

**STAUNTON RIVER
HIGH SCHOOL**

1095 Golden Eagle Drive
Moneta, VA 24121

**STUDENT HANDBOOK
2016-2017**

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This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student Number _____

Please be advised that the Board of Education may revise or create policies over the course of the school year. State laws, State Board of Education Bylaws, and Bedford County Board of Education Policies and Regulations shall supersede those statements and references contained in this publication.

The High



1. Respect yourself and others.
2. Obey the cell phone/ electronic device rules.
3. Be on time and in class all day, every day.
4. Obey the dress code.
5. Hand holding is the only acceptable form of PDA.

The Mission of the Positive Behavioral Interventions and Support Team:

The Staunton River High School community will provide a safe environment that encourages and recognizes positive behavior. The atmosphere will provide fair and consistent opportunities in order to promote the optimal learning experience.

**TAKE PRIDE IN
YOURSELF,
AND YOUR
SCHOOL**

Remember: Good deeds and behaving appropriately may result in good referrals. Students who have no discipline referrals will be entered into monthly drawings for prizes.

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I. Introduction

Principal's Message

Golden Eagles,

Welcome to the 2016-2017 school year! I know that we will all work together to make this school year a great success and continue our great Golden Eagle tradition. This handbook provides information needed regarding curriculum, school regulations, procedures, policies, and programs. Each student should carefully review the outlined expectations, policies, and procedures and should share the information with his or her parent(s) or guardian(s).

GO EAGLES!!!!!!

Dr. Cornett

Vision Statement

Staunton River High School will challenge all students with a rigorous and diverse academic program to exceed their own expectations in a safe environment that fosters respect, self-discipline, tolerance, and social development. Our school will be the anchor for our community, providing programs that build unity, involvement, and pride.

Mission Statement

Staunton River exists to provide a foundation that will allow our students the best opportunity for a lifetime of success.

Bedford County Public Schools

The mission of Bedford County Public Schools is to prepare our students to be productive and responsible citizens in our community and the world.

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a school-wide program that focuses on the overall school climate at SRHS.

The mission of the PBIS team is:

The Staunton River High School community will provide a safe environment that encourages and recognizes positive behavior. The atmosphere will provide fair and consistent opportunities in order to promote the optimal learning experience.

Six Pillars of Character

Character development is the foundation for the standards of conduct and is essential for a positive school environment where successful teaching and learning occur. Parents/Guardians are asked to work with the school to teach and support the development of the six pillars of character: *Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.*

SCHOOL CALENDAR 2016-2017 (Subject to change)

Dates	Description
FIRST SEMESTER	
Aug. 8-12	Teacher Workdays (Registration Aug. 13)
Aug. 15	First Day of School
Sept. 5	Labor Day Holiday (Offices Closed)
Oct. 13	End of 1st 9 weeks
Oct. 14	Teacher Individual and Team Planning Day (School Closed for Students)
Oct. 20	Report Cards Go Home
Nov. 7	Conference Day (conferences 12-7)(School Closed for Students)
Nov. 8	Election Day (School Closed for Students and Teachers)
Nov. 23-25	Thanksgiving Holiday (Offices Closed)
Dec. 16	End of 2nd 9 Weeks
Dec. 19-Jan. 1	Winter Break (Offices Closed)
Jan. 1	End 1st Semester
SECOND SEMESTER	
Jan. 9	Report Cards Go Home
Jan. 16	Martin Luther King Holiday (Offices Closed)
Feb. 6	Conference Day (conferences 12-7) (School Closed for Students)
Mar. 10	End of 3 rd 9 weeks
Mar. 13	Teacher Individual and Team Planning Day (School Closed for Students)
Mar. 17	Report Cards Go Home
Apr. 10-14	Spring Break (Offices Closed April 13-14)
May 26	Last Day of School
May 27	Graduation
May 29	Memorial Day (Offices Closed)
May 30 and 31	Teacher Workdays

School Song

Staunton River we are for you.
Varsity we're loyal and true.
Golden Eagles our varsity.
Staunton River High School Golden Eagles,
Fly on to victory.

II. Academics

Academic Letters

Academic recognition is offered through the academic letter program. Eligibility is based on a GPA of 3.50 or higher. Student grade point averages will be reviewed for academic letter eligibility at the conclusion of each school year by the counseling department. Students will receive their letters during an awards assembly. Students who continue to letter receive a gold bar each subsequent year. Students and their families will be notified of eligibility in writing.

2016-2017 Bell Schedules

	Regular Schedule (with HR period)	Extended Homeroom / Advisory Schedule	Club Day Schedule (meets four times per year)	One Hour Delay Schedule	Two Hour Delay Schedule	Two Hour Early Dismissal Schedule
Warning Bell	8:50	8:50	8:50	9:50	10:50	8:50
Homeroom	8:55-9:05	8:55 – 10:00	8:55-9:00	9:55 -10:00	10:55-11:00	8:55-9:00
1st Block	9:10 – 10:45	10:05 – 11:20	9:05 -10:20	10:05 – 11:20	11:05-12:00	9:05-10:00
2nd Block	10:50 – 12:25	11:25 – 12:45	10:25 -11:45	11:25 – 12:45	12:05 -1:05	10:05-11:05
Clubs			11:50-12:45 <i>PM BSTC lunch 12:45 – 1:05 Bus Leaves at 1:10</i>			
3rd Block and lunch (see below)	12:30 – 1:55	12:50 – 2:15	12:50-2:15	12:50 – 2:15	1:10 -2:35	11:10-12:35
4th Block	2:00 – 3:35	2:20 – 3:35	2:20 – 3:35	2:20 – 3:35	2:40 - 3:35	12:40-1:35
1st Lunch	12:30 – 12:55	12:50 – 1:15	12:50 – 1:15	12:50 – 1:15	1:10 -1:35	11:10-11:35
Travel	12:55 – 1:00	1:15 – 1:20	1:15 – 1:20	1:15 – 1:20	1:35 -1:40	11:35-11:40
Class time	1:00 – 1:55	1:20 – 2:15	1:20 – 2:15	1:20 – 2:15	1:40 - 2:35	11:40-12:35
Class time	12:30-12:55 & 1:30 – 1:55	12:50-1:15 & 1:50 – 2:15	12:50-1:15 & 1:50-2:15	12:50-1:15 & 1:50 – 2:15	1:10-1:35 & 2:10 – 2:35	11:10-11:35 & 12:10-12:35
Travel	12:55 – 1:00	1:15-1:20	1:15-1:20	1:15-1:20	1:35-1:40	11:35-11:40
2nd Lunch	1:00 – 1:25	1:20 – 1:45	1:20 – 1:45	1:20 – 1:45	1:40-2:05	11:40-12:05
Travel	1:25 – 1:30	1:45-1:50	1:45-1:50	1:45-1:50	2:05-2:10	12:05-12:10
Class time	12:30 – 1:25	12:50 – 1:45	12:50 – 1:45	12:30 – 1:45	1:10-2:05	11:10-12:05
Travel	1:25 – 1:30	1:45 – 1:50	1:45 – 1:50	1:45 – 1:50	2:05-2:10	12:05-12:10
3rd Lunch	1:30 – 1:55	1:50 – 2:15	1:50 – 2:15	1:50 – 2:15	2:10-2:35	12:10-12:35

AM BSTC

Morning BSTC Students will be assigned a homeroom but will not meet daily.

The bus departs at 8:50. Students will participate in extended homeroom activities monthly.

Regular Schedule: Depart -8:50 Return- 12:25

Extended Homeroom and 1 Hour Delay: Depart -9:50 Return- 12:45

Club Day: Depart- 8:50 Return -11:45

PM BSTC

Students will participate in regular homeroom and advisory activities. Students need to be dismissed to 1st lunch five minutes early on each schedule above, except Club Day.

Regular Schedule: Depart- 12:50 Return-3:30

Extended Homeroom and 1 Hour Delay: Release to Lunch-12:40 Depart- 1:10 Return-3:30

Club Day: Release to Lunch- 12:40 Depart-1:10 Return- 3:30

College Credit Toward High School Graduation

Under certain circumstances, advanced students who leave high school prior to graduation after having been accepted by an accredited college or university under an early admission program may receive credit, with prior approval of the high school principal, toward high school graduation. The following conditions must be met:

1. The course(s) has been successfully completed as evidenced by an official transcript.
2. The course(s) for which high school credit is to be issued corresponds to the subject area needed for high school graduation. Credit will not be given for remedial work.
3. All credits needed must be completed in one year after leaving high school.
4. Written requests under the policy must be filed with the principal following a conference with the student's counselor. Approval must be granted by the principal before credit can be accepted.

Dissection of Animals

Schools are required to provide students with alternatives to animal dissection in relevant courses or curriculum that could include: (1) The use of detailed models of animal anatomy and computer simulations as alternatives to dissection and (2) Notification of students and parents of the option to decline to participate in animal dissection.

Exam Attendance Policy

During exams, students cannot be absent or dismissed early without a doctor's excuse, court excuse, or extenuating circumstances. Absences and early dismissals during exams must have prior approval by an administrator before the date of the absence. Examinations may not be taken early. If an absence is approved during the exam schedule, the make-up exam will be scheduled with the teacher after the examination period.

Exam Exemption Policy

Exams or principal-approved culminating activities will be administered in all high school credit courses at the end of the first semester and at the end of the year. Exams and culminating activities are intended to be rigorous assessments of student learning of concepts from the semester (or year). Only students meeting the following requirements will be exempt from exams.

Any student who meets the following criteria shall be exempt from the final examination or culminating activity in a class:

1. A senior student who has an A cumulative course average.
2. A student enrolled in an Advanced Placement (AP) class who takes the AP exam.
3. A student who has successfully completed a sequence of Career and Technical Education (CTE) courses and takes a corresponding credentialing assessment.
4. A student enrolled in a course containing an End of Course SOL test who passes the test.

If dual enrollment guidelines from the college awarding credit require an exam, the student is not exempt. Any student who wishes to take an examination or complete a culminating activity in a class that he/she is currently enrolled in shall be

permitted to do so. Nothing in this Policy shall be construed to exempt any student from the end-of course SOL testing requirements set forth in the State Board of Education's Standards of Accreditation, or alter the requirements for earning a diploma.

Grading

Assignment and Test Grades

- The teacher will conduct frequent and ongoing evaluation. Teachers will differentiate between *formative* assessment, which is designed to improve student learning during an instruction on a topic, and *summative* assessment, which is meant to measure learning after instruction on a topic.
- Because students learn and may demonstrate understanding in different ways, assessments will be varied across a grading period. They may include tests, quizzes, projects and written papers graded with rubrics, notebook checks, homework, teacher observation checklists of academic skills, performance assessments, and other student generated ways of demonstrating proficiency.
- Teachers are encouraged to assign cooperative learning tasks/group work for instructional purposes. Students should be graded on work they do individually, either within or outside the group.
- Teachers determine the weight of test/assignment items and the procedures for scoring tests/assignments appropriate for a specific class or subject area.
- Extra credit assignments should be given cautiously so grades closely reflect actual student learning. Extra credit assignments should be viewed as additional opportunities to meet course standards.
- Teachers may use letters or other symbols (i.e. check mark, plus sign) on daily assignments and in teacher grade books for assignments for which a numerical value is not appropriate.
- Assignments, quizzes, and tests will be evaluated and/or graded, returned promptly, and reviewed with students before the next related assessment is administered. Students shall be allowed to keep or have access to all graded assessments when practical to use as study aides for future assessments.
- Students are expected to complete all assigned work. When they do not complete work by the assigned deadline, they may be required to complete it at another assigned time during or outside the school day. Parents should be notified when work completion becomes a problem, and the teacher should make multiple attempts to have students complete the work. Work not completed within the assigned time period may be assigned a penalty after the teacher seeks to determine the cause of a student's failure to complete assigned work. If the student's failure to turn in work is justified, the student's work may be turned in late with an appropriate grade assigned. Partially completed work or work not turned in at all will be graded according to the amount and quality of work completed, and this may include a grade of "zero" if it is not turned in at all within a reasonable time frame.
- A teacher must accept late work if the student has an excused absence and has made arrangements to make up the work according to Policy JED. Work assigned previous to an absence is due the day a student returns to school unless special arrangements have been made in advance. Extenuating circumstances should be considered.

Nine Week, Semester, and Final Grades

Because the purpose of grading student work is to communicate and foster student achievement, the following practices are called for:

- Formative assessments, including quizzes, checklists, teacher observations, “quick checks,” and other brief assessments, will be administered on average of at least one assignment per week, with a minimum of 8 formative assessments per grading period. Collectively, they may be weighted at no more than 40% of an overall grade. Within this category, daily homework that is considered a formative assessment may count no more than 10% of the overall grade.
- Summative assessments must be varied in format within a grading period (for example, tests, projects, writing assignments, performance assessments, and other student generated ways of demonstrated proficiency) and will be weighted at least 60% of an overall grade. A minimum of 4 summative assessments are required per grading period.
- A single test/assignment cannot account for more than 15% of the nine-week grade, and an exam cannot account for more than 10% of the semester grade.
- Teachers are expected to use grading practices that limit the impact of “outlier” grades on quarter averages and that recognize student learning over time.
- Teachers should give specific comments about student learning and behavior (if necessary) on report cards.

Homework

Homework can provide an essential communication link between the school and the home. In addition, homework should be an important tool in developing independent thought, self-direction, and self-discipline. It can assist the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

- Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should be assigned in such a manner that it will be clearly understood by all students.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student’s access to resource materials should be considered when making assignments.
- Students should receive timely feedback on their homework.
- Teachers should seek to determine the causes if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
- Excessive homework, like the absence of homework, should be avoided. To avoid excessive homework, general guidelines for homework are:
- In grades 6-12, each subject assignment should not require more than 20-30 minutes per night for an average student
- It is understood that a variance in homework completion time may result from students’ differing skill levels.
- Homework should not be used for disciplinary purposes.

High School (Grades 9-12)

- Report cards will be issued at nine week intervals on the 5th day following the last day of the previous nine weeks period. Final report cards will be mailed to students.
- All students will be issued an interim after the end of the fourth week of the grading period. Students who are performing below a C or who receive an I (Incomplete) will receive a second interim after the end of the seventh week.

- Nine-week grades for all courses will be calculated using the following scale. Quarter grades within a half-point will be rounded up to the nearest whole number when averaged.

A	90-100	Highly Proficient
B	80-89	Above Proficient
C	70-79	Proficient
D	60-69	Below Proficient
F	Below 60	Insufficient Evidence of Proficiency
-		Not applicable
I		Incomplete Work

- A semester grade will be determined by averaging the two nine-week grades and the exam grade, which may not count for more than 10%. When determining a semester or final average, any nine-week average below 40 will be converted to a 40 for averaging purposes. The exam grade will not be used to determine the semester or final grade for students who are exempt from exams according to Policy IKC and choose not to take the final exam. The final grade will be determined by averaging the two semester grades together.

Cumulative Grade Point Average (GPA)

For the purpose of determining a student's cumulative grade point average (GPA), each final course grade will be assigned the corresponding point value or the weighted grade point value, if appropriate, and averaged.

A	4.0
B	3.0
C	2.0
D	1.0
F	0

Weighted Grades: Grades for Advance Placement courses, Governor's School courses, and selected dual enrollment college courses will have the following weighted point values for the purpose of final grade point averaging. College courses in English, math, science, and history/social sciences fulfilling graduation requirements and taken on college campuses will be weighted on this scale.

A	5.0
B	4.0
C	3.0
D	2.0
F	0

Grades for Pre-Advanced Placement courses will have the following weighted point values for the purpose of final grade point averaging. Elective area college courses (courses not fulfilling graduation requirements) taken on college campuses will be weighted on this scale.

A	4.5
B	3.5
C	2.5
D	1.5
F	0

Honor Roll

Students in grades 3-12 earn a place on the A Honor Roll or the A/B Honor Roll by meeting the following criteria based on nine-weeks grades:

- A Honor Roll: A student earns an A only in each course for which a grade is assigned.
- A/B Honor Roll: A student earns an A or B only in each course for which a grade is assigned.

Students who have been suspended out of school during the grading period are not eligible for Honor Roll recognition, regardless of academic grades. Attendance and handwriting are not considered in awarding Honor Roll.

Withdrawing and Adding Courses

Students shall be counseled about their choices for classes and the limitations on adding and withdrawing courses during the spring course enrollment period. Principals must approve any course changes once the academic year begins. Students will be permitted to make course changes prior to the 21st day of school with principal approval. Any courses dropped after the drop/add period will receive a "Withdrawn-Passing" or "Withdrawn-Failing" status on the student transcript.

Grading Students with Disabilities

Assignments and Test Grades

Learner needs are accommodated based on IEP team decisions and grades reflect the results of those accommodations.

Nine-Week, Semester and Final Grades

The teacher responsible for course instruction shall assign grades in consultation with other instructional and special education staff.

Failing Grades

A student shall not receive a failing nine-weeks, semester, or final grade based upon poor performance due to a disability, which accommodations have not fully supported. A student may receive a failing grade based on non-disability related factors and/or failure to participate in class activities with accommodations prescribed by the student's IEP. When it is determined that a student with a disability is earning a failing grade, the classroom teacher will immediately notify the special education teacher and parent. A failing grade can be assigned only after documentation and specific reasons and examples are reported to the principal. If a failing grade is related to a student's disability, it may be appropriate to convene an IEP meeting to discuss needed changes in accommodation.

Graduation Ceremony and Recognition

Graduation is scheduled for May 27, 2017, at 5 p.m. in the Vines Center at Liberty University. Graduation is a school event and a privilege to attend. Appropriate dress and behavior are required. Students are not allowed to disrupt the ceremony in any way. Behavior is monitored and violators may be removed from the facility by LU security.

Seniors must meet all graduation requirements to participate in graduation. Seniors completing the requirements to graduate during the summer will be allowed to

participate in the summer school graduation ceremony. The graduation distinction of honors or high honors status is determined by numerically calculating cumulative grade point averages of students classified as seniors, with senior grades counting as .5 in the calculation. Students are recognized as achieving high honors status when their grade point average is 4.0 or above. Students are recognized as achieving honors status when their grade point average is 3.75-3.99. Grade point averages will be figured at the end of the first semester for this ceremonial purpose. Final transcripts will reflect the actual ending grades and class rank of all students.

Graduation Ceremony Dress Requirements:

Gentlemen:

Dress pants (black)

White dress shirt and dark tie

Black or brown dress shoes (does not include sandals, flip-flops, work boots, or athletic shoes)

Dark socks

Ladies:

Dress, skirt, pants, or capris (as it does not hang lower than the length of your robe)

Dark (preferably black) dress shoes (does not include flip-flops, athletic shoes, etc.)

Students will be walking down a long flight of steps during the ceremony, heels are not recommended.

If the garment shows at the neck, it must be white.

Additional dress requirements

The following is not permitted:

Camouflage clothing of any type

T-shirts

Shorts

Nothing is to be written on, glued on, drawn on, or attached to your graduation cap in *any form*. Any student needing assistance arranging appropriate clothing for graduation should contact Dr. Cornett. Any student failing to meet the dress code for graduation will not march in the commencement exercises.

Graduation Competency Requirements

Please refer to the 2016-2017 Bedford County Public School High School Program of Studies for detailed information on Diploma Requirements. The Program of Studies is available on the school division webpage at: http://bedford.sharpschool.net/parents_students/pos/.

Pursuant to the Code of Virginia, all students who have not reached 20 years of age on or before August 1 of the school year have the right to a free public education.

Honor Code Policy

SRHS has established an honor code to help instill a sense of responsibility and integrity in its student body. The honor code is taken seriously and is strictly enforced.

Honor Code

I, as a student of Staunton River High School, pledge to do all within my power to uphold the honor, integrity, and scholastic standing of my school; to assume responsibility for my own actions; and neither to give nor receive help on any homework, quiz, test, exam, or other assignment that I am expected to do alone.

Parent Portal/PowerSchool Website

Parent Portal is an easy internet access for parents to the PowerSchool website program, which contains important school information for students. Each student has a secure username and password, which parents can pick up from the main office by providing a valid ID. This website program contains instant updated reports of student's grades, attendance, school bulletin announcements, email links to teachers and other useful information. The PowerSchool website address is <http://powerschool.bedford.k12.va.us>.

Teacher Web Pages

Students are encouraged to use the Staunton River website to access teacher's webpages to obtain assignments and class information at www.eagleshome.org.

III. Disciplinary Actions

Behavior that detracts from one student's ability to profit from instruction or infringes on the rights of others warrants the assigning of a disciplinary consequence to the student exhibiting the inappropriate behavior. The intent of the disciplinary consequence is to bring about a positive change in the student's behavior. Just as academic instruction is individualized, disciplinary consequences are to function with guidelines that are broad enough to allow for student differences, extenuating circumstances, and educational resources.

School administrators are to exercise informed judgment as to whether a student's action is in violation of the *Code of Student Conduct* in school buildings, on school grounds and parking lots, in school vehicles, at school-related activities (e.g., field trips, sporting events, competitions, dances, etc.), or going to and returning from school. Six levels of consequences for violations of the *Code of Student Conduct* have been developed to guide school administrators to help change student behaviors and develop traits of good citizenship. The Staunton River High School Positive Behavioral Interventions and Support Team has developed a progressive consequence matrix that is aligned with the six levels in the *Code of Student Conduct*.

While school administrators are provided with a guide for assigning progressive consequences, there are circumstances that require school administrators to assign

a consequence at a level out of the progression order or to assign a consequence that is not listed. The following pages outline prohibited conduct and the level of consequences for violations.

Disciplinary Consequences

Incident	Actions
<u>Chemical Abuse</u>	Student conference / confiscation / parent contact / OSS to Discipline Review Officer / SRO notification and possible criminal charges
<u>Conduct Endangering</u> Fighting (shoving only) Fighting (serious) 2 nd Fighting offense	Day(s) of ISS 5 days OSS and possible criminal charges, 2 weeks of ECP 10 days OSS to Discipline Review Officer
<u>Conduct Endangering Self or Others</u> Physical Abuse Inciting a Fight Fighting Assault (Physical or Sexual) Threats Extortion Bullying Hazing Sexual Harassment Stalking Gang Related Activities Gross Insubordination	One or more of the following may apply: ISS Saturday School OSS (required for crime / violence) OSS to Discipline Review Officer Involvement of law enforcement
<u>Dangerous Objects, Firearms, Explosives, Arson</u>	Student conference / confiscation / parent contact / ISS, OSS, or OSS to Discipline Review Officer / SRO notification and possible criminal charges
<u>Defiance of Authority</u> 1 st Offense 2 nd Offense 3 rd Offense 4 th Offense 5 th Offense 6 th Offense	1 Block or Day of ISS Day(s) of ISS 1 day Saturday School 1 day OSS 3 days OSS OSS to Discipline Review Officer
<u>Display of Affection</u> 1 st Offense 2 nd Offense 3 rd Offense 4 th Offense	Conference / parent contact 1 day ISS 1 day Saturday School 1 day OSS
<u>Disruptive Behavior (classroom)</u> Failure to follow rules/regulations Intentional disruptions	

1 st Referral	ISS for one class period
2 nd Referral	1 day ISS
3 rd Referral	1 day Saturday school
4 th Referral	OSS
Multiple days of ISS or OSS may apply	

Horseplay, running in hallways, Out of place during lunch

1 st Referral	1 day ISS
2 nd Referral	1 day Saturday school
3 rd Referral	2 Saturday schools

Disruptive Behavior (ISS)

Failure to follow rules/regulations Intentional disruptions	1 day OSS and student will complete time assigned in ISS
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Dress Code

1 st Referral	Student is given the opportunity to change or they will go to ISS for the remainder of the day
2 nd Referral	ISS
3 rd Referral	1 day Saturday school
4 th Referral	1 day OSS
<i>Defiance of authority will result in OSS</i>	

Failure to Dress for Physical Education

1 st Offense	Loaner uniform given, points deducted from daily grade
2 nd Offense	Given a “0” and phone call to parent/guardian
3 rd Offense	Given a “0”, sent to ISS, phone call to parent/guardian
4 th Offense	Given a “0”, sent to ISS, assigned after-school detention, phone call to parent/guardian
5 th Offense	Given a “0”, sent to ISS, referral to administrator, 1 day Saturday school, phone call to parent/guardian

Inappropriate Electronic Devices

1 st Offense	Confiscation – parent pick up
2 nd Offense	1 day ISS – confiscation & parent pick up
3 rd Offense	1 day Saturday school – loss of privilege to use electronic device
4 th Offense	1 day OSS
<i><u>Refusal to give up device</u></i>	
1 st Offense	1 Day of Saturday School and loss of privilege to use personal electronic devices
2 nd Offense	1 day OSS
3 rd Offense	3 days OSS

Integrity

1 st Offense (cheating)	<i>Notification to National Honor Society Sponsor on each offense</i> Parent contact by teacher, F on assignment, administrative documentation & conference
2 nd Offense	Repeat 1 st offense action, ISS, refer student to counselor
3 rd Offense	Repeat 2 nd offense action, overnight suspension in place of ISS, mandatory conference with administration, referred to SCT, teachers notified of previous violations (confidentially)
4 th Offense	Repeat all for 3 rd offense, 3 days OSS or OSS to Discipline Review Officer

Forged Note

1 day ISS

Profanity / Obscenity

1 st Referral / minor	1 day ISS
2 nd Referral / minor	1 day Saturday school
1 st Referral / major	1 day Saturday school
2 nd Referral / major	1 day OSS
Profanity directed at a teacher or staff member	3 days OSS
2 nd Referral	10 days OSS to Discipline Review Officer

Skipping (on grounds)

1 st Referral	1 Period ISS
2 nd Referral	1 day ISS
3 rd Referral	2 days ISS
4 th Referral	1 day Saturday School

Skipping (off grounds)

1 st Referral	1 day ISS
2 nd Referral	2 days ISS, driving revoked for 1 week
3 rd Referral	1 day Saturday school, driving revoked for 2 weeks
4 th Referral	2 days Saturday school, driving revoked 9 weeks
5 th Referral	Overnight suspension to administration, driving revoked for remainder of the year

Tardy

1 st Tardy	Warning by teacher
2 nd Tardy	Warning by teacher
3 rd Tardy	Lunch Detention assigned by teacher
4 th Tardy	Lunch Detention assigned by teacher
5 th Tardy	After School Detention assigned by teacher
1 st Referral (6 th tardy)	1 day ISS
2 nd Referral (7 th tardy)	2 days ISS
3 rd Referral (8 th tardy)	1 day Saturday school
4 th Referral (9 th tardy)	2 days Saturday school, refer to Truancy Specialist
5 th Referral (10 th tardy)	Overnight suspension to administration, driving revoked for 2 weeks, referral to Truancy Specialist

EACH SEMESTER BEGINS A NEW
TARDY COUNT

Tobacco Products

1 st Offense	Conference / 1 day ISS / 1 day of Saturday school
2 nd Offense	Conference / 1 day OSS / referred to SRO (required)
3 rd Offense	Conference / 3 days OSS / conference with principal and parent/ referred to SRO (required)
4 th Offense	10 days OSS to Discipline Review Officer / referred to SRO (required)

Vandalism and Theft

Any of the following may apply:
ISS
Saturday school
OSS
Restitution
OSS to Discipline Review Officer

Bus Discipline

Students receiving referrals will be subject to the following guidelines as a minimum consequence for inappropriate behavior while on a bus. Any changes to this process will be at the administrator's discretion. For additional regulations, see the *Code of Student Conduct*, "Bus Behavior Expectations and Safety Requirements for All Students." Serious first time offenses may result in serious disciplinary consequences.

Bus Disciplinary Consequences

Written Referrals

Actions

1st Referral	Conference with principal/designee and parent contact.
2nd Referral	Student is suspended from the bus ONE DAY and parent contact.
3rd Referral	Student is suspended from the bus THREE DAYS – Parent and student must meet with the principal/designee before the student may ride the bus again.
4th Referral	Student is suspended from the bus FIVE DAYS- Parent and student must meet with the principal/ designee before the student may ride the bus again.
5th Referral	Student is suspended from the bus TEN DAYS-Parent and student must meet with the principal/ designee; Supervisor of Transportation and bus driver before the student may ride the bus again. A plan of action will be written.

6th Referral

Parent and student must meet with the discipline review officer before the student may ride the bus again. The student may be suspended from riding the bus for the remainder of the school year.

Detention

Teachers have the authority to assign students lunch detention and after-school detention. Please reference each teacher's syllabus for classroom procedures and consequences. Students must provide their own transportation for after-school detention. After school detention will be held from 3:45-4:45.

Extracurricular Probation (ECP)

Administrators may assign students Extracurricular Probation. While under probation, students may not attend extracurricular activities, such as sporting events and non-academic activities that take place after school hours.

Formal Removal of Students from Class by Teacher

All teachers may send a disruptive student to the office. Teachers shall have the initial authority to remove students from class for severe and continuous disruptive behavior. Prior to the removal of a student from class, all of the following criteria must be met:

- The student's behavior is disruptive.
- Removal of the student from class is necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior.
- Teacher and administrator documented interventions have been attempted and failed to end the student's disruptive behavior.
- Notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or administrator has been provided to the student's parent/guardian.

When all the above criteria have been satisfied, teacher removal of a student from class shall be deemed appropriate.

In-School Suspension (ISS)

Administrators may assign students to in-school suspension as a disciplinary action. General school rules still apply along with no talking, no sleeping, no food or drink, no electronic devices including cell phones, etc.

Saturday School

Administrators may assign students to Saturday school as a disciplinary action. Saturday School will be held for three hours during the morning from 8am – 11am. Students must provide their own transportation.

Out of School Suspension (OSS)

Administrators may assign an out of school suspension as a disciplinary action. A student who is suspended is not allowed to participate in any extracurricular activities or be on campus for the period of the suspension.

IV. EXTRA CURRICULAR ACTIVITIES

Activity Bus

An activity bus will run for athletes and students who remain at school under the supervision of a teacher or sponsor. Riding the activity bus is a privilege and students are expected to conduct themselves according to school policy. For activity bus schedules, visit www.srhsathletics.org and find the activity bus information tab.

After School Supervision

Students remaining after school for athletics, remediation, tutoring, club activities, and other necessary reasons must report to their coach, teacher or sponsor no later than 3:55 p.m. (or earlier if practice or as the event requires). Any student staying after school should take all necessary books and belongings to the activity area. Students should remain with their coach, teacher, or sponsor until their ride comes or the activity bus arrives. Students who demonstrate a pattern of not being supervised by an adult or being in a non-authorized location will lose all after school and extracurricular privileges.

Assemblies

Students are required to attend all assemblies unless specifically excused by administration. Students are to enter and exit the auditorium/gymnasium in a quiet and orderly manner and are to stay in their seats during the program. Students are to be courteous and respectful at all times, clapping and talking only at appropriate times. Assemblies are considered instructional time. All electronic devices are prohibited.

Athletics and Activities

SRHS offers a wide variety of inter-scholastic programs that complement the development of the total individual. Students are highly encouraged to participate in one or more of these programs. The purpose of SRHS athletics is to promote positive life-long habits of fitness, participation, and sportsmanship. Students participating are expected to exhibit a positive image to the community by maintaining eligibility, good attitudes, and good sportsmanship. Besides representing their own character, student athletes' behavior affects the reputation of SRHS and BCPS. Therefore, SRHS is committed to the highest expectations for fair play and good sportsmanship. SRHS will not tolerate poor or disrespectful behavior. Such behavior will be cause for dismissal from athletic or activity teams.

Consequences of Violations

Participation in athletics is a privilege, not a right. If students abuse this privilege by being in non-compliance with expected academic, training and/or conduct expectations, disciplinary action will be taken. Team rules, which are provided by each coach, will be followed.

Student athletes are encouraged ***not*** to use a public forum to express displeasure toward their team, teammates, teachers, or their school. Using a public forum in this manner is also a violation of the sportsmanship rules. Student athletes should be aware that civil liability can result from words written in a public forum that are derogatory of others. Team rules relating to sportsmanship will be enforced.

Discipline Procedure

The coach/sponsor may immediately suspend a student from a contest or a practice. Any suspension period of more than one week (seven days) shall be determined by a meeting of the student, coach/sponsor, and the appropriate administrator. The following will be required:

1. A written statement of violation by the coach/sponsor.
2. Consultation with the student.
3. Consultation with parent or guardian.

Discipline Appeals

Student participants are expected to abide by all School Board policies, including the *Code of Student Conduct*, and school rules. In addition, each coach/sponsor may implement Team/Activity Rules applicable to participants.

Disciplinary action taken by the coach/sponsor for violation of School Board policy, school rules, or Team/Activity rules may range from a conference with the student for the violation to removal from the team/activity, depending on the nature and severity of the violation.

A coach/sponsor's decision to suspend or remove a student participant from the team/activity may be appealed to the Athletic/Activities Director within 5 school days of the decision. The decision of the Athletic/Activities Director, which shall be rendered within 5 school days of the appeal, shall be final.

SRHS is a member of the Virginia High School League (VHSL), the Blue Ridge District, and Conference 31.

The 2016-2017 Group AAA Blue Ridge District member schools are:

Alleghany High School
Lord Botetourt High School
Northside High School
Rockbridge County High School
Staunton River High School
William Byrd High School
William Fleming High School

The 2016-2017 Conference 31 member schools are:

Alleghany High School
Lord Botetourt High School
Magna Vista High School
Northside High School
Rockbridge County High School
Staunton River High School

Head Coaches and Sponsors

Fall Sports

Competition Cheer
Cross Country

Mrs. Billi Hutchings
Mrs. Irene Nettekoven

Football
Golf
Varsity Cheerleaders
Volleyball

Mr. Chuck Poston
Mr. Ronnie Turner
Mrs. Billi Hutchings
Mr. Rich Northrup

Winter Sports

Boys Basketball
Cheerleaders
Girls Basketball
Indoor Boys Track
Indoor Girls Track
Swimming
Wrestling

Mr. Brandon Harris
Mrs. Billi Hutchings
Mrs. Kim Jones
Mr. Joe Curcio
Mr. Kenny Waldron
Mrs. Pilar Freed
Mr. Ronnie Long

Spring Sports

Baseball
Boys Soccer
Boys Tennis
Girls Soccer
Girls Tennis
Outdoor Boys Track
Outdoor Girls Track
Softball

Mr. Brian Divers
Mr. Kris McCoy
Ms. BJ Daniel
Mr. Jeff D’Aiuto
Ms. Hilliary Candler
Mr. Joe Curcio
Mr. Kenny Waldron
Mr. John Weller

Sponsors

Athletic/Activities Director
Athletic Trainer
Band Director
Debate
Driver’s Education Coordinator
Forensics Coach
Gifted Coordinator
National Honor Society
SCA
Scholastic Bowl
SCT Coordinator
Yearbook

Mr. Adam Sparks
Mr. Cordell Hood
Mr. Kevin Reamey
Mr. Stuart Gibbs
Mrs. Dot Wolfe
Mr. David Case
Mrs. Becky Davis
Mrs. Shannon Thomas
Mrs. Lisa Butler
Ms. Jennifer Boyd
Mrs. Michelle Esposito
Mrs. Leigh Ann Ellis

Letter Requirements

In order for a person to letter in a varsity sport, or to receive an athletic award as a representative of SRHS, each athlete must meet the requirements regarding participation, attitude, conduct, and any other criteria deemed appropriate by the coach.

Maintaining Eligibility

The participation in inter-scholastic competition is strictly governed by the regulations of the VHSL. The requirements listed below must be met for a student to maintain eligibility to participate in inter-scholastic competition:

- Students must take at least 5 credits each semester.
- Pass five of seven courses each semester and at least five courses annually.

- Not be nineteen on or before the first day of August of the current school year.
- Not be enrolled in school for more than eight (8) semesters (4 years) beginning with the ninth grade year.
- Complete a VHSL Physical Form. This is an annual requirement for participation in all SRHS athletic events. This includes cheerleading and all other athletic teams, as well as all off-season strength and conditioning or out of season practice programs. A physical form may be picked up in the main office or downloaded from the VHSL website (www.vhsl.org). According to VHSL policy, the physical may only be administered by a person licensed to practice medicine or osteopathy or by a licensed nurse practitioner. Valid forms for the 2016-2017 school year may be dated no earlier than May 1, 2016.
- Submit a Bedford County Public School's Athletic Participation Guidelines Parental Consent form.

Possible behavioral consequences for students involved in extra-curricular activities:

- Absences, late arrivals, or early dismissals may prohibit the student from participation in practice or a contest on that day unless prearranged by the principal or designee.
- Students who receive a full day of ISS will not be allowed to practice or participate in any extracurricular activities that day.
- Students who are suspended from school will not be allowed to practice or participate in extracurricular activities during the suspension period.
- Students who are assigned to the Alternative Education Center will not be allowed to practice or participate in extracurricular activities while assigned to the Alternative Education Center.
- Any student found to have possession of illegal drugs or alcohol while on school grounds or at any school function, home or away, will be suspended to the discipline hearing officer with a recommendation for expulsion.
- Students may be suspended from or removed from an extracurricular activity for violation of school rules that may result in criminal charges, including but not limited to tobacco possession and/or use, fighting, truancy, and disorderly conduct. Suspension from an extracurricular activity or removal from an activity is at the discretion of the principal.
- Any student athlete charged with the possession or use of drugs or alcohol in the community, while in-season, will be dismissed from their current team.

Sportsmanship

Good sportsmanship is an integral part of the curriculum of SRHS. Students are expected to exhibit a good attitude in all endeavors. Students, faculty, and the administration of SRHS strive to exemplify good sportsmanship. The following guidelines are given to students participating in interscholastic competition or attending athletic events:

- Always remember to act as a positive representative of SRHS and the community when participating in or attending school events.
- Welcome opposing teams and make them feel at home by offering assistance.
- Show respect to visiting teams and spectators.
- Never use profanity.
- Stand and remove your hat for the playing of the National Anthem.

- Regardless of the outcome of the event, thank the opponents, sponsors, coaches, and referees for their attendance and good sportsmanship.
- In good Golden Eagle spirit, always be polite and kind to each other as well as to visitors.
- Any time you have questions or concerns regarding a coach's decision, you are to discuss your concerns with the coach in a respectful way after practice or by appointment during the school day.

School Functions

School functions are not open to the general public. Staunton River students are permitted to attend. Guests (1 per student) may attend dances if accompanied by a SRHS student and are on the approved guest list. Guests to dances must be at least in the ninth grade and be age 20 or younger to attend. Guests must complete a 2016-2017 Guest Form. The form must be turned in by the SRHS student to be approved by an administrator. Staunton River students will be responsible for the conduct of their guests. The following rules will be enforced:

1. Those who have paid admission must remain inside. Anyone who leaves the building will not be readmitted and must leave the grounds.
2. Possession or use of alcohol, drugs, or tobacco is not allowed while on school grounds or at any school sponsored event.
3. Proper school dress is required.
4. All students are expected to be picked up from events as soon as the event is over.
5. Refer to Prom/Dance regulations for additional information.

Any student approved for homebound instruction may not participate in or attend any extra/co-curricular practice and/or contest until he or she has been removed from homebound instruction and has returned to school, or as determined by the student's 504 team, IEP team, or medical care team.

V. POLICIES AND PROCEDURES

Acceptable Computer Use Policy

The purpose of the Acceptable Computer Use Policy is to establish clear guidelines for all students and adult stakeholders who have access to the Bedford County Public Schools' computer system. All students and faculty are expected to abide by the guidelines established in the policy. Please refer to the *Code of Student Conduct* to review the Acceptable Computer Use Policy.

Accidents

Accidents should be reported immediately to the main office.

American Red Cross Blood Donation

Students who donate blood will not be allowed to drive to or from school on donation day. Student athletes who donate blood are not allowed to play or practice for 24 hours post donation. Blood drives will not start before 11:00 a.m. on any regular school day.

Attendance

The compulsory attendance law, adopted by the State of Virginia, requires that all children who have reached their fifth birthday on or before September 30th and who have not passed their eighteenth birthday must attend school. It is the legal responsibility of parents or guardians to ensure that students have regular daily attendance for the entire school day. Parents or guardians must seek homebound instruction for their children when they are absent for extended periods of time due to documented illnesses. The homebound request forms can be obtained from the school office.

According to Section 22.1-258 of the *Code of Virginia*, whenever any pupil fails to report to school on a regular school day and no notification regarding the student's absence has been received by school personnel, a reasonable effort to notify the parent or guardian by telephone shall be made by school personnel. To assist school personnel in implementing this policy, parents or guardians are encouraged to contact the school if their child is going to be absent from school.

Notification for Absences: When a student is absent from school for an entire day, or for one or more class periods, a parent or guardian must notify the school in a written, faxed, or emailed note within five (5) days of the student's returning to school. The notification should contain the following:

- the date the note is written;
- the student's full name;
- the reason(s) for the absence(s).
- the date(s) of the absence(s); and
- the parent's or guardian's signature (acceptable by email if address can be verified by school).

Medical documentation is required to verify doctor's appointments and may be required to verify illnesses. The principal will be the judge of the validity of any excuses.

Excused Absences: Students shall not be tardy to school or absent without an acceptable excuse. Absences due the following conditions will be considered excused if documented within five (5) days of the student's returning to school:

1. Death in the immediate family
2. Subpoenaed court appearance
3. Medical condition (as documented by the parent and/or physician)
4. Religious holiday (if such holiday is verified and the school is notified in advance)
5. Other good and just cause as approved by the principal

To be considered as excused in any of the above categories, the parent must be aware of and support the absence. No absence will be considered as excused that is in violation of any court order.

Excessive Excused Absences: The attendance record of students with more than 15 excused absences will be reviewed by the principal and addressed if needed.

Make Up Work for Students with Excused Absences

Students with excused absences may make up work as follows:

- Students absent 1 – 2 days will have three (3) school days in which to make up work.
- Students absent 3 – 5 days will have six (6) school days in which to make up work.
- Students absent 6 or more days will need to talk with their teachers to establish a date for the work to be completed.

Make Up Work for Students with Unexcused Absences

Students with unexcused absences will not be allowed to make up their missed assignments. The teacher may give the student the missing assignment but will not grade the work until the absence is registered as excused. If work is not made up in accordance with Policy IKB & JED, the individual assignment grade will become a zero.

Dismissals, Check Outs, and Notes

A student who leaves early for any reason must have a note on file in the attendance office at the time of his/her checkout with the reason for dismissal for the absence to be counted as excused. The note shall also be required for students who are 18 years old and still living at home. A student who leaves school early must be checked out by a parent/guardian unless the student drives to school. Students who drive to school may check themselves out as long as they have a note from a parent/guardian. Students who leave school grounds without permission will be subject to disciplinary action. Students may not ride with other students without written parental permission.

To receive an early dismissal from the office, students must meet the following requirements:

- Acquire written permission signed by a parent.
- Request an early dismissal between 8:30 a.m. and 8:50 a.m. in the attendance office.
- Obtain signature approval of the early dismissal from an administrator or the administrator's designee.
- Report to the office when called by the office secretary.
- Show the dismissal slip to the teacher prior to leaving class.
- Be checked out by a parent/guardian at the time of leaving (if do not have driving privileges).
- If the student does not bring their note to the attendance office prior to homeroom, the student will be sent back to class until parent confirmation can be made.

(Forged notes for early dismissals will result in disciplinary action.)

Attendance Consequences

Upon Fifth Absence Without Parental Awareness and Support: Whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, and a reasonable effort to notify the parent has failed, the school principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation to obtain an explanation for the pupil's absence and to

explain to the parent the consequences of continued nonattendance. The principal/designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance (§ 22.1-258, *Code of Virginia*).

Upon Sixth Absence Without Parental Awareness and Support: If the pupil is absent an additional day after direct contact with the pupil's parent and the school principal/designee has received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal/designee shall schedule a conference within ten school days with the pupil, his parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil's nonattendance. The conference shall be held no later than fifteen school days after the sixth absence. The plan will be updated and then signed by all parties present (§ 22.1-258, *Code of Virginia*).

Upon Additional Absence Without Parental Awareness and Support: Upon the next absence by such pupil without indication to the school principal/designee that the pupil's parent is aware of and supports the pupil's absence, the school principal/designee shall notify the Truancy Prevention Specialist, who shall enforce the compulsory attendance rules one of the following: 1) diversion from juvenile and domestic relations court through the Truancy Review Team, 2) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228, or 3) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the school principal/designee shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody pursuant to § 20-124.2 and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses (§ 22.1-258, *Code of Virginia*).

Parental Cooperation in Remediating Excessive Unexcused Absences: Nothing in this section shall be construed to limit in any way the authority of any attendance officer or division superintendent to seek immediate compliance with the compulsory school attendance law (§ 22.1-258, *Code of Virginia*). Attendance officers, other school personnel or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a pupil's absence or failure to give such notice as required by (§ 22.1-258, *Code of Virginia*).

Nonattendance and Denial of Driving License by Court Action: According to § 46.2-323(E) of the *Code of Virginia* and BCPS Policy JED, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

Possible Court Action Regarding Truancy and Driver's License: If a court finds that a child at least 13 years of age has failed to comply with school attendance and meeting requirements as provided in § 22.1-258, the court shall order the denial of the child's driving privileges for a period of not less than 30 days. If such failure to comply involves a child under the age of 16 years and three months, the child's

ability to apply for a driver's license shall be delayed for a period of not less than 30 days following the date he reaches the age of 16 and three months.

If the court finds a second or subsequent such offense, it may order the denial of a driver's license for a period of one year or until the juvenile reaches the age of 18, whichever is longer, or delay the child's ability to apply for a driver's license for a period of one year following the date he reaches the age of 16 and three months, as may be appropriate.

Any child who has a driver's license at the time of the offense or at the time of the court's finding as provided in subsection A1 shall be ordered to surrender his driver's license, which shall be held in the physical custody of the court during any period of license denial (§16.1-278.9, *Code of Virginia*).

Compulsory School Attendance and Alternative Education Attendance: A student for whom an individual student alternative education plan has been granted and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law. (§ 22.1-254 (E)(d), *Code of Virginia*).

Beverages and Food

Water and other acceptable beverages must be in clear, non-glass, secure containers. Teachers have the authority to determine when it is appropriate for students to drink beverages in classrooms. Students are expected to throw all empty bottles in trashcans. All food items (purchased at school or brought from home) are to be consumed in the cafeteria and are not allowed in classrooms.

Bullying

Bullying is defined as repeated negative behaviors with the intent to frighten or cause harm. Bullying typically, but not always, occurs within a relationship characterized by an imbalance of power. This intentional behavior includes any bullying based upon race, religion, ancestry, national origin, economic status, gender, sexual orientation (reported or perceived), gender identity, physical appearance, social interactions or disability.

The Bedford County School Board believes that all students have a right to a safe and healthy school environment free from bullying and harassment and is committed to promoting mutual respect, tolerance and acceptance. The Bedford County School Board recognizes that a positive and productive educational environment is essential for students to achieve high academic standards.

Therefore, the Bedford County School Board prohibits bullying and such conduct will result in disciplinary action. This prohibition includes the bullying of any person on school property, while participating in educational services, at school function, including bullying through the use of electronic technology. Bedford County School Board further prohibits reprisal, retaliation or false accusation against a target, witness or one with information about an act of bullying. The Superintendent shall establish regulations to implement this policy.

The Attorney General's website that addresses bullying can be accessed at: <http://www.oag.state.va.us/index.php/programs-initiatives/bullying>.

Cafeteria

The school food-service staff works hard to plan menus that are nutritious and good to eat. Breakfast and lunch are offered at SRHS. The breakfast and lunch prices are as follows:

Breakfast Prices:

Student	Full Price	\$1.25
Student	Reduced	\$0.00

Lunch Prices:

Student	Full Price	\$2.55
Student	Reduced	\$0.40

Milk Price: \$0.60

Ice Cream: \$0.75

At the opening of school, every student is given an application form for free/reduced price meals. If the student's parents plan to apply for free/reduced meals, they are to complete one application per family, even though all children may bring home an application. Applications are to be brought to the cafeteria manager and will then be sent to Karen Arthur, Supervisor, School Nutrition Program. Parents may mail the application form directly to Karen Arthur at P.O. Box 748, Bedford, VA 24523 to determine eligibility. If parents have question about this process, they are to call the school office or the School Board Office at (540) 586-1045, ext. 225. When applications are approved or denied, families are notified in writing, and schools are notified. Meal benefits start promptly.

Returned Check Policy

The Bedford County School Board has contracted with Envision Payment Solutions for the electronic collection of checks returned for insufficient funds. The school cafeteria will gladly accept your checks; however, in the event your check is returned, your account will be debited electronically for the face amount and fees allowed by the state of Virginia. Checks that are sent into the school cafeteria must contain a valid phone number. Checks written to the school cafeteria that are returned for insufficient funds are sent directly to Envision for collection and are no longer handled by the School Nutrition Program.

Rules and Lunch Period Procedures

- Upon entering the cafeteria, students are to go to the end of a particular line of choice. Students must not enter a serving line ahead of students already in line.
- During the lunch periods, students are to remain seated in the cafeteria until the bell rings (with the exception of returning the tray and disposing of trash).
- All food and drinks must be consumed in the cafeteria.
- During lunch periods, students must remain in the cafeteria unless given a specific pass by a teacher to be in another area of the school.
- Chairs are not to be moved from table to table.

- Each student is responsible for returning his or her tray and paper to the disposal area. Students must not litter tables or floors.
- The buying, selling, loaning, or trading of lunches among students is strictly prohibited.
- All students should leave the cafeteria on dismissal and go straight to their next designated class.
- Students are not to use the halls of Buildings 2 and 4 or the walkways outside the windows at the front of the buildings to go to and from the cafeteria.
- The picnic tables on the cafeteria patio are reserved for senior seating only.
- Parents are not to arrange any type of party for students during lunch (e.g. birthday and pizza).
- Lunch will be served during third block. The specific lunch rotations will be announced the first day of school.

Care of School Property

The equipment and buildings of SRHS were designed to give students the maximum educational benefits. The appearance of our school reflects the character of those who use it. Anyone caught willfully damaging property shall be required to pay for damages incurred and shall face disciplinary action.

Change of Address

Any change of address and/or telephone number should be reported to the office immediately.

Child Abuse or Neglect Notification (HB1038)

Each public school is required to post in each school notice pursuant to 63.2.1509, that (1) Any teacher or other person employed in a public or private school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee and (2) All persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person acted in bad faith or with malicious purpose. The notice must also include the Virginia Department of Social Services' toll free child abuse and neglect hotline. A second enactment clause requires that the notice will be prepared and distributed to each public school board by the office of the Attorney General.

Clinic and Medications

Administering Medication

Bedford County Schools may provide non-aspirin pain relievers to relieve student discomfort. Oral antihistamines may be provided in the school clinic for emergency allergic reaction symptoms.

Written parental permission is required on the BCPS Providing and Administering Non-Aspirin Pain Relievers and Oral Antihistamines medication form to administer non-aspirin pain relievers and/or oral antihistamines. This medication will not be given to any student with known allergies to non-aspirin pain relievers or oral

antihistamines. In addition, students receiving oral antihistamines will not be allowed to drive home after taking the medication.

Medication Procedures

Staunton River High School encourages parents and/or guardians to administer medication to their children before or after the school day to the extent possible. In the case where a child must receive medication, appropriate action to be taken by the parent and/or guardian are as follows:

The parent/guardian will:

- Provide the child's medication (prescription or nonprescription) to the school in the original prescription bottle or package. No medications will be dispensed to children from baggies or unmarked containers.
- Complete the Authorization to Administer Medication form and bring medications to school. In certain medical circumstances, students may transport medications (inhaler, epi-pen, or diabetes management kit) on school buses with the approval of a parent/guardian, physician, and school.
- Provide proper paperwork requesting that their child be allowed to carry on their person the following: inhaler, epi-pen, or diabetes management kit.

Medications will not be administered to students unless the Authorization To Administer Medication form is signed by the parent/guardian. Prescription medicine and over the counter medicine with parent request of higher dose than as directed on medicine box will not be administered by school personnel without a physician's signature on the required form. Herbal remedies will not be administered. All medications (prescription and nonprescription) will be secured at all times. Security of medication means a locked container or cabinet. Medications will be refrigerated as needed. Any medication that is not picked up at the end of the school year will be destroyed.

Crisis Management Plan

Bedford County Public Schools' identifies safety of students and staff as a top priority. SRHS has developed a Crisis Management Plan that is updated annually and submitted to the School Board Office for review. Students will be informed of safety procedures as a part of participating in regular drills. A school safety audit is also performed each year by SRHS administration and submitted to the School Board Office for review.

Anonymous Reporting

Any student who comes forward with a tip or a safety concern will have his/her identity kept confidential. Students are urged to share information with the administration that could affect the safety of the school population. This may include weapons, drugs, or alcohol on campus.

Fire Drills

State regulations require that fire drills be held periodically during the school year. Each exit in the school is clearly indicated. The exit route to be used is also clearly indicated in each classroom. The sound of the fire alarm is the signal to leave the

building immediately by the designated exit. Students are to move rapidly and maintain silence and good order in the corridors.

The following regulations apply to fire drills:

- Every fire drill is to be regarded as if there were a real fire.
- Fire drills will take place at any time, whether the students are in the gymnasium, in assemblies, passing in the corridors, in classrooms, or in the cafeteria.
- All students must vacate the building immediately during a fire drill. They must not go to their lockers, and they must leave the building in an orderly manner.
- Students must follow their teachers to the designated areas outside the buildings and remain there until given other instructions by their teachers.
- Students must not run during a fire drill.
- Setting a false alarm is a criminal offense.

Simulation of a Lockdown Drill

Upon announcement, students will be required to remain in the classrooms with teacher supervision until the lockdown is over. In the event of an emergency situation, the school will implement the Lockdown procedure.

Tornado Drill

Tornado drills will be held during the school year as directed by state regulations. Students will be given instructions from their teachers during drills. Students in classrooms with windows will be directed to go to an inner hallway away from windows and to take cover in a duck and tuck position. The students in classrooms without windows will be directed to stay in their classrooms and to take cover in a duck and tuck position. To take cover in a duck and tuck position, students are to kneel as low as possible and cover their heads with their arms. All fire doors are to remain closed.

Custody Issues

Unless there is a court order, a non-custodial parent has the right to participate in his/her child's education, which includes notice of programs, parent-teacher conferences, meetings and extracurricular activities. Non-custodial parents cannot be denied the opportunity to participate in school related activities. The non-custodial parent of a student enrolled in a public school must be included, upon the request of non-custodial parent, as an emergency contact for events occurring during the school day. The school will notify the parents of a student's absence from school for three consecutive days or five days in one calendar month and that both parents will be notified when there is joint physical custody, when the school has received notice of the joint custody order. It is the responsibility of the custodial parent to provide the school with a copy of the court order to the contrary.

Directory Information

NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Bedford County Public Schools (BCPS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, BCPS may disclose appropriately

designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the BCPS to include this type of information from your child's education records in certain school publications. Examples include:

- School yearbooks;
- Graduation, theater, athletic, and music programs;
- Video of performances, school activities, and athletic events;
- Articles about school activities and events;
- Lists of those receiving honors, awards, and scholarships;
- Team rosters and class lists.

BCPS produces and participates in television, video, and audio recordings, websites, and still photograph productions that may use your child's name, likeness, or voice. Your child may be photographed or video recorded by BCPS staff members or by vendors working for BCPS for use within BCPS for BCPS education related activities, for example, student identification pictures or video recordings of classroom activity used for teacher training or student evaluation purposes. In addition to these internal uses, BCPS may disclose photographs of your child to the public as directory information for such uses as school yearbooks. BCPS also may disclose your child's image, name, or voice in BCPS photographic productions or other BCPS-sponsored publicity.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings. Directory information will be released to institutions of higher education that request this information. The high schools will provide a form to parents/students 18 years and older to opt out of disclosure to military and higher institutions if requested.

If you do not want Bedford County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30, 2016. Bedford County Public Schools has designated the following information as directory information:

- Student's name, including nickname
- Name of parent or guardian with whom student lives
- Address
- Telephone listing
- Grade level
- E-mail address
- Photographs and other images that feature the student
- Date and place of birth
- Major field of study
- Dates of attendance

- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Degrees, honors, and awards received
- Most recent educational agency of institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Display of Affection

The only display of affection that is accepted is holding hands. All other forms of displaying affection are prohibited. This addresses all kissing and inappropriate touching with each other. Disciplinary action will be taken for those who do not abide by the policy. Please refer to the discipline section of the handbook for additional information.

Dress Code

In order to promote an orderly and safe learning environment while preparing students for success in the world of work, dress guidelines have been established. Students are expected to give proper attention to personal cleanliness and to dress appropriately for school. This means that a student's dress, grooming, and appearance, including hairstyle, jewelry, and makeup shall be safe, appropriate and shall not disrupt or interfere with the educational process. Administrators will determine the appropriateness of student dress. Dress that is disruptive, distracting, revealing, or interferes with the educational process will not be acceptable.

Each morning, during homeroom, an announcement will be made for students to stand. At this time, homeroom teachers will conduct a dress code check to ensure all students are in compliance.

The Bedford County Public School Dress Code prohibits the wearing of any of the following:

- Bedroom slippers, pajamas, or lounging pants
- Clothing or accessories that advertise, glorify or symbolize any illegal substance, alcohol, drugs, tobacco, e-cigarettes, or illegal acts
- Clothing or accessories that contain vulgar, derogatory, violent, or suggestive diagrams, pictures, words, or slogans
- Clothing or accessories with gang insignia or symbols
- Dresses, skirts, shorts, and skorts shorter than five inches (the length of an index card) above the knee cap when standing
- Exposed undergarments
- Fishhooks
- Halter tops
- Hats, bandannas, head covers, sweatbands, sun visors, and sunglasses (unless prior arrangements are made with the principal for medical or religious reasons)
- Heavy chains worn as jewelry or belts and free swinging chains
- Heelies or footwear with wheels

- Clothing that reveals the body in an inappropriate manner or disrupts the educational environment
- Oversized clothing that causes sagging pants, skirts, shorts, or skorts
- Pants, skirts, shorts, or skorts worn low on the hips so that undergarments or bare skin is exposed
- Revealing, immodest necklines three or more inches from the lower part of the collarbone (the width of a 3 x 5 inch index card)
- Sheer or transparent clothing
- Slits, splits, cuts, and holes in clothing shall not exceed 5 inches above the top of the knee
- Spiked jewelry, clothing, and accessories
- Strapless tops or any top with shoulder straps less than three inches (the width of a 3 x 5 inch index card) (Students in grades K-4 may wear tops with straps less than three inches, but may not wear spaghetti straps)
- Tops that are cut so short that bare skin in the midriff area is exposed
- Tops with large arm holes such as tank tops, basketball jerseys, muscle shirts, mesh shirts, athletic undershirts, and cut out shirts (these types of shirts may be worn over a shirt with sleeves)
- Trench coats
- Wallet Chains that exceed six inches
- *Note: Shoes must be worn at all times*
- ***The administration at each school will determine the appropriateness of specific clothing and accessories***

Some classroom activities and curriculum may require specific dress guidelines (e.g., physical education). Any such changes will be explained by the teacher and addressed in the course syllabus/parent letter. Administrators, coaches, and sponsors may suspend portions of the dress code and allow students to wear other appropriate attire at special activities. Such activities may be related to: field days, theme days, field trips, physical education, cheerleading, and band.

Dispositions (One or More May Apply):

- Option to alter the inappropriate dress to meet the dress code
- Student conference
- Parent contact
- Referral to school counselor
- Referral to a school administrator
- Detention
- In-School Suspension (ISS)
- Dress Code Discipline Packet

Drug and Alcohol Policy

Student use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, controlled substances, look-alike drugs, steroids, or drug paraphernalia on school premises or at any school function (home or away) is strictly prohibited. Penalties for this violation require suspension to the discipline review officer and/or court intervention through the school resource officer.

Electronic Devices and Cell Phones

Use of electronic devices during class is allowed when directed by the teacher/supervisor for instructional purposes only. Students may use their own electronic device or one provided by the school. Electronic devices may be used in the cafeteria, hallways, and sidewalks during non-instructional time (time when a student is not in class). Students may use them before school, during lunch, and during class changes.

Electronic Use Guidelines:

- Students who use electronic devices in an inappropriate manner will be subject to disciplinary action, up to and including suspension from school. **Electronic devices will be confiscated and require parent pickup.** The staff member confiscating the electronic device will write a discipline referral. School administration may view the contents of any device believed to be used in an inappropriate manner.
- Students must adhere to the Acceptable Use Policy (AUP) during school hours and at school events even when they are using their own electronic equipment. This covers all communications sent through electronic devices (emails, texts, tweets, etc.). Students will face school consequences for actions taken on the Internet during school hours and/or on school grounds.
- The safe-keeping of all electronic devices is the sole responsibility of the student. Staunton River High School will assume no responsibility for their loss, damage, or theft.
- Electronic devices (audio or video) may not be used in a manner that will jeopardize the privacy or safety of staff or students. The use of audio or video recording devices is strictly forbidden unless supervised or directed by a teacher.
- Students who need to leave early must check out through the attendance office or clinic. Students cannot just call/text home and leave.
- Instructional time for students is from the last tone of the tardy bell to the first tone of the dismissal bell. Assemblies, library time, guest speakers, plays, and pep rallies are considered instructional time. Students will not be permitted to use electronic devices during class for non-instructional purposes.
- This policy only affects students on Staunton River High School grounds (not on buses or at BSTC).

Examples of Violations:

- The bell rings to start class, and your electronic device is still audible or visible.
- Your teacher has the class use their devices for instructional purposes, and you go on Facebook instead.
- You text profanity or threatening comments during school hours or on school grounds.
- You videotape or take a picture of someone without teacher supervision.
- You lend your device to someone who has had his or her device confiscated for misuse.
- You leave class to go to the bathroom and use your electronic device in the hallway or restroom.

- You have finished your assignment in class, and you use your electronic device.
- You are a student intern and you don't have a task to do, so you decide to text some friends.

Technology violations may be accompanied within other violations of the *Code of Student Conduct* such as tardiness, profanity, etc.

The school is not responsible for the loss, theft, or damage to personal items.

Field Trips

A Parent/Guardian Field Trip Permission Form must be on file for each student attending a SRHS field trip. Students must meet eligibility requirements for attending individual field trips and must obey instructions from sponsors and chaperones while on a field trip. Students on Disciplinary Probation may not attend field trips. The Bedford County *Code of Student Conduct* is in effect during all field trips. Students must pick up all their trash as they leave the bus upon returning from a field trip.

Students must complete work assigned by the sponsor as part of the field trip activity. Such work will be included in the teacher's evaluation of students' progress. Alternative assignments will be given to students who do not attend the field trip.

Students are responsible for notifying their teacher of participation in a field trip and for completing any work missed in classes.

Fundraising (Sales by Students)

All fundraising projects must be approved in advance by the activities director and the principal. A Fundraiser Request Form must be obtained from the activities director and completed by the faculty sponsor. Students who accept the responsibility of participating in a fundraiser will be accountable for funds collected and must turn in all money collected to the sponsor or the bookkeeper immediately. Students may not engage in fundraising for activities outside the school (e.g. recreational teams, scouts, community groups, etc.) on school grounds or on school buses, without the express permission of the principal.

Gang Related Activity Policy

Gang related activity will not be tolerated. Symbols of gang memberships are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). This prohibits all bandanas from being displayed or worn. An intake officer is required to notify the Superintendent of any student against whom a petition is filed for criminal street gang activity and recruitment of other juveniles for a criminal street gang activity.

Hall Passes and Behavior

It is the responsibility of each student to secure a pass to leave an assigned area during class periods. Teachers are to sign the student's hall pass from when a student must leave the room during class time. The student's name, destination, time leaving, and teacher's signature must be included on the pass. Hall passes will

be requested from students who are in the hallway during class. Office and library aides will wear or carry a special pass. To be out of the classroom during class time, a student must have in his/her possession a properly authorized corridor pass. Unauthorized student possession of passes is cause for disciplinary action.

Students are expected to adhere to the following behavioral expectations when in the hallways:

- Students are not to sit on the floor in the hallways or congregate near classrooms.
- Students are not to run in the hallways.
- Students are not to throw trash on the floor.
- Students are not to prop their feet against the walls or mark on the wall lockers.
- Students are not to deface the bulletin boards.
- Students are not to tamper with fire extinguishers, and exit signs.
- Students are to refrain from inappropriate displays of affection.
- Students are not to engage in unnecessary boisterousness, yelling, and unacceptable language.
- Students must obey instructions from faculty members on duty in the halls.
- Students may not eat in the halls.
- Students must have a legitimate pass whenever they are in the hall, outside, etc., after the tardy bell has rung.
- Students must give their first and last names to any staff member who asks for their names. Failure to do so will result in suspension from school.

Hazing Policy

The Board of Education requires school divisions to include hazing in guidelines and model policies for codes of student conduct and school boards to prohibit hazing in their policies for codes of student conduct. Hazing is a Class I misdemeanor which may be punished by confinement in jail for no more than 12 months and fine of not more than \$2,500.00, either or both, in addition to any disciplinary consequences which may be imposed. Hazing means to recklessly or intentionally endanger the health or safety of a student or students in connection with or for the purpose of initiation, admission into an affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. Any person receiving bodily injury by hazing has a right to sue civilly the person or persons guilty thereof, whether adults or minors.

Identification of Self

For school safety reasons, students are to provide their first and last names to any SRHS staff member who asks. Failure to do so will result in suspension from school.

Immunization Documentation

All students must have proof of required immunizations or provide a religious/medical exemption form.

Inclement Weather and Emergency Closing

Decisions to close schools, delay school openings, or dismiss early are made by the superintendent and will be posted on the BCPS Facebook page. Radio and TV stations are also notified. Parents and students should make emergency plans for inclement weather. The superintendent will schedule makeup days. Parents are requested to exercise caution in deciding whether to allow inexperienced drivers to drive to school when inclement weather is forecast. Students who drive to school will not be allowed to leave school, for inclement weather reasons, unless it has been determined that school is going to close early or a parent has authorized the early departure.

Leaving School Grounds

The only students who have permission to leave school grounds before 3:35 p.m. are those who are scheduled to do so or who have an early dismissal slip. If an emergency arises during the school day requiring a student to leave school, the student must report to the Attendance Office to call his/her parent or guardian. If the parent/guardian agrees and transportation is available, the student may leave school. A student who leaves without following this procedure will be considered skipping. Students are not to go on the grounds of other schools during school hours or they may face disciplinary action.

Lockers

A locker rental fee of \$2.00 will be charged to those students who wish to use a locker. Students will then be assigned school locks and lockers in which they may keep books and other personal belongings. The following rules and guidelines pertain to the student use of lockers:

- Students may choose to use their lockers to store books and personal items, but do so at their own risk.
- Students will be issued locks and lockers by their homeroom teachers. These school-issued locks should not be removed, and if lost will have to be replaced at a cost of \$5.00. Any other substitute locks will be removed by the administration.
- Students may go to their lockers before school, after school, and between classes. Students may go to their lockers during a class only with teacher permission.
- Neither stickers nor markings are permitted on or in lockers.
- All locker difficulties should be reported to Mr. Forbes. During the school day, the student should first secure a hall pass from the teacher of the next class period, before reporting to Mr. Forbes.
- Students are not to give locker combinations to other students. The responsibility for the locker combination and the contents of the locker rests solely with the student.
- A locker is school property that is loaned to the student for the duration of the school year. Therefore, authorized school personnel may search a locker at any time, and illegal or contraband contents may be seized.
- A periodic inspection of lockers may also be made to ensure that lockers are kept clean and to check for overdue library books and lost textbooks.
- Items placed in unauthorized lockers will be impounded and may be returned to students after school hours.

- Any student found opening or attempting to open a locker other than the one he or she has been assigned will be subject to disciplinary action.
- Tardiness to classes because of a locker visit will be considered unexcused.
- Students who do not follow the locker guidelines may lose their locker privileges.

Loitering

Students are not permitted to be on campus after the instructional day (after the last bus) unless they are involved in a faculty supervised after school activity. In that case the student must remain with the adult supervising the activity.

Lost and Found

A “Lost and Found” department is maintained in the main office and cafeteria. Articles may be claimed with proper identification. Articles that are not claimed within a reasonable time will be turned over to the administration for disposal. Students should turn in any articles found to the main office. The school is not responsible for any loss which a student may incur, but a reasonable effort will be made to find missing articles.

The staff strongly recommends that all clothing, especially outer garments such as coats and jackets, be marked with the student’s name. Gym clothing and tennis shoes should have proper identification markings.

Lost, Broken, Destroyed, or Unreturned School Property

Students and their parents are responsible for any school property used by the student in pursuit of his/her studies that is lost, broken, destroyed, or not returned to the school. The student’s parent must reimburse the school for any outstanding bills due to lost, broken, destroyed, or unreturned school property before the student is allowed to participate in graduation ceremonies. Parents and students with financial needs may discuss a payment plan and special needs with the school principal.

Moment of Silence and Pledge of Allegiance

The Bedford County School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day. The teacher responsible for each class shall make sure that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer, and meditation. However, the teacher responsible for each class shall not influence, in any way, students to pray or meditate or not to pray or meditate during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

The Pledge of Allegiance, as established in 4 U.S.C. § 4, shall be recited daily in each classroom of the Bedford County School Division. The Pledge of Allegiance shall be said in the morning. During the recitation of the Pledge, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform.

No student shall be compelled to recite the Pledge if he, his parent or legal guardian objects on religious, philosophical, or other grounds to his participating in this exercise. Parents who do not wish their children to participate in the recitation of the Pledge are to have a note on file in the office. Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts from those who are reciting the Pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability.

Morning procedures, Off-Limit Areas, and Hallways

Prior to the 8:50 a.m. warning bell, students are granted the privilege of walking the sidewalk around the main office (building 3). Students are not to be in other areas except to be moving to or from classrooms. This privilege may be revoked at any time disciplinary issues arise or safety/supervision becomes a concern. In the event the privilege is revoked, students will be expected to report directly to their homeroom or breakfast upon arrival to school.

Off-limit areas on school grounds include (but are not limited to):

- Student and faculty parking lots (unless the students are coming to or leaving the school grounds with permission). Once a car is parked, students must leave the car and go immediately into the school building.
- Outside or behind buildings, building lobbies, or hallways, except between classes or during class with a pass.
- All designated teacher bathrooms, lounges, workrooms, and offices.
- All athletic fields and facilities.
- All grassy areas between buildings.

Parent Pick Up and Drop Off

Parents may drop off students at 8:25 a.m. in the morning. Students may be dropped off prior to 8:25 a.m. only if they are directly supervised by a staff member for co-curricular or extracurricular activities. Parents may drop off and pick up students in Parking Lot A (between SRHS and SRMS) and Parking Lot D (Behind Auditorium).

Parking Information

Parking Lot Name	Location of Parking Lot	Description
Parking Lot A	Between SRHS and SRMS	Teacher Parking
Parking Lot B	In Front of Building 3	Administrative Parking Visitor Parking
Parking Lot C	Next to Building 5	Student Parking Teacher Parking
Parking Lot D	Behind Auditorium	Early Release Parking Teacher Parking

Parking Rules and Guidelines for Students:

Students are encouraged to use school transportation. Driving to school is a privilege for students who demonstrate responsibility.

Staunton River High School will enforce the following rules:

1. All student vehicles parked on the school campus without a current parking permit, **MAY BE TOWED WITHOUT WARNING**, at the owner's expense.
2. Students who wish to drive to school must register their vehicles in the Building 4 office (a valid driver's license and driver contract signed by student and parent is required). If a student is 18 yrs. old, they may sign their own contract, but must comply with the rules that apply to the contract.
3. Student drivers will be issued a parking permit for a fee of \$30 paid by cash or check payable to Staunton River High School.
4. **Replacement Permits** will be issued at a cost of \$5 if lost or stolen.
5. Student drivers must show proof of a valid Virginia State Driver's License.
6. Student drivers must park their vehicles in the designated parking space that matches their permit number according to school policy. [Student drivers must park their vehicles in the designated area according to school policy. Students are to park their vehicles properly in the parking spaces. Any vehicle blocking the access lanes or parked improperly **may be towed at the owner's expense.**]
7. Student drivers should enter the parking lot in a timely and responsible manner and **should get out of their cars immediately and exit the parking lot.** Upon leaving school, students should exit the parking lot in a timely and responsible manner.
8. Students are not permitted in parking lots during the school day without written permission from administration.
9. Tardiness to school: If a student receives 6 unexcused tardies to school, parking privileges will be suspended for 1 week. All subsequent tardies will extend the period of lost driving privileges – administrators will determine the length of suspension for driving at that time.
10. Vehicles parked in an incorrect parking space will be subject to towing at the owner's expense.
11. The speed limit on school grounds is 5 MPH. Speed limit is strictly enforced.
12. All forms of reckless driving are strictly prohibited on school grounds.
13. Once you have **arrived** on campus you are **NOT ALLOWED** to leave without administrative **and** parent permission for **ANY** reason.
14. Student drivers must display the parking permit on the rear view mirror. Do not display the permit on the dash or seat of the vehicle. The permit must be completely visible from the front of the vehicle. Failure to comply may result in the loss of parking privileges.
15. Student vehicles may be searched by school administration when circumstances warrant such action.
16. Large flags or banners are not allowed to be flown or displayed on vehicles due to their distractive nature.
17. Students are **NOT** permitted to purchase and/or give a decal to another student for **ANY** reason, they are to be returned to administration.
18. Student driving privileges may be suspended for the following reasons:
 - a. Disruptive behavior that requires suspension

- b. Reckless driving on school grounds
- c. Leaving school without permission/Skipping
- d. Violation of Virginia attendance laws
- e. Parking without a permit / Parking violations
- f. Tardiness
- g. Loud music
- h. Any other reason deemed by the administration

**Students under 18 years of age, who have had their license for less than 1 year, may not carry more than 1 passenger other than siblings in their vehicle. After holding a valid license for 1 year, students under the age of 18 may not carry more than 3 passengers. ALL students are expected to wear seatbelts. Periodic safety checks will be performed at the discretion of the administration, under the supervision of the School Resource Officer.*

Policy and Legal Updates

Please be advised that the School Board may revise existing policies or adopt new policies during the school year relating to the rights and responsibilities set forth in this handbook. In that event, the new or revised policy will be put on the school system's website and will supersede any conflicting provision in this handbook.

School Board policies can be found at:

<http://www.boarddocs.com/vsba/bcsbva/Board.nsf/Public>.

Restroom Procedures

- Students are not to loiter in the restrooms at any time.
- Students are not to mark on the walls, and stalls.
- Students are not to alert “wrong doers” in the restroom of an approaching teacher or administrator.
- Students are not to vandalize any restroom fixtures.
- Students must have a legitimate restroom pass to be in a restroom after the tardy bell has rung.
- Students must comply with each teacher’s individual restroom policy.
- Only girls are allowed in the girls’ restrooms and only boys are allowed in the boys’ restrooms. Going into the wrong restroom will result in disciplinary action.

Searches

When there is reasonable suspicion, school authorities have the right to search a student and any of the student’s property, including book bags, lockers, cars, pocketbooks, and electronic devices, without a search warrant. Dogs may be used to detect any contraband on school property. Contraband items may be seized by school authorities and may be turned over to the sheriff’s department.

Sexual Harassment and Discrimination

Students who are determined to be sexually harassing others will be disciplined accordingly. Sexual harassment is defined as unwelcome sexual advances, requests for favors or other verbal or physical conduct or comments of a sexual nature. It can take place toward school personnel by students, toward students by students, or toward students by school personnel. All cases of harassment may lead to

disciplinary action. Students should see an administrator if they feel that they have been harassed.

The Virginia Board of Education developed Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools. The guidelines can be accessed at:

http://www.doe.virginia.gov/boe/guidance/safety/prevent_sexual_misconductabuse.pdf.

Bedford County Public Schools does not discriminate on the basis of race, color, national origin, sex, or disability in its programs, activities or employment practices, as required by Title VI, Title VII, Title IX, and Section 504. Mr. Tim Parker, director of human resources, is designated as the Compliance Officer responsible for assurances of non-discrimination. He may be reached at the following address: 310 South Bridge St., Bedford, VA 24523, and telephone number (540) 586-1045, Ext. 273. Complaints of discrimination may also be made to the Alternate Compliance Officer, Dr. Cherie Whitehurst, deputy superintendent. Dr. Whitehurst may be reached at the following address: 310 South Bridge St., Bedford, VA 24523, and telephone number, (540) 586-1045, Ext. 230.

Sex Offender Registry

Pursuant to Virginia Code 22.1-79.3, notice is given that information regarding sex offenders is available in the Sex Offender and Crimes Against Minors Registry and may be accessed on the Internet at <http://sex-offender.vsp.virginia.gov/sor/>.

Signs and Posters

Students must obtain permission from the activities director and principal before any materials, posters, or signs may be posted on school grounds. Individuals and/or groups are responsible for removing all materials and cleaning up the area used. Items are not to be taped to glass or where the paint could be damaged.

Skateboards

Students are not allowed to bring skateboards to school. Skateboards found on campus may be confiscated. Skateboarding on school property is prohibited at all times before, during, and after school.

Skipping/Tardiness to Class

Being punctual is a positive habit and is expected of all students. Students are expected to be present at school daily and arrive to each class on time. Please refer to the discipline section of the handbook for the consequences to this violation of the *Code of Student Conduct*.

Surveys

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of

information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Bedford County Public School District has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes (Reference: BCPS Policy KFB, School – Community Relations). Bedford County Public Schools will notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Bedford County Public Schools will notify parents and eligible students of the specific or approximate dates of the activities or surveys if the District has identified them at the start of the year. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out. Parents will also be provided an opportunity to review any pertinent surveys. The following are covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;

- Administration of any protected information survey not funded in whole or in part by ED;
- Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education 4
00 Maryland Avenue, SW
Washington, D.C. 20202

Telephone Usage

If an emergency develops, students may use a specified student telephone in the office of Building Two to call their parents. The student must present the school official with a pass from the classroom teacher noting an emergency situation. Cell phone usage by students is permitted before school, during class changes, during lunch, and after school. Cell phone use is not permitted during class unless used for instructional purposes directed by the teacher.

Textbooks

The classroom teacher will issue textbooks in each class. Students who mark up or damage books will be assessed fines. The student must pay for books that are stolen, damaged beyond repair, or lost. Students are encouraged not to loan books or leave them lying around. If books are torn or damaged, students must have an administrator look at the books before the damage becomes so severe that the books may not be reused.

Tobacco

Policy KGC, Tobacco Use on School Premises, prohibits all use of tobacco products on school property. We thank parents, community members, and all visitors for their observance of this policy as they attend our school activities.

Trespassing

Persons who are not enrolled or employed at SRHS and who do not obtain a visitor's pass will be considered in violation of trespassing laws. Persons on school property not involved in school-sponsored activities will be considered in violation of trespassing laws.

Visitors:

- Visitation at SRHS by students not enrolled at SRHS is not permitted without permission from the principal, except for school-sponsored athletic and fine arts programs.
- Visitation by students from other schools during regular school days or exam days is not permitted, unless the principal makes an exception.
- Alumni are to visit the school staff after 3:35 p.m. and are to check in at the main office to be issued an official visitor's pass.

- Parents and adults that have school business may visit SRHS. All visitors are requested to check in at the main office to be issued an official visitor's pass and to receive information and direction. As a courtesy, adult visitors are requested to call the main office at 540-297-7151 in advance of their visit so arrangements may be made to make the visit informative and constructive.
- Unauthorized visitors (those without permission) in the buildings or on school grounds will be subject to trespassing laws.
- All visitors must report directly to the main office upon arrival at school and must leave the school grounds when instructed to do so by a school administrator, faculty member, or staff member. Article 5, *Code of Virginia* §18.2-129 states, "Any person, whether or not a student, directed to leave the premises of a school or any institution of higher learning by a person duly authorized to give such directions and who fails to do so shall be guilty of a Class #3 misdemeanor. Each day such person remains on the premises after such direction shall constitute a separate offense."
- Visitors are not allowed in the cafeteria during lunch periods. If parents would like to eat lunch with their child, they should contact the school prior to the date so arrangements can be made at a designated location.

Work Permits

Students who are under the age of 16 must obtain an Employment Certificate (work permit) before beginning a job. This process is done online, visit the following website: www.doli.virginia.gov for instructions. A reference sheet for obtaining an Employment Certificate and general information regarding youth employment can be found in the main office.

V. SERVICES AND PROGRAMS

Class Officers

Senior Class Officers 2016-2017

President	Tahirah Henderson
Vice President	Shayla Miller
Secretary	Mackenzie Dudley
Treasurer	TBA

Junior Class Officers 2016-2017

President	Jackie Goynes
Vice President	TBA
Secretary	Trevor Smith
Treasurer	TBA

Sophomore Class Officers 2016-2017

President	TBA
Vice President	Anne Marie Smith
Secretary	Hallie Terry
Treasurer	TBA

Freshman Class Officers 2016-2017

Freshman Officers will be elected during first semester

Student Council Association Officers 2016-2017

President	Dalton Lucas
Vice President	Victoria Weitzman
Secretary	Hallie Terry
Treasurer	TBA
Reporter/Historian	TBA

Club Day

Clubs will meet periodically during the school year. Clubs may also meet at other times before or after school as scheduled by the sponsor. Clubs may not meet without the supervision of their school sponsor. The club sponsor must supervise and be present for all club activities.

The club sponsor must be in contact with the activities director and the principal to gain official approval for the club and additional meeting times. If any club collects dues, this money must be turned in to the bookkeeper. All club fundraisers must be approved in advance by the activities director and the principal.

Students wishing to join clubs must meet all requirements for membership in individual clubs. Students and parents are encouraged to request additional information regarding club membership from the club sponsor. Students may be dismissed from club membership for serious or repeated disciplinary infractions that detract from the club's functioning, that project a negative image of the club to other students or the public, or that violate the club's rules.

Some student organizations offer student membership beyond high school graduation. Students interested in exercising this option must be approved by the school advisor/sponsor and the principal, and must meet the qualifications as set forth by the appropriate national and/or state organization.

Clubs and Organizations

Art Club
Book club
Chess Club
Debate Club
Disc Golf Club
Diversity Club
Eagle Pride Club
Family Career and Community Leaders of America (FCCLA)
Fellowship of Christian Athletes (FCA)
Forensics Club
French Club
Future Business Leaders of America (FBLA)
Future Farmers of America (FFA)
German Club
Japanimation Club

JROTC Club
Key Club
Latin Club
Living Green Club
Poets Society
National Honor Society (NHS)
Science Club
Skills USA
Spanish Club
Student Council Association (SCA)
Tabletop Games Club
Technology Student Association (TSA)
Ultimate Frisbee Club
Women and Men by Birth, Ladies and Gentlemen by Choice
YOVASO

National Honor Society

The National Honor Society's purpose is the development of outstanding scholarship, leadership, service, and character. To be eligible a student must:

- Be a junior or senior with a maintained cumulative GPA of 3.50
- or higher.
- Be enrolled at SRHS for at least one semester, or in the case of a transfer student, have proof of Honor Society status.
- Be able to demonstrate leadership and service through participation in extracurricular activities.
- Be involved in community activities.
- Be an applicant, completing the application fully.

Students in the National Honor Society will have their grade point averages computed each semester to determine eligibility status for the next semester.

Driver's Education

"Behind the Wheel" Instructional Program for Bedford County Public School Students Admission Requirements:

- Students must have a valid learner's permit. The minimum age for applicants is 15 years and 6 months.
- Students must have successfully completed at least thirty-six periods of classroom instruction. **Exception:** Students may take the in-car and classroom instruction at the same time; however, the Driver Education Certificate will be held until the student has passed both phases of the instruction.
- Students must submit a completed parental permission form before they can take the class.
- Students must pay a driver education fee in advance that will be communicated during registration.
- The student must have regular attendance in school and have successfully passed five (5) subjects from the previous nine weeks grading period.
- Students must pass PE/Health 9 in order to register for PE/Health 10 and Drivers Education.

Family Life Education

Bedford County Public Schools implemented the Family Life Education (FLE) program developed by the Virginia Department of Education in 1989. A copy of the Family Life Education Guide for Bedford County Public Schools is available in the main office.

Content

Portions of classes in the FLE program which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls. Parents are encouraged to review the content for the FLE program. Copies of the program may be found in the school office and the library.

Opt-Out Procedure

The opt-out procedure has been developed to give parents/guardians the opportunity to request his/her student to be excused from all or part of the FLE program. Parents may exercise the opt-out procedure for any or all of the FLE program by completing the form sent home with each student. The opt-out provision does not apply to those objectives that are required to be taught by state statute. If a parent elects for his/her child not to participate, the Opt-Out form should be completed and returned to the health teacher.

Please refer to the Family Life Education Guide for additional information or contact the health teacher.

Guidance

The purpose of counseling services is to assist the student in the ability to make wise, mature, and appropriate educational and career plans. The counseling program is equally designed to assist students with any personal, social, or emotional issues they may encounter, and such matters are treated as confidential.

The counseling services offered to students are:

1. Assistance in planning their academic program
2. Assistance in planning for college
3. Assistance in career planning
4. Counseling for students who need assistance with personal issues
5. Testing

The counseling department is located in the main office. Students may request a conference by speaking with the Guidance Clerk. Parents may request a conference by calling the Guidance Department at 540-297-0308. In an emergency, a student may see any counselor who is available.

Admission Policy – Bedford County Residency

The *Code of Virginia* states that a parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child. All students attending Bedford County Public Schools must live with a parent or legal guardian residing in Bedford County, Students living outside of Bedford County may apply to attend as tuition-paying students.

Alternate Education/GED Classes

Alternate Education is available for students sixteen years of age or older. A test will be administered to determine basic skill levels in reading, math, and language arts. Students seeking alternative education must have parental permission and a

conference must be arranged with the student's counselor and the principal for details in obtaining a GED. GED classes are offered at BSTC.

College Application Procedure

Students who plan to apply to colleges or other school institutions should request assistance from their counselors. A college handbook is available in the School Counseling Office. Amounts, requirements, and deadlines for scholarship applications are announced as the school is notified of the scholarship information. General procedures to be followed are:

- Students and their parents/guardians should go to the colleges' and universities' websites to obtain admission, tuition, and financial aid information and complete their applications.
- Students should request a transcript in the counseling office for each college and scholarship application.
- Students should request that the Counseling Office send a transcript of their educational records. For current students, the first five transcripts will be sent free of charge, and a \$5.00 processing fee will be charged for each additional request.
- Students should acquire from their counselor the necessary forms for teacher or counselor recommendations and give them to those who have agreed to write recommendations. Students should make all requests for recommendations early enough to allow teachers or counselors ample time to prepare the recommendation. The student should return recommendations to their counselor so the recommendations can be included with the student's transcript.

Enrollment/Withdrawal Procedures

To enroll a student in school, a meeting with the registrar is required. The family will be given an enrollment packet with information for the parent/guardian to complete and return. Proof of residency and proper immunizations are required before a student can be successfully enrolled. A Release of Information request form to the former school is also required. A counselor will then create a schedule with the student. If a student is withdrawing, the parent or student should contact the registrar. All textbooks and school property are to be returned to the school. The registrar will send all records to the transfer school upon receipt of an official request for school records.

Schedule Changes

The master schedule has been designed on the basis of student requests and needs; therefore, teachers have been assigned teaching classes and duties based upon student requests. The administration will approve schedule changes after school opens only to correct mistakes or for unusual circumstances, and only when openings are available in requested classes.

Parents who would like to request a schedule change for their child are to complete a Schedule Change Request Form that is available in the guidance office. No student is permitted to change classes without written approval from parent/guardian, guidance, faculty, and final approval from the principal.

SOL Remediation Program

A remediation program for students who fail an SOL content area is mandatory. Parents have the right to refuse by a statement in writing. Information regarding SOL remediation programs will be provided to students as needed.

Student Records

Bedford County Public Schools has adopted *Management of the Student's Scholastic Records in the Public Schools of Virginia* as the formal procedures and regulations regarding the management of all student records. Any questions regarding the management, access or release of student information should be directed to the principal or the registrar. All students will have a cumulative folder that is housed in their base school. Many students will have confidential folders as part of their permanent records. Student records shall be available to help plan the education of the child and authorized school personnel shall have access to these records. The student's teachers shall use these records carefully and for the benefit of the student. Under no circumstances shall third parties view the student record without written consent of the student's parent or guardian and the principal's knowledge and consent. Upon appointment, the parent or guardian may see his/her child's cumulative folder with authorized school personnel present. By the time of a student's tenth year in school, he/she may view his permanent record under supervision of authorized personnel. Any student 18 years or older has access to his/her records. Please refer to the *2016-2017 Bedford County Public Schools High School Program of Studies* for additional information regarding Student Records.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's scholastic records. They are:

1. The right to inspect and review the student's scholastic records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the school principal or his/her designee a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's scholastic records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy under FERPA.
 - Parents or eligible students may ask Bedford County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.
 - FERPA permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on a School Board; a person or company the school division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review the scholastic records in order to fulfill his or her professional responsibility.
 - Upon request, the school will disclose scholastic records without consent of the parent/guardian or other person having control or charge of the student, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Whenever a student transfers from Bedford County Public Schools, a copy of the scholastic record, including disciplinary records will be transferred to the school division the students transfers to upon request from the receiving school division. Disciplinary records include school records related to disciplinary action taken against a student for violating School Board rules or policies on school property or at school-sponsored events.
 - Reference Bedford County Public Schools Policy JO – Student Records for additional exceptions that FERPA authorizes disclosure of personally identifiable information without consent.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D. C. 20202

Testing Programs

1. Standards of Learning (SOL) Testing – End-of-Course tests will be given in courses specified and mandated by the Virginia Department of Education.
2. Standards of Learning (SOL) Test Retakes – These tests will be given during the months of October (writing), November, March (writing), May, and July.
3. Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) – This test is administered in October and is strongly recommended to sophomores and juniors who are interested in going to college. This test is also strongly recommended to rising sophomores who are interesting in applying to Governor’s School for their sophomore year. There is a charge for this test. The National Merit portion of the test is used in determining nationwide recipients of scholarships.
4. Scholastic Aptitude Test (SAT) – This test is used by most area colleges as a portion of the basis for admission. Applications for this test are available through the Counseling Office and online. Specific test dates and deadlines will be announced and posted in the Counseling Office.
5. (ACT) – This test is required by some colleges in addition to the SAT for the purpose of placement. Some colleges accept the ACT in place of the SAT test. Students should check college information to see if the test is required for the schools of their choice. Specific test dates and deadlines will be announced and posted in the Counseling Office.
6. Fee waivers are sometimes available to students who cannot afford the cost of a PSAT, SAT, or ACT test. Students who believe they may qualify for a waiver should speak to their counselor to request this assistance.
7. Advanced Placement (AP) Examinations – These tests will be given during the month of May and offered to students taking AP classes. A fee is required to take an AP exam; however, a fee reduction is available for those receiving free/reduced lunch. Please discuss this option with a counselor to determine eligibility.
8. Career and Technical Career Education Credential (CTE) – Students entering nine grade for the first time in 2013-2014 must earn a board-approved career and technical education credential to graduate with a Standard Diploma. CTE courses are offered at each high school in the school division (e.g. Intro to Animal Systems, Nutrition and Wellness, Economics and Personal Finance, Computer Information Systems, Career Internship). Bedford Science and Technology Center (BSTC) also offers a number of specialized CTE courses for high school juniors and seniors that offer credentialing opportunities (e.g. Auto Technology, EMT, Nurse Aide, Practical Nursing, Computer Networking/Systems).

Transcripts for College Applications and Employment

Students who need transcripts of their educational records for college applications or for prospective employers must complete a Release of Educational Records form. These forms are available in the Main Office and must be signed by a parent/guardian if the student is under 18 years of age.

Library/Media Center

The SRHS Library staff strives to provide cheerful service to SRHS students and staff. Patrons are expected to exhibit appropriate and reasonable behavior at all times while in the library. Students need to show pride for the library facility by helping to take care of it and the materials provided for their use. The following information should be helpful:

- Library hours are from 8:00 a.m. until 4:00 p.m. Monday to Friday, unless otherwise specified.
- The loan period for books is two weeks. Students may have 2 items checked out at a time. Magazines may be checked out also.
- If a student has materials checked out that are overdue, additional materials may not be checked out until the original materials are returned or replacement costs are paid. The current replacement price will be charged for lost books.
- Students are welcome to use the library from 8:00 a.m. until classes begin each day. During class time, students must present a teacher-signed pass upon entering the library. Students who have special needs or circumstances are asked to let the library staff know how they can be helpful.
- Several computers are provided for student and staff use. Students must have completed the BCPS Acceptable Use Policy and have a copy on file in order to use any school computers. Students who choose to abuse computers in any way will not be allowed to use library computers for a time-period that will be decided by the librarian and principal.
- The media center houses charging stations for phones and devices. The library is not responsible for devices left on the chargers.
- Food and drinks are not permitted in the library. A water fountain is available.
- Misuse of the library or failure to follow rules and procedures may result in the loss of library privileges.

Parent-Teacher-Student Association (PTSA)

2016-2017 PTSA Officers

President	Mary Jo Boone
Vice President	Michelle Esposito
Secretary	Tammy Meador
Treasurer	Michelle Weitzman

School Resource Program

Bedford County has implemented a School Resource Officer Program in the high schools and middle schools of the county. The School Resource Officer (SRO) will help reduce incidents of nonattendance, disorder, vandalism, and violence in the schools and provide for the safety and security of students and school personnel.

Yearbooks/School Pictures

Yearbooks are published annually. Students will receive notification from the school regarding purchasing procedures for the 2016-2017 yearbook. All students in grades 9 - 12 will be required to take pictures with the school's photographer in order to ensure inclusion in the yearbook.

VI. FACULY AND STAFF

Administration and Staff

Principal
Assistant Principal
Assistant Principal
Athletic & Activities Director
Bookkeeper
Attendance Clerk
Secretary
Secretary

Dr. Josh Cornett
Mrs. Rebecca Pierce
Mr. David Forbes
Mr. Adam Sparks
Mrs. Debbie Mann
Mrs. Ronda Crouch
Mrs. Natalie Karnes
Ms. Ramona Gray

Guidance

Counseling Director
Counselor
Counselor
Guidance Clerk
Registrar

Mrs. Robin Snell
Ms. Leah Horton
Mrs. Jessica Schenko
Mrs. Michelle Chapman
Mrs. Candice Tinsley

Faculty and Staff

Agriculture
Agriculture
Art
Art
Band
Business/Computers
Business
Career & Technical Education
Chorus
Drama/Theatre Production
English
English
English
English
English
English
English
English
English
English
Family and Consumer Sciences
Family and Consumer Sciences
Foreign Language
Foreign Language
Foreign Language
Foreign Language
Foreign Language
Foreign Language
Health/PE and Athletic Trainer
Health/PE
Health/PE

Mrs. Heather McAndrew
Mrs. Diane Poole
Mr. Joseph Curcio
Mrs. Susan Hubble
Mr. Kevin Reamey
Mr. Larry Bivens
Mr. John Lorenz
Mr. Robert Morris
Mr. Derrick Thompson
Mrs. Sherri Given
Ms. B.J. Daniel
Mrs. Michelle Esposito
Mr. Jeremy Haymore
Mrs. Casey Henry
Mrs. Brenda Isaacs
Mr. Mark McCann
Mr. Neal Mustard
Mr. Chuck Poston
Mrs. Shannon Thomas
Mrs. Jessica Brown
Ms. Jennifer Hall
Mrs. Katherine Appel
Ms. Jennifer Boyd
Mrs. Lisa Butler
Mr. David Case
Mrs. Rebecca Davis
Mrs. Michelle Kist
Mr. Cordell Hood
Mr. James Phares
Mr. Josh Smallwood

Health/PE
Health/PE
Health/PE
Information Tech
In-School Suspension Coordinator
Librarian
Library Clerk
Mathematics
Mathematics
Mathematics
Mathematics
Mathematics
Mathematics
Mathematics
Nurse
Science
Science
Science
Science
Science
Science
Science
Social Studies
Social Studies
Social Studies
Social Studies
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Social Studies
Social Studies
Special Education
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Special Education
Special Education
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Special Education
Special Education
Special Education
Special Education
Special Education Aide
Special Education Aide
Special Education Aide
Special Education Aide
Special Education Aide
Special Education Aide
Special Education Aide
Special Education Aide

Ms. Samantha Thacker
Mr. John Weller
Mrs. Dorothy Wolfe
Mr. Randy Layne
Mr. Anthony Perez
Mrs. Leigh Ann Ellis
Nancy Bohn
Mrs. Brittany Arthur
Ms. Allison Bair
Ms. Claire Crivaro
Mr. James Ellis
Mrs. Cindy Gillespie
Mr. George Waldron
Mr. Nathan Witkowski
TBA
Mrs. Patricia Brannan
Mr. John Cavese
Mr. Jarrett Esposito
Mrs. Lori Hockman-Walter
Mrs. Elizabeth Hughes
Mrs. Billi Hutchings
Mr. Zach Rhodenizer
Mrs. Elizabeth Witt
Mrs. Pilar Freed
Mr. Stuart Gibbs
Mr. Brandon Harris
Mr. Joseph Hubble
Ms. Ashley Knowles
Mrs. Teresa Sigmon
Mr. Justin Tucker
Ms. Laura Berrier
Mrs. Michele Franklin
Mr. Brian Keese
Mrs. Cindy Mihelich
Mr. Brian Miller
Mr. Alan Mitchell
Mr. Chad Proctor
Mrs. Kathy Scott
Mrs. Kristi Tucker
Ms. Abigail Walsh
Ms. Ana Watkins
Ms. Stella Blanks
Ms. Jennifer Buzzo
Ms. Judy Danby
Ms. Sherry Duff
Ms. Delores Harris
Mrs. Crystal Poston
Mrs. Patricia Starks
TBA

Technology Education
Technology Education
Testing Coordinator

Mr. Robert Smith
Mr. Victor Terry
Ms. Sunshine Richards

Custodians

Lead Custodian
Custodian
Custodian
Custodian
Custodian
Custodian
Custodian

Mr. Kenny Weaver
Mr. Alex Anderson
Mr. Larry Creasy
Mr. Mike Dixe
Mr. Larry Harris
Mrs. Rebecca Staniec
Mr. Charles Switzer

Cafeteria Workers

Cafeteria Manager
Cafeteria Assistant Manager
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker

Mrs. Phyllis Coles
Ms. Alexandria Pattie
Ms. Sabrina Howell
Ms. Frances McCormack
Mrs. Blanch Perdue
Mrs. Margaret Sperazza
Ms. Evelyn Swain
Ms. Lillian Tweedy
Mrs. Mary Wilson