honor Society in order to become a member. This is a condition of membership that must be fulfilled.

### **Pets**

Students, staff, and/or other persons are prohibited from having or releasing an animal and/or pet on any school property during the instructional day, school-related activities, and athletic events without the principal's prior approval. Students violating this policy may be subject to disciplinary action under the student suspension policy.

### **Report Cards**

Report cards are issued at the end of each nine weeks grading period. All class absences, including school related absences, will be listed on the report card. The year end report card will be mailed home. Interim

grade reports will be issued to the students. Parents are encouraged to take advantage of "Parent Connect" through the PowerSchool on-line grade resource. Information for this resource will be provided to both student and parent at the time of registration.

### **Testing**

The State Board of Education has adopted an assessment system named the Standards of Learning. The testing sessions for the Virginia Standards of Learning tests are during October, December, March and May of each school year.

Other Test Administered throughout the school year either on or off campus

- Advance Placement Tests
- American College Tests (ACT)
- Armed Services Vocational Aptitude Battery (ASVAB)
- National Merit Scholarship Qualifying Test (NMSQT)
- Preliminary Scholastic Aptitude Test (PSAT)

-For additional SAT/ACT information go to: [www.collegeboard.com](http://www.collegeboard.com)

### **Student Assistance Program**

The Student Assistance Program is designed to help all students who are identified as needing extra assistance to succeed in the classroom, whether it is behavioral help or academic support or both. Currently, SAP is a program that is nationally recognized; the National SAP Research Center was established at the University of Pittsburg by Dr. Carl Fertman. SAP is composed of a team of members or "core" that collaborates with classroom teachers to boost student achievement and success within the school structure itself as well as in the outside community.

However, SAP should not be viewed as part of the Special Education system; it is a means of referral for ALL areas of concerns including learning disabilities, behavioral problems, academic progress, attendance issues, graduation rates, and disciplinary incidents. It is also important that SAP not be seen as a counseling program; it is a program to get students to counseling or other outside support systems, not a replacement for those programs.

At the heart of SAP is the Core Team; this team is composed of several school members who are dedicated to formulating intervention plans to help students who have been referred to the committee for academic, social, learning, or emotional concerns including trauma or substance abuse. "Compassion, dedication, integrity, and honesty are essential to the Core Team". The Core Team typically consists of: administrators, the school nurse, guidance counselors, school psychologist, an in-house counselor, as well as both regular education teachers and a SPED/504 teacher.

This team will meet on a weekly basis to discuss student issues and works with all involved to assist students achieve success during their high school careers.

### **WITHDRAWAL FROM CLASS POLICY**

When a student desires to withdraw from a class after school has begun, the request should be made within the first five (5) days of school. If extenuating circumstances arise which necessitate a student withdrawing from a class after the first ten (10) days of school, the principal will determine final approval for class withdrawal. The following descriptions will apply:

1. *WP-Withdrawal Passing:* This grade will be given to a student who withdraws and is passing a course after the first 20 days. No credit and no "F" will be averaged in the Quality Point Average.
2. *WF-Withdrawal Failing:* This grade will be given to a student who withdraws from a class with an "F." The "F" will be averaged into the Quality Point Average with no credit in the course.
3. If a student finds that before the end of the first 20 days of school that he/she desires to withdraw from a class, a schedule change may be made without necessitating a "WF". (Applicable for both semester and year-long courses.) There may be, however, credit consequences for transferring because the days missed in the new class will apply toward the attendance policy.
4. Dropping a class due to medical circumstances will be granted only in extreme cases. Students who request to withdraw from a class due to medical reasons must do so with parental permission. The parent/guardian must first contact the principal. Medical documentation will then be required before the request is granted. A "WP" will apply if the student is passing.
5. A high school student's transcript must show all secondary courses taken by a student. This includes all course attempts (high school, college, and correspondence courses). For example, a "WP" or "WF" cannot be removed. High school students are also not permitted to retake a course in order to earn a higher grade, unless, however, the student failed the course the first time. In such a situation, both the "F" and the new grade are calculated in the student's overall GPA. Grades from high school courses taken in the middle school may be dropped from the transcript prior to entering the 9<sup>th</sup> grade (deadline is July 15<sup>th</sup>).

### **ATHLETICS / VHSL**

You may view athletic schedules and other Trailblazer sports information on the following web pages:

[www.spotswoodblazers.org](http://www.spotswoodblazers.org) and  
[www.valleydistrictva.org](http://www.valleydistrictva.org), spotswood

### **Athletic Code of Conduct**

**A Spotswood High School student-athlete is considered to be a student first, an athlete second.**

Each athlete is given a copy of the athletic code of conduct at the beginning of each sports season. The purpose of the **Student Athletic Handbook** is to provide athletes information relative to the interscholastic athletic programs offered by Spotswood High School.

### **Attendance and Participation in Activities**

Regular attendance is mandatory in order to participate in interscholastic activities. Any student who is not in attendance by 11:30 AM will not be eligible to participate in competition or practice that day. The Athletic/Activities Director may permit prearranged excuses for extenuating circumstances. Students who go home sick will be considered too sick to participate.

A student may not remain on school grounds after school hours without an SHS academic/athletic reason. All students including athletes are required to be supervised at all times. Students may not stay after school to wait for the beginning of an athletic event in which they are not a participant.

### **Booster Organizations**

Spotswood High School is served by three booster organizations: athletic, band and chorus.

### **Extra-Curricular Activities**

Student involvement in extra-curricular activities is a privilege that can be removed by the administration at any time. **After-school activities begin at 3:05 PM; all students must be at their individual activity at that time.** Students who are not involved in extra-curricular activities must leave school grounds by that time or face disciplinary action.

### **Sportsmanship Expectations**

Refer to the SHS Student/Athlete Handbook

### **VHSL Programs**

The following interscholastic sports and activities are governed by the by-laws of the Virginia High School League and the Spotswood High School Code of Conduct.

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
V /JV Football	B/G Swimming	V/JV Boy's Soccer
V / JV Volleyball	V /JV B/G Basketball	V/JV Girl's Soccer
B/G X-Country	B/G Indoor Track	V/JV Softball
Co-ed Golf	V/JV Wrestling	B/G Tennis
V/JV Cheerleading	Forensics	B/G Track
Scholastic Bowl	V/Cheerleading	V/JV Baseball
Drama	Debate	

### **Virginia High School League Activities**

Spotswood High School is a member of the Valley District, Conference 29, 3A West Region and Group 3A of the Virginia High School League.

To be eligible to represent SHS in any athletic, dramatic, forensic or academic competition students:

- ◆ must have passed the required number of subjects (5) the previous semester, as set by the VHSL (all first year 9<sup>th</sup> graders are eligible for Fall semester);
- ◆ must have filled out all proper forms including a **medical physical** completed on a VHSL form;
- ◆ **must be currently taking no fewer than five credit subjects during the entire athletic season & semester; and,**
- ◆ must not have reached their 19th birthday on or before the first day of August of the current school year.

If a student has any question regarding his/her eligibility (or is in doubt about the effect an activity may have on eligibility) he/she should check with the Activities Director. Meeting the intent and spirit of league standards will prevent the student, the team, the school and the community from being penalized.

### **ATTENDANCE AT SCHOOL**

It is the expectation of the Commonwealth of Virginia, RCPS, and SHS that students living within the SHS district enroll at and attend school on a daily basis until they reach the age of 18.

#### **Attendance Office Procedures**

Parents are responsible for notifying the school of their child's absence by 9:30 am on the date of the absence, giving the reason for the absence at that time. Calls may be placed as early as 7:30 am to 289-3100. If a call is not received, the school will attempt to call the parent at home or at work.

All absences will be recorded as excused or unexcused. Determination will be made by the administration on the basis of a written note from the parent explaining the reason for the absence or tardy. A phone call is expected when a student will not be in school, but a note must be on file for each absence. If there has been no contact between the home and the school, absences are unexcused. When the student accumulates 5 unexcused or unverified absences, the referral process for truancy begins on the next absence.

**Please note - a doctor's note may be required when student absences become excessive or extended for a period of time.**

#### **Early Dismissals**

Students **MUST** sign out at the attendance office. Students may be dismissed early in the custody of a school employee, a parent or legal guardian, a law enforcement officer, a social service worker, or someone else granted permission by the parent or guardian.

Early dismissals require one of the following:

- 1) A parent or guardian presence at the school;
- 2) A parent or guardian contact with the school to request early dismissal; or,
- 3) A parent-written note in the office by 8:10 am.

When early dismissal is required due to illness or emergency, students must report to the main office to sign out prior to leaving the building. A school official will contact parents or guardians, and make arrangements for an early dismissal. Students should not call from pay phones or cell phones for illnesses or emergencies. Instead, have a school official place the call. Students leaving school grounds prior to parent contact being will be in violation of school policy. Students who return from an early dismissal will sign in with the attendance clerk.

**\*\*All early dismissals count against the number of class periods students may miss, excused or unexcused, under the exam exemption policy.\*\***

#### **Early Release**

Students who are employed through a school program such as Marketing, Agriculture, Business, or a Co-op class may be released early from school for work. Seniors may be scheduled for no more than two periods for non-curricular employment, provided the student has completed the proper paperwork with his/her guidance counselor.

#### **Mentorship**

Students scheduled in the mentorship program must sign out with the attendance clerk. Students who return from that mentorship period must sign in with the attendance clerk.

#### **Leaving School Property**

Students may not leave school property once they have arrived in the morning (Driving or bus drop off) until the end of the school day without following established sign out procedures. Students may not leave the school campus to purchase food during lunch or other academic times. Students who leave the school campus without following procedures may face disciplinary consequences, up to and including suspension.

#### **Truancy**

Students who have at least 5 unexcused/unverified absences will be reported to the RCPS truancy officer. Repeated truancy may be cause for disciplinary action, suspension, School Board Referral, and Juvenile Detention.

#### **Senior Skip Day**

Only one "official" skip day is permitted. Seniors participating in any additional "unofficial" skip day can be expected to make up that time after graduation and before receiving their diploma.

### **Health / Safe Schools**

Spotswood High School is **equipped with video surveillance** (security cameras) throughout the building and parking areas. The goal of this program is to enhance personal safety and security, student discipline, and protection of property.

#### **School Resource Officer**

The SRO is at the school to assist the student population and to help make the school a safer place. Our SRO is Deputy Matt Cross.

#### **Crisis Management**

A Crisis Management Plan is maintained for Spotswood High School. Review and update of this plan are on-going at all times.

#### **Emergency Care Forms**

An Emergency Care Form must be completed at the beginning of each school year, and kept on file in the main office. All students, including those eighteen and older, must have an additional name on the emergency care form for contact purposes when parents/guardians are not available.

It is the responsibility of the parent/guardian to inform the school when there is a change in information.

#### **Distribution of non-school related materials**

Distribution of any printed material, announcements placed on bulletin boards or anywhere in the school by teachers and/or students is subject to prior consideration and approval by the principal. See the RCPS Parent-Student Handbook of Selected Policies for a complete description of this policy.

#### **Drills**

1. Fire Drills will be held once per week for the first month of school and then once per month for the remainder of the school year. Exit diagrams are located in each classroom.
2. An Intruder Drill will be held once per school year.
3. A Tornado Drill will be held annually in March.

#### **Elevator Use**

Students may use the elevator if they have an injury or disability that makes it difficult to use the stairs. Elevator use is arranged through the office and there is a refundable \$5.00 key rental fee.

## **FOOD AND NUTRITION SERVICES 2014-2015**

- A) **Mission:** Each student and customer will be offered a variety of appetizing high quality nutritious food, served promptly, at the proper temperature, and at a reasonable cost. Each customer will be served by friendly food service staff in a clean and safe environment. Students will be encouraged to learn about the importance of proper nutrition and will be active participants in the meal program.
- B) **National School Lunch Program:**
1. Free/reduced price meal applications – Each student receives an application form. **For applications containing income information, only one application is required per family.** To qualify, a student must be directly certified (food stamps, migrant, etc.) or have an approved application on file. For continuous benefits, returning students in families with income applications **must** submit a form annually (during first 30-days of school). Applications from students entering school after the initial 30-day grace period must be approved before benefits are granted. Parents are notified about the result of the submitted application by means of a letter. **If the meal status qualifies the student for additional services, the parent must retain a copy of this approval letter for further documentation.**
  2. Breakfast – Each school offers a breakfast program. **Lunch eligibility extends to breakfast.**
  3. Extras – Regardless of meal status, if student packs lunch and desires to drink milk, cash or money in account is required.
- C) **Financial Procedures:**
1. Pre-payment system – Each student is assigned a cafeteria number. This number is used at the point of service and is never to be shared. It is preferred that pre-payment money be paid by check (identified with account number). For elementary and middle school students cash should be placed in an envelope and clearly marked with the student's name and account number. Once the money is deposited in the student's account, the school cannot distinguish or control how it is "spent". Unless authorized by the parent, money in the account is for the child of the student, and the student is **not** able to "purchase" items for other students. The parent and student should communicate about the selection of breakfast, ice cream, or other a la carte items.

2. On-line payment – Parents have the opportunity to deposit money into their child(ren)'s meal account using the internet. To learn more and be able to view account balances, visit the web site:

[www.myschoolbucks.com](http://www.myschoolbucks.com)

Prices:	<u>Breakfast</u>	<u>Lunch</u>
Full-paying	\$1.25	\$2.05
Reduced	\$0.30	\$0.40
Adults	\$1.75	\$3.00
2 <sup>nd</sup> Lunch		\$3.00

4. Charging – Guardians are financially responsible for all items purchased by their child(ren). Students with a negative account balance are not permitted to select a la carte items (cash or account). Students are notified at the cashier's station as the account balance begins to approach a zero balance. Every effort should be made to avoid reaching a zero balance. **In the event it reaches zero, the following procedures apply:**

**High School** – Meals will continue to be served, but excessive charging may result in selected student privileges being withheld. This includes car parking and exam exemption privileges. Students in arrears are notified at the point of service and weekly email correspondence is sent to parents.

- D) **Offer versus Serve:** To be served and counted as a meal: Any student may refuse one menu item at breakfast, but at least one fruit must be selected. All students must select minimum of three of the five lunch menu components, one of which must be a fruit or vegetable. Individual servings (without a meal) of entrees and potato products are not available to students.
- E) **Delayed School:** Breakfast is available on one and two hour delay schedule.
- F) **Allergies:** Students with special dietary needs or allergies require annual physician statement.
- G) **Guests:** Welcome anytime! Please call/contact school in advance if planning to eat meal.
- H) **Smart Snacks in Schools:** New federal regulations are intended to encourage the consumption of healthy snacks. Specifically, they prohibit the sale of foods and beverages to students that fail to meet specified nutritional criteria. This applies to all foods and beverages sold to students from 6:00

AM until 30 minutes after the dismissal bell. Specifically, this means that all food fundraisers, person-to-student sales (with possible immediate consumption), vending, etc. must occur after 30 minutes after the school day OR must be in compliance with nutritional parameters. The specific parameters are: <200 calories per item, <35% of weight from total sugar, <230 mg. sodium, <35% calories from total fat, <10% calories from saturated fat, and zero grams of trans fat. Should any sales to students occur during the specified times above, the responsible school employee must maintain records of nutritional compliance.

Students will be assigned a lunch account where money can be deposited. It is the student's responsibility to maintain the account.

Students are expected to be seated at tables in the cafeteria area and remain there during their lunch period. It is expected that students return trays and place their trash in the proper receptacles. Students may not leave lunch room during their lunch period.

**Food and Nutrition Service (FNS) Provision of Food** – School meals adhere to the Dietary Guidelines for Americans and the United States Department of Agriculture's National School Lunch and Breakfast Program nutritional requirements.

1. Breakfast is provided at each school. At a minimum, participating students may select three out of four menu items to constitute a "reimbursable" breakfast.
2. For lunch, at a minimum, participating students may select three out of five menu items to constitute a "reimbursable" meal. Students are required to select a fruit or vegetable.
3. Elementary students are required to receive a school lunch or bring a packed lunch.
4. Special dietary modifications are made available to students with proper physician prescription.
5. A la carte items are available during meals under the following conditions:
  - a. Selected schools have novelty ice cream available for purchase on a limited basis.
  - b. Any student with a positive account balance or cash may purchase a la carte milk, juice, or bottled water during meal periods. Additional a la carte items may be available to those receiving a school lunch.
  - c. A la carte items are not available to middle school students unless they received a school lunch or brought a packed lunch.
  - d. Approved a la carte beverages available to secondary students include: bottled (**unflavored and vitamin**) water, low-fat milk, and 100%

- juices. Juice drinks, sports drinks, iced tea, soft drinks, etc. are not available.
- e. Students with a negative financial account balance are not permitted to purchase a la carte items.
6. A la carte foods must meet the USDA “Smart Snacks in Schools” criteria. The FNS department can provide this detail.

**A LA CARTE PRICES**

<b>ADULT BREAKFAST</b>	<b>\$1.75</b>
<b>JUICE (4 oz.)</b>	<b>.35</b>
<b>CEREAL (Dry)</b>	<b>.50</b>
<b>PANCAKE or EGG (1)</b>	<b>.50</b>
<b>BACON or SAUSAGE (1)</b>	<b>.50</b>
<b>FRENCH TOAST STIX (3) or .50 each</b>	<b>1.25</b>
<b>MEAT / GRAIN ENTRÉE (sausage biscuit, pizza)</b>	<b>1.25</b>
<b>TWO GRAIN ENTRÉE (cinni-mini, waffles, etc.)</b>	<b>1.00</b>
<b>MUFFIN, SMALL HONEY BUN</b>	<b>.50</b>
<b>MILK</b>	<b>.35</b>
<b>YOGURT, CHEESE STICK, CEREAL BAR, etc.</b>	<b>.75</b>
<b>FRUIT</b>	<b>.75</b>
<b>YOGURT PARFAIT</b>	<b>1.25</b>

<b>ADULT LUNCH (Includes beverage)</b>	<b>\$3.00</b>
<b>SALAD BAR (Selected Schools)</b> <i>Includes roll, crackers, egg or cheese &amp; beverage; meat when available</i>	<b>3.00</b>
<b>MACARONI &amp; CHEESE</b>	<b>1.75</b>
<b>SANDWICH ENTRÉE or MAIN DISH</b>	<b>1.75</b>
<b>BAKED SCOOPS/SALSA (when available)</b>	<b>.75</b>
<b>VEGETABLE or FRUIT (Excluding Potato)</b>	<b>.75</b>
<b>FRENCH FRIES, POTATO WEDGES, TATER TOTS, TATER PIECES, etc.</b>	<b>1.50</b>
<b>YOGURT or STRING CHEESE (when available)</b>	<b>.75</b>
<b>ICE CREAM or DESSERT (when available)</b>	<b>.75</b>
<b>PRETZELS, GRANOLA BAR, etc. (when available)</b>	<b>.50</b>
<b>ROLL</b>	<b>.50</b>
<b>JUICE (4 oz. plastic cup)</b>	<b>.35</b>
<b>ICED TEA (Selected Schools) (ADULTS ONLY)</b>	<b>.35</b>
<b>MILK (8 oz.)</b>	<b>.35</b>
<b>BOTTLED JUICE or BOTTLED WATER (Secondary only)</b>	<b>1.00</b>
<b>SWITCH JUICE (Secondary only)</b>	<b>1.25</b>
<b>20 OZ. LIFE WATER (Secondary only)</b>	<b>1.50</b>
<b>*Entrée plus three or more items constitutes an Adult meal (Fewer items may be considered a la carte purchases)</b>	

**Other Foods/Beverages Available to Students During School Day –**

The FNS department is not the only source for student's food and beverage access during the school day. It is the intent of this policy to limit the availability of access in the following areas:

1. Food & candy sales – Students and staff are not to sell food, beverages, or candy for student consumption from 6:00 AM until the end of the school day.
2. Food as punishment or reward -
  - i. Individual –To the extent that student incentives are employed, teachers and other school personnel will use individual student incentives other than food when possible.
  - ii. Group Parties-- If food is included in the recognition of academic performance, it should be used infrequently in the general celebration of the achievement, and not as the reward itself. Parties and events that involve the consumption of foods must not occur during school meal periods.
3. Foods brought to school by students and others –
  - i. Students are not to regularly consume commercial restaurant foods-to-go while in the cafeteria area prior to, or during lunch periods. This does not preclude students from bringing packed lunches. Students are not to receive food from others during meal periods (exception- parents for their own children).
  - ii. From 6:00 AM until the end of the school day, **unflavored water in a clear plastic container is the only approved beverage for student consumption** (exceptions – during meal periods; and for school-endorsed activities).
  - iii. Elementary students are encouraged not to consume carbonated drinks at school.
4. Vending – Vending machines are not available to students from 6:00 AM until the end of the school day (exception- FNS juice and bottled water machines). Nutritious choices are available in the vending machines. Any vending machine available to students from the end of the school day until 30 minutes after the end of the school day shall only contain items that adhere to the USDA “Smart Snack” regulations.

### **Medications**

**All medications must be brought to the office upon entering the building.** Students cannot take prescription or **non-prescription** medications without the appropriate authorization from parents and the school administration. All medications **MUST** be in original bottles/containers. Parents must complete a Parent Authorization of Medication form in the presence of a school official. This form will be maintained in the office. The authorization form must include the type of medication, the dosage, the duration of treatment, and the parent/guardian signature.

### **School Nurse – Debbie Raines**

A school nurse/official is available for minor illnesses/injuries and the dispensing of student medication (see medication policy above).

### **Search and Seizure**

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and promote order, discipline and the school curriculum, to deter students from bringing or attempting to bring weapons, drugs, alcohol or other contraband onto school-controlled property or to school-related activities, and to achieve these objectives consistent with law.

### **STUDENT INSPECTIONS OR SEARCHES**

Lockers and all school-related property remain the property of the school. There is no expectation of privacy regarding lockers, other school-related property (e.g. computers, facilities, vehicles, cabinets, desks), or any articles (e.g. bookbags, briefcases, purses, folders), or vehicles brought onto school controlled property or to a school related event, whether on or off campus. Any articles, or items, brought or placed in or on school related property, or to school related events implies voluntary consent to have the articles or items inspected. Such items are subject to inspection at any time, without reason or prior notice. The school may also allow canine inspections with respect to school controlled property and articles brought onto school controlled property or to school related events. Please review the RCPS policy manual for a full description of this policy.

### **Staying after school**

Please refer to the Athletics section of the SHS Student Handbook

### **Visitors**

All visitors must report to the office, sign in on the computer system, and receive a visitor pass. Visitors who have not received permission to be in the building from the administration will be subject to trespassing, and a warrant will be issued from the Sheriff's Department. **Students are not allowed to bring student visitors to school during the instructional day.** (SHS students may not visit other schools during the academic day.) Adults visiting students during non-instructional time

must be approved by the principal. Approval of the adult visitor must be initiated by contact from the student's parents at least one school day prior to the visit. Guests on official business are welcome, but must check into the office upon arrival. Parents are welcome to eat lunch with their student. Parents are always welcome at Spotswood High School, but we encourage parents to make an appointment so that we may best serve them.

### **Dances**

Each year Spotswood High School sponsors two dances. All school policies apply regardless of dance location.

- All regulations pertaining to student conduct while in school are in effect. These regulations include, but are not limited to, the Student Code of Conduct, Tobacco Policy, Weapons Policy, Substance Abuse Policy, and Dress Code Policy.
- Only appropriate dancing will be allowed. Inappropriate or sexually suggestive dancing or grinding is unacceptable and prohibited. After a warning, you may be asked to leave if dancing inappropriately.
- Once students have been admitted to a dance, they must stay inside the building. If they elect to leave the building, they will not be readmitted and will be required to leave the premises.
- **Students with excessive unexcused absences (5+), tardies (10+ for 1 class) or discipline referrals (5+) may be prevented from attending school dances.**
- Guests: Persons not attending Spotswood High School may be admitted if they are a date of an SHS student and if the person has prior administrative approval. Approval is acquired by signing-up the date in advance in the office. Any student who brings a guest is responsible for his/her conduct. **Middle school students are not permitted to attend high school dances. Guests over 20 years of age must receive special permission from the principal to attend.**
- **A guest permission form and specific rules for conduct will be distributed for each dance.**

### **Positive Behavior Interventions & Support**

*Mission Statement: The Mission of BLAZE (PBIS) is to establish a safe and supportive environment where diversity is celebrated and positive behavior is taught and reinforced, creating a community, which allows students, faculty, administration, and staff the opportunity to experience success.* **Acronym: BLAZE**

**B – Be Respectful of Others**

**L – Lead with Character**

**A – Approach School with a Positive Attitude**

**Z – Zero in on Your Goals**

**E – Expect Great Things from Yourself**

One important component of PBIS (BLAZE) is to create consistency in the school's approach to discipline. The PBIS committee has developed guidelines for teachers to follow when discipline incidents

occur. Research has proven that effective discipline is best supported by immediate and consistent consequences for cases in which a student violates a school or county guideline or policy. Another important component of PBIS (BLAZE) is to provide training, support, and recognition for incidents involving exemplary and appropriate displays of character. PBIS (BLAZE) celebrates a Trailblazer who demonstrates the Six Pillars of Character. Students who are caring, fair, respectful, responsible, trustworthy, and display good citizenship will be recognized through a positive referral system. Students who are recognized may receive both immediate and delayed recognition.

**PBIS Individual Incentives**

Individual students who make good choices and do not receive referrals that result in administrative actions receive an incentive. Students are excluded from this incentive if they receive the consequences of lunch detention, Saturday School, Poor School Standing, or Out-Of-School suspension.

**Freshmen:** If qualified, the 9<sup>th</sup> grader receives an invitation to a ticketed event at the end of 1<sup>st</sup> semester for good behavior that 1<sup>st</sup> semester.

**Sophomores:** If qualified, the 10<sup>th</sup> grader receives a ½ day personal day for good behavior the prior school year. The form requires signatures from teachers & parents and it must be submitted to the office at least one week in advance of the requested date in order to receive a school related absence for that day.

**Juniors:** If qualified, the 11<sup>th</sup> grader receives 1 personal day for good behavior the prior school year. The form requires signatures from teachers & parents and it must be submitted to the office at least one week in advance of the requested date in order to receive a school related absence for that day.

**Seniors:** If qualified, the 12<sup>th</sup> grader receives 1 personal day for good behavior the prior school year. The form requires signatures from teachers & parents and it must be submitted to the office at least one week in advance of the requested date in order to receive a school related absence for that day.

**Seniors:** If qualified, the 12<sup>th</sup> grader receives an invitation to a ticketed event at the end of the school year for good behavior that year.

***LESS SEVERE INFRACTIONS***

**Honor Code**

**Dishonesty** - Willfully misrepresenting any part of what is known to be true or accurate, including forgery or knowingly using forged writing or materials.

<b>Incident</b>	<b>Teacher Actions</b>	<b>Administrative Actions</b>
All	Privately conference with student. Notify parent. Submit referral.	Conference with student; a parent is notified; consequences are given (Lunch Detention; Saturday School; OSS).

**SHS Honor Pledge & Code** - *“On my honor, I did not give nor receive information on this assignment.”*

1. I will do all assigned work on my own, and will not give or receive information unless the teacher states that I can work with others.
2. I will not plagiarize by copying, or claiming anyone else’s published or unpublished work as my own.
3. I will not use any type of electronics to give or receive help, including; texting, photographing, emailing or internet searching.
4. I will write a pledge on required work, and sign my name as my word of honor.

**Honor Code Violation** - Assigned work has been compromised through the giving or receiving of unauthorized assistance or work has been plagiarized through the copying or claiming of the work of someone else.

Incident	Teacher Actions	Administrative Actions
All	Privately conference with student. A zero is given on the assignment (partial credit may be awarded for larger projects extending over several days for which work was performed honestly). Notify parent and submit referral.	Conference with student; a parent is notified; consequences are given (Warning; Lunch Detention; Saturday School; OSS).

**Attendance**

**Failure to Serve Detention** - Student has failed to serve an initial or subsequently scheduled make up time for a detention period.

Incident	Administrative Actions
All	Conference with student; a parent is notified; and consequences are given (Saturday School; OSS).

**Tardiness** - Student arrives to class after the bell and without a note. The teacher feels that it is within a reasonable time period (suggested maximum of 5 minutes) and does not consider it an Unauthorized Absence from Class

**Policy** - Students are to be in class when the tardy bell rings. If not, the teacher will mark the student tardy on Power School. A student may pre-arrange with his/her teacher to be tardy to class for academic reasons. All parties must be in agreement that the tardy be allowed. The tardy policy is for the entire year (tardy count does not restart at the beginning of 2<sup>nd</sup> semester). The attendance clerk will document all tardies. The administration will then meet with the student on the 4<sup>th</sup> tardy to a class, the 4<sup>th</sup> tardy to school, and / or the 12<sup>th</sup> cumulative tardy. A student will receive a disciplinary consequence for that infraction. From that point on, every additional tardy will result in a consequence. Consequences include:

DRIVERS	NON-DRIVERS
1 <sup>st</sup> -3 <sup>rd</sup> Teacher/Admin Warning	1 <sup>st</sup> -3 <sup>rd</sup> Teacher/Admin Warning
4 <sup>th</sup> (12 <sup>th</sup> Cumulative) Student choice 6 days lunch detention <u>OR</u> 1 day of Saturday School <u>OR</u> 5 days of no driving	4 <sup>th</sup> (12 <sup>th</sup> Cumulative) Student choice 6 days of lunch detention <u>OR</u> 1 day of Saturday school
5 <sup>th</sup> (13 <sup>th</sup> Cumulative) 1 Day of Saturday School <u>AND</u> 5 days no driving <u>AND</u> 5 days Poor School Standing	5 <sup>th</sup> (13 <sup>th</sup> Cumulative) 1 day of Saturday school <u>AND</u> 5 days of Poor School Standing
6 <sup>th</sup> (14 <sup>th</sup> Cumulative) 6 weeks no driving <u>AND</u> 10 Days Poor School Standing (*)	6 <sup>th</sup> (14 <sup>th</sup> Cumulative) 1 Saturday School <u>AND</u> 3 weeks Poor School Standing
7 <sup>th</sup> (15 <sup>th</sup> Cumulative) 1 Day OSS <u>AND</u> No driving for remainder of the year. (**)	7 <sup>th</sup> (15 <sup>th</sup> Cumulative) 1 Day OSS <u>AND</u> 60 days Poor School Standing (*)
8 <sup>th</sup> (16 <sup>th</sup> Cumulative) 2 days OSS <u>AND</u> No driving remainder of the year	8 <sup>th</sup> (16 <sup>th</sup> Cumulative) 2 days OSS <u>AND</u> Poor School Standing remainder of the year
The number of OSS days increase with each additional tardy and there is no opportunity for reinstatement of privileges.	

\* If the student can be on time to school and class for 20 consecutive days, driving privileges and good standing will be reinstated.

\*\* If the student can be on time to school and class for 30 consecutive days driving privileges will be reinstated.

**Unauthorized Absence from Class** - Once a student arrives at school, any unauthorized absence from any part of school day or class prior to the dismissal is a violation, including leaving school grounds without permission. In the classroom, this can be seen by

1. student never arrives to class
2. student arrives more than five minutes late to class
3. student leaves the classroom without reason or has not returned within a reasonable amount of time

Teacher reaction to each of these situations is outlined below.

Issue	Teacher Response	Administration Response
1	Submit attendance each class period.	Missing students will be identified through attendance records.
2	Privately conference with student. Submit referral about the incident. Student should plan to obtain a note if possible, but should remain in class. The note can be brought to the teacher for consideration if the referral has not yet been submitted, or can be presented in the students defense as necessary with the appropriate administrator.	If referral was warranted, conference with student; a parent is notified; consequences are given (Lunch Detention, Saturday School, OSS).
(continued)		

3	The office should be notified if a student has left and not returned to class - the student might be ill or in need of assistance.	Administration will respond quickly to find the missing student. If warranted, appropriate disciplinary action will be taken [conference with student; a parent is notified; consequences are given (Lunch Detention, Saturday School, OSS)]
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**Student Behavior**

**Damaging School Property (Unintentional)** - Destruction or damage to school property that was inadvertent but which happened while the student was engaged in disruptive or questionable behavior.

Incident	Teacher Actions	Administrative Actions
All	Privately, conference with student; submit a referral with detail of damage.	Conference with student; a replacement fee for damaged/lost materials is assessed and the book keeper is notified. A deadline is set for payment of the replacement fee. If the fee is not paid by the deadline, the student is placed on poor school standing; a parent is notified.

**Display of Affection (Inappropriate)** - Physical contact beyond holding hands. The school administration and staff expect students to maintain relations appropriate for a high school student. The student needs to learn to reserve the more personal intimate expressions of affection for those times when not in the school or on school property. Students should conduct themselves in a friendly, congenial but businesslike manner. Such displays of affection as embracing, kissing, etc. will not be considered appropriate behavior.

Incident Number	Teacher Response	Incident Number	Administration Response
All	Privately conference with students; submit referral.	1st	Conference with students; warnings are issued.
		2nd	Conference with students; parents are notified.
		3rd	Conference with students; parents are notified; consequences are given (Lunch detention, Saturday School, OSS)

### **Dress Code**

Student dress is considered appropriate as long as it does not, or foreseeably could not, interfere with the educational process, cause disruption, including by undermining or distracting from the curriculum, threaten or cause harm, or jeopardize or damage school property. In support of these expectations, a student is prohibited from attending school in dress or presentation that is contrary to the dress code reflected in the policy, JFCJ.

For purposes of this policy and the code reflected in it, the term “dress” includes, for example: clothing; hats; shoes; jewelry; and, any emblem, badge, depiction, symbol, sign, comment, or other items worn or displayed or presented by a student as related to bodily-related attire or accessory. “Dress” does not include any religious symbol or expressive activity by a student which otherwise would not be subject to prohibition or restriction. In furtherance of the considerations and purpose of this policy, the following dress or attire is prohibited:

1. Clothing which exposes undergarments;
2. See-through apparel;
3. Clothing that exposes the midriff, lower back, cleavage, or bare chest;
4. Strapless tops or tops with spaghetti straps;
5. Dresses, skirts, pants, or shorts that are shorter than the student’s mid-thigh;
6. Hats, hoods, or head coverings inside the school building, unless they are required for religious or medical reasons;
7. Sunglasses or other obscuring glasses inside the school building, unless they are required for medical reasons;
8. Spiked accessories or wallet chains;
9. Extremely tight pants worn without clothing which covers the student to mid-thigh, including, but not limited to: yoga pants, leggings, spandex shorts, compression shorts, “jeggings,” or tights;
10. Jewelry, including facial or body piercings, that is actually or likely to be disruptive, distracting, or hazardous to the student or other students in the student’s presence;
11. Dress that promotes, depicts, or in any way affirms, explicitly or implicitly, drugs, tobacco, alcohol, or illegal activity, including gang activity;
12. Dress that promotes, depicts, threatens, or in any way affirms, explicitly or implicitly, violence, profanity, vulgarity, or sexually implicit or explicit messages; and,
13. Dress that promotes or depicts discriminatory messages or practices or that denigrates a particular group of people.

Incident Number	Teacher Response	Incident Number	Administration Response
All	Privately conference with student; request change of clothing; submit referral.	1st	Conference with student; notify parents
		2nd	Conference with student; notify parents; (Lunch Detention or Saturday School)
		3rd	Conference with student; notify parent; (3 days OSS).
		4th	Conference with student; notify parent; (5 days OSS).
		5th	Conference with student; notify parent; 10 days OSS with recommendation to the Superintendent for suspension for the remainder of the semester or school year; education in an alternative setting.

**Electronic Devices** - Student use of any personally owned electronic device, including but not limited to laptops, iPods, iPads, tablets, or cell phones, shall adhere to the following regulations:

1. RCPS assumes no liability for the loss, theft, or damage of any student-owned device or stored information on the device. A student's privilege to use a device may be revoked by the teacher or administrator.
2. Student-owned electronic devices shall be prohibited during instructional time unless a teacher directs students to use them for a specific educational task. Student use of personally owned electronic devices during instructional time is allowed strictly at the teacher's discretion. There is no blanket teacher approval for student-owned electronic devices; permission to use them is to be granted on a day-by-day basis by teachers who plan to use them for instructional purposes.
3. Unless directed otherwise by the teacher, student owned devices must be concealed and muted (prior to entering the classroom and after exiting the classroom).
4. High school students may use personally owned electronic devices during the following non-instructional times: during lunch, between classes, before and after school including extracurricular events, and on buses. (Student-owned

electronic device use on buses is subject to Transportation Department safety guidelines.)

5. When in use, students shall use headphones or earbuds to keep audio from being disruptive.
6. High school students who connect to the Internet shall use the school's WiFi system, not through the device's 3G or 4G capabilities.

Incident Number	Teacher Response	Incident Number	Administration Response
All	Privately conference with student and give a warning. The warning should include the full consequences of continued use of the device during instructional time. The device is confiscated and turned over to an administrator with a referral.	1st	Parent is notified. Student may pick up device after school
		2nd	A conference is held with the student. The student is assigned disciplinary action (Saturday School, Lunch Detention); parent is notified; parent must pick up the device at school.
		3rd	A conference is held with the student. The student is assigned 3 days OSS; parent notified of the incident; the parent must pick up the device at school; student loses the privilege to have a device in their possession at school.
		4th	A conference is held with the student. The student is receives 10 days OSS and is referred to the Superintendent's Disciplinary Committee with a recommendation for long-term suspension. The parent must pick up the device at school.

**Unauthorized Use of Technology** - The purpose of telecommunication technology in RCPS is to support research, communication, and education and to provide access to unique resources and opportunities for collaborative work. The following uses of school-provided computer networks including Internet access are NOT permitted by any users:

1. To "hack into" or access (among others) other users' files and administrative data;
2. To share passwords with others, circumvent the menu/password and Internet filtering software;

3. To access, upload, download or distribute profane, pornographic, obscene, sexually explicit, or illegal material;
4. To transmit profane, obscene, abusive, sexually explicit, or threatening language;
5. To violate any local, state or federal law;
6. To vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means; and
7. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
8. Students should be aware that any use of RCPS technology may be monitored to ensure compliance to this policy.

<b>Incident</b>	<b>Teacher Response</b>	<b>Administration Response</b>
All	Privately conference with student; submit referral	Conference with student; a parent is notified; consequences are given (Lunch Detention, Saturday School, OSS).

**Non-Compliant**

Items in the Non-Compliant area are all handled with the following steps:

<b>Incident Number</b>	<b>Teacher Response</b>	<b>Administration Response</b>
1st	Privately conference with student	
2nd	Privately conference with student; notify parents	
3rd	Privately conference with student; submit referral	Conference with student; a parent is notified; consequences are given (Lunch Detention, Saturday School, OSS).

**Classroom Disruption** - Any action that interferes with the learning environment to the point that instruction or classroom safety is compromised.

**Classroom or School Rule Violation** - Noncompliance with identified rules stated in the classroom, RCPS Student Code of Conduct, and/or Student Handbook.

**Disrespect** - Student uses language unacceptable in public places, is insulting, disregards other people's feelings, properties or requests, or responds to students or faculty in a way that is not acceptable in the school environment. This behavior may start to interfere with the learning environment.

**Language Inappropriate** - Thoughtless use of language that is offensive, profane or vulgar.

**SEVERE INFRACTIONS**

**Substance Abuse**

**Substance Abuse Violation** - Substance abuse is defined as possession, use, distribution (including intent), or being under the influence of any controlled substance, imitation controlled substance, look alike, or drug paraphernalia while on school property or while engaging in, attending or connected with a school-related activity, whether or not on school property. The term "**controlled substance**" includes alcohol, any drug, medicine and any intoxicant, including but not limited to marijuana, imitation drug ("look alike"), anabolic steroid, any prescription medication or non-prescription or over-the-counter medication not being taken for legitimate medicinal purposes.

**"Imitation Controlled Substance" or "look-alike"** means a pill, capsule, tablet, caplet, or any other substance in any form whatsoever. Refer to RCPS handbook: *Drugs In Schools* or policy JFCF.

Incident #	Teacher Actions	Incident #	Administrative Actions
All	Immediately notify an administrator for all suspected substance abuse violations. The administrator will escort the student to the office. Submit referral.	1st	Conference with student; a parent is notified; and consequences are given if administrator determines there was a policy violation (A student in violation of the substance abuse policy is suspended out of school for 10 days and referred to the Superintendent's Disciplinary Committee with a recommendation of long-term suspension). The superintendent and school resource officer are notified.
		2nd	A student with a second violation is referred to the School Board with a recommendation for expulsion.

**Tobacco Violation** - Any use, possession or distribution of a tobacco product by a student while on school property or while engaging in, attending or connected with a school related activity, whether or not on school property. Smoking devices, including e-cigarettes are prohibited. Such devices are "look alike" and/or contain nicotine or other drugs.

Incident #	Teacher Actions	Incident #	Administrative Actions
All	Immediately notify an administrator for any tobacco violations. The student should be escorted to the office. Submit referral.	1st	Conference with student; notify parent; consequence of 3 days OSS. The superintendent and school resource officer are notified.
		2nd	Conference with student; notify parent; consequence of 5 days OSS. The superintendent and school resource officer are notified.
		3rd	Conference with student; notify parent; consequence of 10 days OSS. Refer student to the Superintendent's Disciplinary Committee.

**Insubordination**

The items under Insubordination, defined below, follow the same general guidelines for discipline as outlined here.

Incident	Teacher Actions	Administrative Actions
All	Privately conference with student; Submit referral; student needs to be directed or escorted to the office.	Conference with student; a parent is notified; and consequences are given (this type of conduct generally warrants at least 3 days of OSS). The School Resource Officer and Superintendent are notified.

**Disrespect to Faculty/Staff** - Persistent and intentional defiance to a faculty/staff member which becomes incorrigible and the student does not come into line.

**Language Abusive/Inappropriate** - Intentional use of language that is offensive, profane or vulgar directed at others including but not limited to sexual harassment comments and racial slurs; any inappropriate or abusive language directed towards a faculty or staff member.

**School Property**

**Damaging School Property (Vandalism)** - Willful destruction or attempted destruction of school property.

Incident #	Teacher Actions	Administrative Actions
All	Privately conference with student; Submit referral; student needs to be directed or escorted to the office.	Conference with student; a parent is notified; and consequences are given (this type of conduct generally warrants OSS). A fine is assessed and the maintenance department is notified to remove vandalism. The School Resource Officer and Superintendent are notified.

**Theft** - Taking of school or personal property that does not belong to student.

Incident #	Teacher Actions	Administrative Actions
All	Privately conference with student; Submit referral; student needs to be directed or escorted to the office.	Conference with student; a parent is notified; and consequences are given (this type of conduct generally warrants OSS). Stolen items are returned and a fine is assessed for damaged items. The School Resource Officer and Superintendent are notified.

**Safety**

Unless otherwise noted for specific issues, safety violations will generally follow the guidelines noted here.

Incident	Teacher Actions	Administrative Actions
All	Privately conference with student; Submit referral; student needs to be directed or escorted to the office.	Conference with student; a parent is notified; and consequences are given (this type of conduct generally warrants OSS). The School Resource Officer and Superintendent are notified.

**Abuse** - Directing hurtful comments or behaviors toward self or others that could potentially cause harm.

**Bullying** - Physical and emotional behaviors that are intentional, controlling, and hurtful that create harassing, intimidating, hostile or otherwise offensive educational environments. Bullying is unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create feelings of intimidation, alienation, or humiliation which unreasonably interfere with the school performance or participation of others.

*Refer to the RCPS handbook: Bullying Prevention or policy JFCI.*

**Disorderly Conduct** - Any illegal act or serious disciplinary infraction that threatens the safety of students or staff and the order of the classroom/school to the level of interfering with school authority.

**Fighting** - Instigated or self defense actions that show an intention to injure another or a fight between two or more persons.

Incident #	Teacher Actions	Administrative Actions
All	Intervene with a verbal command before attempting to physically separate the students. Initiate a request for an administrator if the students do not respond to the verbal command. The teacher may try to physically separate students if he/she feels comfortable in doing so. The students must be separately escorted to the office by another teacher, administrator, and/or school resource officer. School personnel should also note injuries so that first aid can be administered. Submit referral.	Students are kept separated in the office. Students are interviewed privately and the testimony of witnesses is reviewed. (Students involved in fighting are usually suspended 3 - 5 days OSS). Parents are contacted and asked to come to the school, students are sent home on the same day, if possible. Consequences are given based on the severity of the action and the degree to which the school environment has been threatened or affected. The school resource officer will be notified. Mediation is scheduled for the students upon their return to school if students and parents are agreeable. A behavior agreement between the students may also be developed.

**Gang Behavior/Affiliation** - A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts, participation in activities that threaten the safety of persons or property, disruption of the school activities, and/or creation of an atmosphere of fear and intimidation. Gang activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang (including drawings or doodling)
- committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang
- using any speech or committing any act or omission in furtherance of the interests of any gang, including: (a) soliciting, hazing and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and (d) inciting other students to act with physical violence
- inappropriate congregating, bullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors

*Refer to the RCPS handbook: Gang Activity or Association or policy JFCE.*

**Harassment** - An action, gesture or language that offends or degrades an individual or group based on race, color, national origin, religion, sexual activity (including pregnancy), gender, noncompliance with gender stereotypes, marital or economic status, age, disability, genetics, or veteran status or retaliation against anyone who files a discrimination complaint. Examples of these discrimination motivated actions include:

- graffiti containing offensive language against an aforementioned targeted group name calling, jokes or rumors
- physical acts of aggression against a person or his property
- slurs, negative stereotypes and hostile acts
- written or graphic material containing comments or stereotypes which are posted or circulated

These actions are considered harassment when they

- have the purpose or effect of creating an intimidating, hostile or offensive working or educational environment
- have the purpose or effect of substantially or unreasonably interfering with an individual's work or educational performance
- otherwise adversely affect an individual's employment or educational opportunities

*Refer to the RCPS handbook: Sexual Harassment/Harassment or policy JFHA.*

**Threats** - Any action, speech or writing deemed to be threatening towards others. Threats towards a faculty or staff member will elevate the severity of consequences.

**Weapons Violation** - Possession, display or use of any weapon or any item which in the circumstances may be used as or is intended as an instrument of offensive or defensive force, is forbidden on all school grounds, in the school building, on school vehicles, and at school-sponsored or school-connected activities.

*Refer to the RCPS handbook: Weapons in School or policy JFCD.*

Incident #	Teacher Actions	Administrative Actions
All	Immediately notify an administrator for any weapons violation. The administrator will escort the student to the office. Submit referral.	Conference with student; a parent is notified; and consequences are given if administrator determines there was a policy violation (A student in violation of the weapons violation policy is suspended out of school for 10 days and referred to the Superintendent's Disciplinary Committee or School Board with a recommendation of long-term suspension - not less than 365 calendar days - or expulsion). The superintendent and school resource officer are notified.

**Sexual Offenses**

The items under Sexual Offenses, defined below, follow the same general guidelines for discipline as outlined here.

Incident #	Teacher Actions	Administrative Actions
All	Privately conference with student; Submit referral; student needs to be directed or escorted to the office.	Conference with student; a parent is notified; and consequences are given (this type of conduct generally warrants OSS). The School Resource Officer and Superintendent are notified.

**Pornography** - Pornography may include but is not limited to:

Displaying or possessing sexually suggestive objects, pictures, cartoons or posters (this may be on paper or digitally). This includes sexting - sending, receiving or possessing sexually suggestive images on digital devices including but not limited to cell phones, tablets and computers.

**Sexual Harassment** - Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication

of a sexual nature. Examples of conduct which may constitute sexual harassment include:

- unwelcome, sexually motivated or inappropriate patting, pinching or other physical contact (other than necessary restraint of students by school personnel to avoid physical harm to people or property).
- unwelcome sexual flirtations or propositions.
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- graphic verbal comments about an individual's body, or overly personal conversation of a sexual nature.
- sexual jokes, notes, stories, drawings, gestures or pictures.
- spreading sexual rumors.
- touching an individual's body or clothes in a sexual way.
- displaying sexually suggestive objects, pictures, cartoons or posters.
- impeding or blocking movement.
- use of homophobic language and anti-gay slurs.
- negative statements targeting a student as to homosexual acts, spreading false rumors about homosexual acts, or otherwise acting out homosexual acts intended to degrade someone in a sexual manner.
- all the foregoing examples equally apply to heterosexual and lesbian, gay, bisexual and transgender individuals

*Refer to the RCPS handbook: Sexual Harassment/Harassment or policy JFHA.*

### **Transportation on RCPS BUSES**

While you are on the bus, you are under the direct supervision of the driver and must obey him or her. The bus driver has the authority to assign seats to anyone at any time for any reason, particularly as a disciplinary measure. Any student involved in more serious rules infractions or repeatedly involved in minor infractions will be referred to the school principal for disciplinary action. This action may include loss of the privilege of bus transportation until the parent, student, and principal can arrive at an understanding regarding student behavior on the bus.

#### ***A. Meeting the Bus***

1. Be on time.
2. Stand off the roadway while waiting for the bus.
3. While walking along the highway, walk on the left shoulder facing oncoming traffic.
4. Walk, not run, across the highway; cross in front of the bus, never behind it.
5. Never run along side a moving bus; wait until it has stopped, then walk to the front door.
6. Students are to wait for the driver's signal before crossing the road.

#### ***B. Conduct on the Bus***

1. Never mar or deface the bus. Willful or careless damage must be paid for by the pupil performing the act.
2. Do not eat or drink while on the bus.
3. Use clean speech without profanity or vulgarity, and refrain from making obscene gestures.
4. Students need to take their seats without crowding or pushing and remain seated while the bus is in motion.
5. Do not possess use or distribute to someone else drug, tobacco in any form, or alcoholic beverages on the bus.
6. Keep arms, legs, and head inside the bus. Never ride on bumpers or outside of the bus.
7. Talk to the driver only when the bus is stationary except in emergencies.
8. Use the emergency door and/or other bus equipment only in emergencies or as directed by the driver.
9. Conduct yourself in a proper manner without fighting, scuffling, or throwing things in the bus.
10. Refrain from shouting or attempting to attract attention of pedestrians or passengers in other vehicles.
11. Never throw objects out of a bus window.
12. Keep aisle in the bus clear of books, paper, litter, and other objects.
13. Open windows only with permission of the driver.
14. Obey driver promptly.
15. Have written permission signed by a principal to go home any other way than the regular way.
16. Use the same bus in the morning and afternoon unless permission of a parent or guardian and administration has been granted.
17. All buses are equipped with video equipment for the purpose of monitoring student behavior.
18. Never bring live animals on a bus unless it is a guide animal or other medically required and approved animal.
19. ONLY band instruments small enough to be held on the lap or between the legs may be brought on the bus.

### ***C. Leaving the Bus***

1. Remain in place until the bus comes to a full stop.
2. Leave the bus in an orderly manner.
3. Leave the bus area after unloading.
4. Leave the bus at your regular stop unless it is requested in writing by parent for a different stop, and approved by the principal of the school.
5. Cross the highway in front of the bus only after the driver has signaled that it is safe.

### ***D. Dress and Other Safety Issues***

1. Avoid wearing oversized or baggy clothing, clothing with long

- drawstrings, or items such as chains, keys, trinkets, etc. attached to clothing or book bags that may become snagged in handrails.
2. Shoestrings must be fully laced and tied.
  3. Glass containers of any kind or shape are strictly prohibited and never allowed.
  4. ANY and ALL medication must be taken to school by the parent and never sent on the bus.

<b>Driving An Automobile To School Is ... ... A PRIVILEGE</b>
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**TRANSPORTATION: STUDENTS DRIVING TO SCHOOL**

Students wishing to drive to school must abide by all school and state regulations, and operate their vehicles safely AT ALL TIMES. By operating a vehicle to, or on school property, or in connection with any school related activity, whether on or off school property, consent to inspection is impliedly given. The inspection may be conducted without prior notice to anyone. There is no expectation of privacy. Driving to school is privilege that may be revoked at any time by the administration.

- Registration is open to seniors and juniors
- The annual Parking Permit fee for students will be \$30.00 per student and \$10.00 for a replacement permit. All cars must display a valid parking permit. Permits purchased after the beginning of the year will be pro-rated at \$3.00 per month (until the minimum Parking Permit fee of \$10.00 is reached).
- Students are expected to park in the student parking lots. Parking is not allowed on the grass or along the road in the front of the school. Reserved parking areas are restricted from general parking during the school day. Parking in “no parking” areas (areas not designated for student parking) and in the Visitor/Teacher parking areas is a direct violation of school parking rules.
- The STUDENT PARKING AREA is the large paved parking lot. There is space available for all students to park in this student lot. All students are expected to arrive at school on time to park their cars and reach first block on time.
- Students approved to drive to school are expected to be present and on time daily. Repeated tardies or absences from class/classes may result in the student’s automobile registration and driving privileges being revoked. *SINCE TRANSPORTATION IS PROVIDED FOR STUDENTS WITH COUNTY BUSES, ANY TARDIES TO SCHOOL BECAUSE OF CAR TROUBLE WILL BE CONSIDERED UNEXCUSED.*
- Students are expected to move directly to/from their parked cars. Loitering in the parking lot is strictly prohibited.

**Consequences for violating parking lot procedures**

**First Offense:** Warning and Parent Contact

**Second Offense:** Loss of driving privilege for one (1) week\*\* and Parent Contact

**Third Offense:** Loss of driving privilege for remainder of the school year\*\*

*\*\*Driving a vehicle on school grounds during this time may result in suspension from school.*

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**STARS Program- Students Taking A Responsible Stand**

**“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.”**

**-OBPP Teacher Guide, p. xii**

**Guidelines of the program**

1. We will not bully others.
2. We will help others who are being bullied.
3. We will include others who are being left out.
4. If we know someone is being bullied, we will tell an adult at school or at home.