

**STAUNTON RIVER
HIGH SCHOOL**

1095 Golden Eagle Drive
Moneta, VA 24121

**STUDENT HANDBOOK
2011-2012**

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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 that are enacted after the publication of this document shall supersede those statements and references contained in this publication.



SRHS'S WAY OF EXPRESSING EXCELLENCE

At 211° water is hot. At 212° it boils, and with boiling water comes steam, and steam can power a locomotive. One extra degree makes all the difference, and the one extra degree of effort in life separates the good from the great. It's your life; You are responsible for your results. It's time to turn up the heat! To get what you've never had, you must do what you've never done. You are now aware. **You now have a target for everything you do...212°.**

MISSION STATEMENT

The mission of Staunton River High School is to assist all students in acquiring the knowledge and skills needed to become productive, well-rounded citizens.

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I. Introduction

Principal's Message

Welcome to the 2011-2012 school year! Preparing for this school year, through a careful review of the Staunton River High School *Student Handbook*, will provide an important foundation for academic success. This handbook provides the information needed regarding curriculum, school regulations, procedures, policies, and programs. Each student is expected to become familiar with the contents and to share this information with his/her parent(s).

Mission Statement

Staunton River High School

The primary mission of SRHS is to assist all students in acquiring the knowledge and skills needed to become productive, well-rounded citizens.

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.

Accreditation

SRHS is fully accredited by the Commonwealth of Virginia State Board of Education.

Instructional Focus for the 2011-2012 School Year

Faculty and staff will review data from the previous school year to establish academic goals for this school year. Each department will monitor progress toward goal attainment and report progress regularly.

SCHOOL CALENDAR 2011-2012

| Dates | Description |
|--------------|---|
| | FIRST SEMESTER |
| Aug. 22 | First Day of School |
| Sept. 5 | Labor Day Holiday (Offices Closed) |
| Sept. 20-21 | First Interim Quarter 1 all students |
| Oct. 11-12 | Second Interim Quarter 1(D, F, U grades) |
| Oct. 24 | End of 1 st 9 weeks (2 hr. Early Dismissal) |
| Oct. 31 | Report Cards Go Home |
| Nov. 8 | Election Day (School Closed) |
| Nov. 21 | Parent/Teacher Conferences (12-7 p.m.) (School Closed for Students) |
| Nov. 22 | Professional Development/Data Driven Planning (School Closed for Students) |
| Nov. 23-25 | Thanksgiving Holiday (Offices Closed) |
| Nov. 29-30 | First Interim Quarter 2 (all students) |
| Dec. 19-30 | Winter Break |
| Jan. 3-4 | Second Interim Quarter 2 (D,F,U grades) |

| | |
|---------|--|
| Jan. 16 | Martin Luther King Holiday (Offices Closed) |
| Jan. 18 | End of 2 nd 9 Weeks - End 1 st Semester (2 hr. Early Dismissal) |
| Jan. 25 | Report Cards Go Home |

SECOND SEMESTER

| | |
|------------|---|
| Feb. 9 | Parent/Teacher Conferences (12-7 p.m.) (School Closed for Students) |
| Feb. 10 | Professional Development/Data Driven Planning (School Closed for Students) |
| Feb. 21-22 | First Interim Quarter 3 (all students) |
| Mar. 2 | Late Winter Holiday (School Closed) |
| Mar. 13-14 | Second Interim Quarter 3 (D,F,U grades) |
| March 26 | Professional Development/Data Driven Planning School Closed for Students) |
| March 27 | End of 3 rd 9 Weeks (2 hr. Early Dismissal) |
| April 2 | Report Cards Go Home |
| April 9-13 | Spring Break |
| May 1-2 | First Interim Quarter 4 (all students) |
| May 22-23 | Second Interim Quarter 4 (D,F,U grades) |
| May 28 | Memorial Day (Offices Closed) |
| June 4-6 | 2 hr. Early Dismissal |
| June 6 | Last Day of School (2 hr. Early Dismissal) |
| June 7 & 8 | Teacher Workdays |
| June 9 | Graduation |

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 3.35 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.

2011-2012 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 Travel | 12:30 – 12:55 12:55 – 1:00 | 12:50 – 1:15 1:15 – 1:20 | 12:50 – 1:15 1:15 – 1:20 | 12:50 – 1:15 1:15 – 1:20 | 1:10 -1:35 1:35 -1:40 | 11:10-11:35 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 Travel | 1:00 – 1:25 1:25 – 1:30 | 1:20 – 1:45 1:45-1:50 | 1:20 – 1:45 1:45-1:50 | 1:20 – 1:45 1:45-1:50 | 1:40-2:05 2:05-2:10 | 11:40-12:05 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 (Seniors)

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

The bus departs at 8:55. Students will participate in extended homeroom activities monthly.

Regular Schedule: Depart -8:55 Return- 12:25

Extended Homeroom and 1 Hour Delay: Depart -9:55 Return- 12:45

Club Day: Depart- 8:55 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 and directs the Board of Education to develop guidelines for such alternatives addressing (1) The use of detailed models of animal anatomy and computer simulations as alternatives to dissection (2) Notification of students and parents of the option to decline to participate in animal dissection; and (3) Such other issues as the Board deems appropriate.

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 for High Schools

Any senior who meets the following criteria shall be exempt from the **final examination** in a class:

1. The senior has a cumulative course average for the year of at least 84.5%. Any senior enrolled in an Advanced Placement (AP) course has a cumulative average for the year of at least 79.5%.
2. The senior has not committed any serious conduct violations, which would result in out-of-school suspension in the senior year.
3. If dual enrollment guidelines from the college awarding credit require an exam, the student is not exempt.

Any senior who wishes to take an examination 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 senior 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.

Grade Classification

A student who has earned at least five high school course credits shall be classified as a 10th grader. A student who has earned at least 10 high school course credits shall be classified as an 11th grader. A student who has earned at least 15 high school course credits and can fulfill requirements for graduation within the academic year shall be classified as a 12th grader.

Students will refrain from participating in class privileges unless classified in the appropriate grade. Classification by grade level is done for record-keeping purposes only and does not indicate academic standing. It does not indicate the grade level of courses taken or currently being taken; for example, a tenth grade student could be taking English 9.

A student may be placed in the senior class if his/her planned program provides for sufficient credits to graduate in the following June or August. A request for a grade classification change should be submitted near to the end of the sophomore year or later.

A student may take required courses out of sequence if early graduation is declared, summer school is attended, or special permission by the principal is granted. Students may take only one "new" course in summer school, unless prior approval is obtained from the principal and the student is a graduating senior.

Seniors must be enrolled in coursework to earn at least 5 credits unless special permission is granted by the principal.

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.

| Grade | Grade Point Value |
|--------------|--------------------------|
| A | 4.0 |
| B | 3.0 |
| C | 2.0 |
| D | 1.0 |
| F | 0.0 |

Weighted Grades

Grades for Advanced Placement courses, Governor's School courses, and dual enrollment college courses are graded on a 10 point scale and will have the following weighted point values for the purposes of final grade point average.

| Grade | Grade Point Value |
|--------------|--------------------------|
| A | 5.0 |
| B | 4.0 |
| C | 3.0 |
| D | 1.0 |
| F | 0.0 |

Pre-AP courses will have the following weighted point values for the purpose of final grade point averaging.

| Grade | Grade Point Value |
|--------------|--------------------------|
| A | 4.5 |
| B | 3.5 |
| C | 2.5 |
| D | 1.5 |
| F | 0.0 |

Grading (File: IK-R)

Assignment and Test Grades

1. The teacher will conduct frequent and ongoing evaluations. The teacher is required to use at least one mark per week, but is encouraged to use two or more. These marks will be recorded and available for principal review.
2. Marks may be given for informal tests, quizzes, classroom participation, teacher observation, homework, special assignments, papers, etc.
3. Teachers will use their judgment on individual tests and assignments to determine the weight of test/assignment items and the procedures for scoring tests/assignments appropriate for a specific class or subject area.
4. 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.
5. Assignments, quizzes, and tests will be evaluated and/or graded, returned promptly, and reviewed with students before the next related test is administered. Students shall be allowed to keep all graded tests and quizzes to use as study aides for future assessments.
6. Work not completed within the assigned time period may be assigned a penalty only 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. Work not accepted will be assigned a grade of zero.
7. 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 IKB. 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.
8. Partially completed work will be graded according to the amount and quality of work completed.
9. Nothing in this regulation should be construed to supersede Homework Policy IKB.

Nine-Week, Semester, and Final Grades

1. Attendance shall not be the sole factor in a failing nine week, semester, or final grade. (JED)
2. Homework shall not count for more than 10% of the nine week grade. (IKB)
3. A single test cannot account for more than 25% of the nine week grade, and an exam cannot account for more than 10% of the semester grade.

4. Symbols such as plus, minus, and double symbols may not be used for nine week, semester, or final grades.

Note: Report cards are sent at nine week intervals, four times a year.

Failure Notification of Parents Policy

Parent notification is required of the educational rights of students who fail to graduate or who have failed to achieve the number of verified units of credit required for graduation as provided in the standards of accreditation. In addition, parents will be notified of students who (1) have been identified as having limited English proficiency of the opportunity for a free public education; or (2) have been identified as disabled and receive special education of their right to a free public education to age 21, inclusive. In addition, local school boards are to notify parents of rising high school juniors and seniors of the number of verified units of credit required for graduation and the number of verified units the individual student requires.

High School (Grades 9-12)

1. All students will be issued an interim at the end of the fourth week of the grading period. Students who are performing below a C will receive a second interim at the end of the seventh week.
2. Nine week grades for all courses will be calculated using a percentage scale.

| <u>Letter</u> | <u>Percentage</u> | <u>Performance Assessment</u> |
|---------------|-------------------|-------------------------------|
| A | 92.5 – 100 | Outstanding |
| B | 84.5 - 92 | Above Average |
| C | 76.5 – 84 | Average |
| D | 69.5 – 76 | Below Average |
| F | Below 69.5 | Unacceptable |
| I | | Incomplete Work |

3. Final report cards will be mailed to students.
4. 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 50 will be converted to a 50 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 IFKA and choose not to take the final exam. The final grade will be determined by averaging the two semester grades together.

Incomplete Grades

Students with excused absences who receive a grade of Incomplete may make up work according to Policy IKB, Homework. If work is not made up in accordance with IKB, the individual assignment grade will become a zero.

Middle School – Transferring High School Credit Courses

1. In any high school credit bearing course taken in middle school, a parent may request that the grade be omitted from the student’s transcript and the student not earn a high school credit for the course. (IKEB) High school courses taught in the middle schools will follow high school grading procedures.

2. Semester and exam grades will be assigned for high school courses taken at the middle school.

Report Cards

Report cards are issued four (4) times a year, at nine week intervals. Report cards will be given to students on the date established by Bedford County Public Schools.

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 Class Rank

Graduation is scheduled for June 9, 2011 at 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.

For graduation ceremony purposes, students with a 3.75 to 3.99 GPA will be recognized as Honor Graduates. Students with a GPA of 4.0 and above will be recognized as High Honor Graduates. The GPA for Honor and High Honor Graduates will be determined based on the student's entire course history. Graduation ceremonies will be conducted by students selected from High Honors group as determined by High Honors and Honor students. An official class ranking, based on a student's entire course history, will appear on the final senior transcript. All graduation honors are based on the student's GPA at the end of the third nine-week period of the senior year.

Graduation Competency Requirements

Students who are receiving an Advanced Studies diploma must earn nine (9) verified units of credit in English, Math, Science and History/Social Science.

Students who are receiving a Standard Diploma must earn six (6) verified units of credit in English, Math, Science, and History/Social Science. One verified unit of credit is earned when the student passes a SOL End of Course Test as well as the corresponding course.

Locally Awarded Verified Credits

Students who do not pass Standards of Learning tests in science or history and social science may receive locally awarded verified credits from the local school board in accordance with criteria established in guidelines adopted by the Board of Education. Students must have passed the course and taken the SOL test for that course at least two times. One score must be between 375-399 in order to qualify for Locally Awarded Verified credits. Locally awarded verified credits are only available for the standard diploma. Students may earn no more than three locally awarded verified credits. Opportunities to earn locally verified credits for students are being addressed in the Revision of the Standards for Accrediting Virginia’s Public Schools. Contact the school counselor or principal for more information about locally awarded verified credits. Locally Awarded Verified Credit is subject to change according to Virginia Department of Education direction.

The Virginia Board of Education grants verified credits for students who obtain certain approved industry certification, occupational competency assessments, and/or licensures. Several of these are offered through programs at Bedford Science and Technology Center as well as the three base high schools. For a complete listing, go to www.pen.k12.va.us and click on “Graduation Requirements.”

Classes with an end of year SOL test:

| | |
|------------------|--|
| Earth Science | Geometry |
| Biology | World Geography |
| Chemistry | World History II |
| Algebra 1 Part 2 | U.S. History |
| Algebra I and II | 11 th grade English (Reading and Writing SOL) |

Please refer to the 2011-2012 Bedford County Public Schools High School Program of Studies for additional information regarding detailed information on the following Diploma Requirements:

Standard Diploma Requirements- Class of 2012, 2013, and 2014

| Course | Units of Credit | Verified Units |
|------------------------|-----------------|---|
| English | 4 | 2 SOL tests (Reading and Writing in 11 th grade) |
| Math | 3 | 1 SOL test |
| Science | 3 | 1 SOL test |
| History/Social Science | 3 | 1 SOL test |
| Health / PE | 2 | |
| Fine or Practical Arts | 1 | |
| Electives | 6 | |

| | | |
|---------------------------------|-------------------|--------------------|
| Student Selected Verifying Test | | 1 SOL test |
| TOTAL | 22 credits | 6 SOL tests |

Standard Diploma Requirements- Class of 2015 & Beyond

| Course | Units of Credit | Verified Units |
|---|-------------------|---|
| English | 4 | 2 SOL tests (Reading and Writing in 11 th grade) |
| Math | 3 | 1 SOL test |
| Science | 3 | 1 SOL test |
| History/Social Science | 3 | 1 SOL test |
| Health / PE | 2 | |
| Foreign Language, Fine Arts or Career and Technical Education | 2 | |
| Economics and Personal Finance | 1 | |
| Electives | 4 | |
| Student Selected Verifying Test | | 1 SOL test |
| TOTAL | 22 credits | 6 SOL tests |

Standard Technical Diploma Requirements- Class of 2015 & Beyond

| Course | Units of Credit | Verified Units |
|---------------------------------|-------------------|---|
| English | 4 | 2 SOL tests (Reading and Writing in 11 th grade) |
| Math | 3 | 1 SOL test |
| Science | 3 | 1 SOL test |
| History/Social Science | 3 | 1 SOL test |
| Health / PE | 2 | |
| Fine Arts or Foreign Language | 1 | |
| Economics and Personal Finance | 1 | |
| Career and Technical Education | 4 | |
| Electives | 1 | |
| Student Selected Verifying Test | | 1 SOL test |
| TOTAL | 22 credits | 6 SOL tests |

Advanced Studies Diploma Requirements- Class of 2012, 2013, & 2014

| Course | Units of Credit | Verified Units |
|--------|-----------------|----------------|
|--------|-----------------|----------------|

| | | |
|---------------------------------|--|---|
| English | 4 | 2 SOL tests (Reading and Writing in 11 th grade) |
| Math | 4 | 2 SOL test |
| Science | 4 | 2 SOL test |
| History | 4 | 2 SOL test |
| Health / PE | 2 | |
| Foreign Language | (3 years of 1 language or 2 years each of 2 languages) | |
| Fine or Practical Arts | 1 | |
| Electives | 2 | |
| Student Selected Verifying Test | | 1 |
| TOTAL | 24 credits | 9 SOL tests |

Advanced Studies Diploma Requirements- Class of 2015 & Beyond

| Course | Units of Credit | Verified Units |
|---|-------------------|---|
| English | 4 | 2 SOL tests (Reading and Writing in 11 th grade) |
| Math | 4 | 2 SOL test |
| Laboratory Science | 4 | 2 SOL test |
| History/Social Science | 4 | 2 SOL test |
| Foreign Language | 3 | |
| Health / PE | 2 | |
| Fine Arts or Career and Technical Education | 1 | |
| Economics and Personal Finance | 1 | |
| Electives | 3 | |
| Student Selected Verifying Test | | 1 SOL test |
| TOTAL | 26 credits | 9 SOL tests |

Advanced Studies Technical Diploma Requirements- Class of 2015 & Beyond

| Course | Units of Credit | Verified Units |
|------------------------|-----------------|---|
| English | 4 | 2 SOL tests (Reading and Writing in 11 th grade) |
| Math | 4 | 2 SOL test |
| Laboratory Science | 4 | 2 SOL test |
| History/Social Science | 4 | 2 SOL test |
| Foreign Language | 3 | |

| | | |
|---|------------|-------------|
| Health / PE | 2 | |
| Fine Arts or Career and Technical Education | 1 | |
| Career and Technical Education | 3 | |
| Economics and Personal Finance | 1 | |
| Student Selected Verifying Test | | 1 SOL test |
| TOTAL | 26 credits | 9 SOL tests |

Homework Policy (IKB)

Homework can provide an essential communication link between the school and the home. It is an important tool in developing independent thought, self-direction, and self-discipline. Homework assists the student in developing good work habits and time management skills. Guidelines for homework include:

1. Homework will be assigned after introduction and thorough explanation of the skills necessary from previously taught skills and subject matter and not introduction of new skills.
2. Homework should be assigned in such a manner that it will be clearly understood by all students.
3. A student's access to resource materials will be considered when making assignments.
4. Students will be given prompt and appropriate feedback for homework completed. Although homework is not considered to be optional, evaluation should be done in such a way that it is not the sole determining factor in a failing report card grade.
5. Teachers will seek to determine the cause if a student regularly fails to complete assigned work.
6. Teachers will take into account the various ability levels of the students when assigning homework.
7. To avoid excessive homework, each subject assignment should not require more than 20-30 minutes per night for an average student; it is understood that a variance in completion time may result from students' level of ability.
8. Homework will not be used for disciplinary purposes.
9. Teachers and administrators will take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.
10. Students with excused absences may make up work accordingly.
Absent 1-2 days will have 3 school days to make up work.
Absent 3-5 days will have 6 school days to make up work.
Absent 6+ days will talk with the teacher to establish a date for the work to be completed.
11. Homework will not count for more than 10% of the nine-week grade period.

12. Students may make up work missed during a suspension at the discretion of the principal.

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.

Honor Roll

Students in grades 4-12 earn a place on the A Honor Roll or the AB Honor Roll based on nine weeks grades. No grades of U or N are acceptable to achieve Honor Roll. Handwriting grades are not considered in awarding Honor Roll.

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

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>.

Retention

- At the end of the third nine-week period, each teacher will compile a list of students that are in danger of failing the class for the year.
- Teachers will send a letter home to the parents of students on the Possible Failure list.
- The principal will have the authority to make the final decision based upon the promotion policy.
- A list of students to be retained will be forwarded to the Director of Instruction by June 1. Students whose retention status will be determined after summer school attendance will be noted on the list.

Teacher Web Pages

Students are encouraged to use the Staunton River webpage to access teacher's web pages to obtain assignments and class information at bedford.k12.va.us/srhs.

III. Disciplinary Actions

The goal of discipline is to prevent behavior problems in a proactive way. This can be accomplished through clear rules and consequences and avoidance of power struggles. Decision-making skills and anger management should be modeled for students by staff members. Opportunities should be provided for students to learn ways to solve problems in a non-violent, positive, and productive manner. Frequent contact between the school and home is encouraged to promote home/school communication and help prevent student misconduct.

Code of Student Conduct

The Code of Student Conduct specifically outlines ten major categories of behavior and states subsequent consequences that may occur as a result of misconduct. A student will have the right of due process when referred to the principal's office. This entitles the student to tell his/her version of the accusation of misconduct that has been cited. After hearing the different descriptions cited in the referral, the principal (or designee) determines if any infraction of school rules has occurred.

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) | ISS |
| Fighting (serious) | 3 days OSS and possible criminal charges, 2 weeks of ECP |
| 2 nd Fighting offense | 5 days OSS, 4 weeks of ECP |
| 3 rd Fighting offense | OSS to Discipline Review Officer |
| <u>Conduct Endangering Self or Others</u> | |
| Physical Abuse | |
| Inciting a Fight | |
| Fighting | |
| Assault (Physical or Sexual) | One or more of the following may apply: |
| Threats | OSS (required for crime / violence) |
| Extortion | OSS to Discipline Review Officer |
| Bullying | Involvement of law enforcement |
| Hazing | |
| Sexual Harassment | |
| Stalking | |
| Gang Related Activities | |
| Gross Insubordination | |

**Dangerous Objects,
Firearms, Explosives,
Arson**

Student conference / confiscation / parent contact / ISS, OSS, or OSS to Discipline Review Officer / SRO notification and possible criminal charges

Defiance of Authority

1st Offense 1 day OSS
2nd Offense 2 days OSS
3rd Offense 3 days OSS
4th Offense OSS to Discipline Review Officer

Display of Affection

1st Offense Conference / parent contact
2nd Offense After School Detention / parent contact
3rd Offense 1 day ISS
4th Offense 1 day OSS

**Disruptive Behavior
(classroom)**

Failure to follow
rules/regulations
Intentional disruptions

1st Referral ISS for one class period
2nd Referral ISS all day
3rd Referral Saturday school
4th Referral OSS

Horseplay, running in
hallways, Out of place
during lunch

1st Referral Detention
2nd Referral Saturday school
3rd Referral 2 Saturday schools

**Disruptive Behavior
(ISS)**

Failure to follow
rules/regulations
Intentional disruptions

OSS 1 day and student will complete time assigned in ISS

Dress Code

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

**Inappropriate Electronic
Devices**

1st Offense Confiscation – parent pick up
2nd Offense 1 day ISS – confiscation & parent pick up
3rd Offense 1 day OSS – loss of privilege to have

| | |
|---|---|
| Refusal to give up device | electronic device 1 to 3 days OSS and loss of privilege to have device |
| <u>Integrity</u> | |
| 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 |
| <u>Forged Note</u> | |
| | ISS |
| <u>Profanity / Obscenity</u> | |
| 1 st Referral / minor | 1 day ISS |
| 2 nd Referral / minor | 1 day OSS |
| 1 st Referral / major | 1 day OSS |
| 2 nd Referral / major | 2 days OSS |
| Profanity directed at a teacher | 3 days OSS |
| 2 nd Referral | OSS to Discipline Review Officer |
| <u>Skipping (off grounds)</u> | |
| 1 st Referral | 1 day ISS |
| 2 nd Referral | 2 day ISS, driving revoked 1 week |
| 3 rd Referral | 1 day Saturday school, driving revoked 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, (10 hours community service) |
| <u>Tardy</u> | |
| 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 |
| <u>Theft</u> | |
| Stealing from school, staff, student, or vehicle | OSS and restitution |

Tobacco Products

| | |
|-------------------------|--|
| 1 st Offense | Conference / ISS / Community Service |
| 2 nd Offense | Conference / 1 day OSS / referred to SRO (required) |
| 3 rd Offense | Conference / 3 days OSS / conference with principal, parent & discipline review officer / referred to SRO (required) |
| 4 th Offense | OSS to Discipline Review Officer / referred to SRO (required) |

Vandalism

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 before or after school detention. Please reference each teacher's syllabus for classroom procedures and consequences. Students must provide their own transportation. 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 after school events.

Formal Removal of Students from Class by Teacher

All teachers may always send a disruptive student to the office. Also, teachers shall have the initial authority to remove students from class for severe and continuous disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing environment. Prior to the removal of a student from class under this policy 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 and
- 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

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 ISS as a disciplinary action. General school rules still apply along with no talking, no sleeping, no food or drink, no electronic devices, 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.

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, see the Athletic Director.

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 the event requires). Any student staying after school should take all necessary books and belongings to the activity area. Student should remain with their coach, teacher, or sponsor until their ride comes or the activity bus arrives.

Assemblies

Students are required to attend all assemblies unless specifically excused by the 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.

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 teams.

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

The 2011-2012 Group AA Blue Ridge District member schools are:

Alleghany High School

Lord Botetourt High School

Northside High School

Staunton River High School

William Byrd High School

Conferencing with Other School Officials

When a coach feels the need to hold a conference with an athlete along with an administrator and the athletic director, even when a suspension of more than one week is not assigned, the parents of the athlete will be contacted and given the

opportunity to attend the meeting. The student will also be allowed to invite a school counselor of his or her choice to be a part of the meeting.

Head Coaches and Sponsors

Fall Sports

| | |
|----------------------|-------------------|
| Competition Cheer | TBA |
| Cross Country | Mr. Joe Hubble |
| Football | Mr. Chuck Poston |
| Golf | Mr. Ronnie Turner |
| Varsity Cheerleaders | Mrs. Peggy Stump |
| Volleyball | Mr. Rich Northrup |

Winter Sports

| | |
|--------------------|--------------------|
| Boys Basketball | Mr. Brandon Harris |
| Cheerleaders | TBA |
| Girls Basketball | Mrs. Kim Jones |
| Indoor Boys Track | Mr. Joe Curcio |
| Indoor Girls Track | Mr. Kenny Waldron |
| Swimming | Mrs. Rachel Leigh |
| Wrestling | Mr. Ronnie Long |

Spring Sports

| | |
|---------------------|-------------------|
| Baseball | Mr. Brian Divers |
| Boys Soccer | TBA |
| Boys Tennis | Mr. Chad Proctor |
| Girls Soccer | Mr. Kenneth Young |
| Girls Tennis | TBA |
| Outdoor Boys Track | Mr. Joe Curcio |
| Outdoor Girls Track | Mr. Kenny Waldron |
| Softball | Mr. Donald Dellis |

Sponsors

| | |
|--------------------------------|----------------------------|
| ACE | Jennifer Boyd |
| Athletic Trainer | James Kirk |
| Athletic/Activities Director | TBA |
| Band Director | Mr. Kevin Reamey |
| Assistant Band Director | Mr. Thomas Gaylen |
| Debate | Mr. Shawn Tickle |
| Driver's Education Coordinator | Mrs. Dot Wolfe |
| Forensics Coach | Ms. Kristin Cunningham |
| Gifted Coordinator | Mrs. Becky McQueen |
| Literary Magazine | Mrs. Hubble and Mrs. Given |
| National Honor Society | Ms. Elizabeth Hughes |
| SCA | Mrs. Lisa Butler |
| SCT Coordinator | Mrs. Lisa Butler |
| Yearbook | 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 programs. A physical form may be picked up in the main office or downloaded from the SRHS website (www.eageleshome.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 2011-2012 school year may be dated no earlier than May 1, 2011.
- Submit a complete Parental Consent Verification/Emergency Information Card.

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 Bridge School will not be allowed to practice or participate in extracurricular activities while assigned to the Bridge School.
- Any student found to have possession of drugs or alcohol while on school grounds or at any school function, home or away, will be suspended to the school superintendent and may be given a suspension from school for 365 days by the Bedford County School Board.
- 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.

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 student and are signed up on the guest list. 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.
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.

V. POLICIES AND PROCEDURES

Acceptable Computer Use Policy

Each teacher, administrator, student, and parent/guardian of each student shall sign the "Acceptable Computer System Use Agreement" before using the Division's computer system in accordance with School Board Policy IIBEA.

Signed Computer System Use Agreements must be returned to the school by Friday, August 26, 2011. Students without a signed computer system use agreement on file will not be permitted to use the computer system at Staunton River High School. The failure of any student, teacher, or administrator to follow the terms of the aforementioned agreement, this policy, or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation, and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printer, CD-ROM devices, tape drivers, servers, mainframe and personal computers, the Internet, and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research or (2) for legitimate school business. Use of the computer system is a privilege, not a right. The Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics, and protocol for the computer system, including the prohibition of illegal materials, prevention of access to material harmful to juveniles, and measures to enforce this policy and regulation. Any communication or materials used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The Division's computer system is not a public forum.

The School Board is not responsible for any information that may be lost, damaged, or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for the unauthorized charges or fees resulting from access to the computer system. The Superintendent shall submit to the Virginia Department of Education this policy and accompanying regulations biennially.

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 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 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).

(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

Students are encouraged to use the school water fountains. In addition, students may drink water purchased at school or brought from home in clear plastic water bottles. Soda bottles, squeeze bottles, coffee cups, plastic cups, etc. are unacceptable. Water bottles are not to be visible and water is not to be consumed in the classrooms, library, and auditorium. Before entering these areas, students must put their water bottles in their book bags. Students must make sure lids to their bottled water are secure as they will be responsible for any water damage to textbooks. Students are expected to throw all empty water 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/Threats/Intimidating Behaviors

Bullying or intimidating others is unacceptable. **Bullying is repeated negative behaviors intended to frighten or cause harm and may include but are not limited to, verbal or written threats or physical harm.** Threats of harm to students and/or staff will be treated severely in accordance with Bedford County Public Schools Code of Student Conduct. Principals must report violent acts, stalking and other criminal acts to law enforcement. Parents may contact law enforcement for further information. School employees or volunteers reporting in good faith to the appropriate school official any alleged acts of bullying or crimes has immunity from civil damages. It is a Class 6 Felony to write a threat, signed or unsigned, in which it contains a threat to kill or do bodily injury to an individual or member of his/her family. It is a Class I Misdemeanor if the communication is oral and contains a threat to kill or do bodily harm to an individual or school employee and occurs on the school bus, school property, or during a school sponsored activity.

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 | \$1.00 |
| Student | Reduced | \$0.30 |
| Adult | | \$1.25 |

Lunch Prices:

| | | |
|---------|------------|--------|
| Student | Full Price | \$2.05 |
| Student | Reduced | \$0.40 |
| Adult | | \$2.50 |

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 the 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. A prescription bottle acts as the physician's order for prescription medicine. 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 only) on school buses with the approval of a parent/guardian, physician, and school. Students are not allowed to carry any medications with them with the exception of medical orders for inhaler, epi-pen, or diabetes management.
- Provide proper paperwork requesting that their child be allowed to carry on their person; 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. Herbal remedies, 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 physicians signature on the required form. 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.

Crisis Management Plan

SRHS has developed a Crisis Management Plan that is updated yearly and is submitted to the School Board Office for review. A school safety audit is also performed each year by visiting Bedford County administrators.

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, all areas entering the building will be secured and 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

Directory information includes student names, addresses, and telephone numbers. If parents do not want Staunton River High School to release their child's directory information to various groups (e.g. class officers, the PTSA, institutions of higher education, and the United States Branches of the Armed Services), they should contact the guidance office. An "Opt-Out" form will be provided for the release of directory information.

Display of Affection

The only display of affection that is accepted between couples 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, 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
- 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
- Leggings/Jeggings without a dress, skirt, or shorts
- Oversized clothing that causes sagging pants, skirts, shorts, or skorts
- Trench coats
- 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)
- Wallet Chains that exceed six inches
- *Note: Shoes must be worn at all times*

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 superintendent and/or court intervention through the school resource officer.

Electronic Devices and Cell Phones

Due to the use of the latest technology such as picture phones and text messaging, it has become necessary to restrict the use of cell phones and all other electronic devices during the school day. Devices such as walkmans, radios, MP3 players, CD players, pagers and cell phones may be possessed on school grounds as long as they do not interrupt instruction. **They must not be used or be audible or visible between the hours of 8:30 a.m. until 3:35 p.m.** The use of these devices during lunch and in the restrooms is not permitted. Please refer to the discipline section of the handbook for information regarding consequences for violating this policy. Students who wish to make emergency calls during the school day to their parents are to use the student phone in Office 211.

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

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.
- 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 not 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. Radio and TV stations are notified as soon as a decision is made. 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 Mrs. Verhoeff. During the school day, the student should first secure a hall pass from the teacher of the next class period, before reporting to Mrs. Verhoeff.

- 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. 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.

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.

Parking Information

| Parking Lot Name | Location of Parking Lot | Description |
|-------------------------|--------------------------------|---|
| Parking Lot A | Between SRHS and SRMS | <ul style="list-style-type: none"> • Teacher Parking |
| Parking Lot B | In Front of Building 3 | <ul style="list-style-type: none"> • Administrative Parking • Visitor Parking |
| Parking Lot C | Next to Building 5 | <ul style="list-style-type: none"> • Student Parking • Teacher Parking |
| Parking Lot D | Behind Auditorium | <ul style="list-style-type: none"> • 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 main 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 \$20 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 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 away 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. Student drivers are not to use the bus service road during the hours of 8:15 a.m. through 4:00 p.m.
17. 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.*

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 Discrimination Grievance Procedure

The following guidelines have been established as a local Grievance Procedure for prompt and equitable resolution of both employee and student complaints of sexual discrimination in the Public Schools of Bedford County:

Step 1. In the event that a student, parent, or employee believes that there is a basis for a grievance that could not be handled at the local level, he/she shall present the alleged grievance, in writing and on a standard form supplied by the Director of Personnel Services, to the Director of Personnel Services or appropriate principal within twenty days after its occurrence.

Step 2. If the action of Step 1 fails to resolve the grievance to the satisfaction of the affected party, the aggrieved shall, within five working days, submit such grievance in writing to the Superintendent for his resolution. The superintendent shall reply in writing within five working days after the initial presentation of the grievance.

Step 3. If the action of Step 2 fails to resolve the grievance to the satisfaction of the affected party, the aggrieved shall, within five working days, submit such grievances to the school board for resolution.

The Board shall review the grievances and hold a hearing, if necessary, no later than the next regular meeting day. The Board will reply to the grievances in writing fifteen days thereafter, and the decision of the Board shall be final.

Sexual Harassment

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 student 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.

Signs and Posters

Students must obtain permission from the activities director and principal before any materials, posters, or signs may be posted in the school. 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.

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 for any reason during the instructional day, 8:30 a.m. until 3:35 p.m., is prohibited.

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.

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."

Work Permits

Students who are under the age of 16 must obtain an Employment Certificate (work permit) before beginning a job. An Intention to Employ card must be presented by the minor to the Issuing Officer, along with the parent/guardian permission form and proof of age before an employment certificate will be issued. Please see the Registrar for these forms. Please follow this process:

- Obtain An Intent to Employ Form from the Registrar (room 303).
- Return to the guidance office with a parent/guardian.
- Bring your original birth certificate with you.
- The Issuing Officer will provide the permission form to the parent/guardian.
- Only after the Intent to Employ and Parent Permission forms are complete, can an Employment Certificate be issued.

If the school registrar is not available, Employment Certificates may be obtained if you take all documents listed above to LHS, JFHS, or BCPS Transportation Department (310 S. Bridge Street, Bedford, Virginia).

V. SERVICES AND PROGRAMS

Class Officers

Senior Class Officers 2011-2012

President

Mychael Smith

Vice President

Claire Folks

Junior Class Officers 2011-2012

President

Eryn Campbell

Sophomore Class Officers 2011-2012

President

Jimmy Moore

Vice President

David Dutilly

Secretary/Treasurer

Michael Coudoures

Freshman Class Officers 2011-2012

Freshman Officers will be elected during first semester

Class Sponsors

Senior Class Sponsors

TBA

Junior Class Sponsors

TBA

Sophomore Class Sponsor

TBA

Freshman Class Sponsor

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

Disc Golf Club

Drama

Eagle News Club

Future Business Leaders of America (FBLA)

Family, Career and Community Leaders (FCCLA)

Fellowship of Christian Athletes (FCA)
French Club
Future Farmers of America (FFA)
Gentlemen by Choice
German Club
Kenya Connections Club
Key Club
Latin Club
Living Green Club
National Honor Society (NHS)
Skills USA
Student Council Association (SCA)
Spanish Club
Technology Student Association (TSA)
Varsity Club
YOVASO

National Honor Society

The National Honor Society has as its purpose 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 3.35 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.

Student Council Association Officers 2011-2012

| | |
|---------------------|--------------------|
| President | Jill Ferguson |
| Vice President | Hannah Phillips |
| Secretary/Treasurer | Clarissa Whitehead |
| Reporter/Historian | Michaela Toney |

Driver's Education

Multiple Car Range Instructional Program for Bedford County Public School Students - "Behind the Wheel" (Admission Requirements):

- Students must have a valid learner's permit. The minimum age for applicants is 15 years.
- 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 \$185 driver education fee in advance.
- 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 the guidance program is to assist the students individually or in group situations in acquiring the attitudes, information, and understanding needed to make wise decisions which may affect the remainder of their lives. Students are urged to consult with the counselors for conferences whenever they desire to do so. The conferences are designed to assist students in decision making skills.

Admission Policy – Bedford County Residency

A parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student lives. All students attending Bedford County Public Schools must live with a parent or legal guardian residing in Bedford County or must reside with a parent or legal guardian who owns property in Bedford County.

HB1443 Admission Policy & Public School Enrollment Policy SB270HB1443 –

This policy ensure that students whose parents are deployed outside the United States will continue to be admitted to public schools in the Commonwealth without tuition. This bill provides for admission to the public schools of any person living with an individual who is defined as a parent, not solely for school purposes, pursuant to a special power of attorney executed by a custodial parent as provided in federal law while the custodial parent is deployed outside the United States as a member of the Virginia National Guard or as a member of the United States Armed Forces. The bill also assures that the student will not be charged tuition because of being placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of

the custodial parent and that the student will, when practicable, have the option to continue to attend school in which he/she was enrolled while residing with his/her custodial parent. SB270 – This policy revises provisions addressing the public school enrollment of homeless children to reflect the definitions and requirements set forth in the federal McKinney-Vento Homeless Education Assistance Improvements Act of 2001 law that is included in the federal No Child Left Behind Act (NCLB). School divisions are to coordinate the provision of services to such homeless students with relevant local social services agencies and other agencies and programs providing services to such students and with other school divisions as may be necessary to resolve interdivisional issues. This measure also provides that superintendent cannot exclude from school attendance those homeless children who do not provide the requisite health or immunization information required of other students. However, the students must be immediately referred to the local school division liaison that is required to assist the student in obtaining the necessary physical examinations or proof of completion of immunizations.

Alternate Education/GED Classes

Alternate Education is available for students sixteen years of age or older. A TABE 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 Liberty High School from 1:30 p.m. to 6:30 p.m. daily.

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 write for applications and, if desired, financial aid forms early in the fall of the senior year.
- Students should complete their part of the application and mail it with any fees to the college (or give the completed forms to the counselor to mail with a transcript).
- Students should acquire the necessary forms for teacher or counselor recommendations and give them to those who have agreed to write recommendations, along with addressed, stamped envelopes. Students should make all requests for recommendations early enough to allow teachers or counselors ample time to prepare the recommendation.
- Students should request that the Counseling Office send a transcript of their educational records. Requests should be made prior to December 31. For current students, the first five transcripts will be sent free of charge, and a \$4.00 processing fee will be charged for each additional request.

Counseling Services

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 problems they may encounter, and such matters are treated as confidential. The counseling services offered to students are:

1. Assistance in planning the high school program
2. Assistance in planning for college
3. Assistance in career planning
4. Counseling for students who need assistance with personal problems
5. Testing

The counseling department is located in the main office. Students may request a conference by signing the appointment book outside the counselor's door or 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.

Enrollment/Withdrawal Procedures

To enroll a student in school, a meeting with the registrar is required. The student will be given an enrollment packet with information for the parent/guardian to complete and return. A Release of Information request form to the former school is also required. A counselor will create a schedule with the student and notify the textbook administrator for textbooks.

If a student is withdrawing, he/she needs to see the registrar to receive a withdrawal form. This form must be signed by the parent/guardian, teachers, librarian, attendance secretary, guidance counselor, and textbook administrator. The form must be returned to the registrar for verification and the original will be given to the student to take to the next school. The transfer school will write an official request for school records to be sent.

Schedule Changes

The master schedule has been designed on the basis of student requests and needs; therefore, teachers have been assigned teaching loads and duties based upon student requests. Schedule changes should have been addressed in the summer. 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 guidance, faculty, and final approval from the principal.

SOL Remediation Program

A remediation program for students who fail a 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 Guidance Office. All students will have a cumulative folder that is housed in their base school. Many students will have confidential folders housed in the central office with copies 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 *2011-2012 Bedford County Public Schools High School Program of Studies* for additional information regarding Student Records.

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. Specific test dates and deadlines will be announced and posted in the Counseling Office.
5. American College Tests (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, the VASS Grant covers this fee for certain eligible students. Please discuss this option with a counselor to determine eligibility.

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 School Counseling Office and must be signed by a parent/guardian if the student is under 18 years of age.

Withdrawing or Adding Courses

Students shall be counseled about their choices for classes and the limitations of 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 end of the sixth week of school (after receiving one interim report) with principal approval. Any courses dropped after the drop/add period will receive a “Withdrawn-Passing” or “Withdrawn-Failing” status on the student transcript.

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 7:45 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 7:45 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.
- Food and drinks are not permitted in the library. A water fountain is available.
- Copies are \$0.10 per page.
- Misuse of the library or failure to follow rules and procedures may result in the loss of library privileges.

Parent-Teacher-Student Association (PTSA)

2011-2012 PTSA Officers

President

Mrs. Cindy Parker

Vice President

Mrs. Jamie Toney

Secretary

Mrs. Chanin Gottschalk

Treasurer

Mrs. Debbie Simmons

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 2012 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 | Ms. Michelle Morgan |
| Assistant Principal | Mr. Josh Cornett |
| Assistant Principal | Mrs. Dawn Verhoeff |
| Athletic & Activities Director | TBA |
| Bookkeeper | Mrs. Debbie Mann |
| Attendance Clerk | Mrs. Ronda Crouch |
| Secretary | Mrs. Vivian Sinram |
| Secretary | Mrs. Rebecca Updike |

Guidance

| | |
|---------------------|---------------------|
| Counseling Director | Mr. Don Wilson |
| Counselor | Mrs. Margaret Mills |
| Counselor | Ms. Eileen Nealy |
| Guidance Clerk | Mrs. Jamie Toney |
| Registrar | Ms. Patty Stanley |

Faculty and Staff

| | |
|------------------------------|------------------------|
| Agriculture | Mrs. Diane Poole |
| Agriculture | Mrs. Clare Robertson |
| Art | Mr. Joseph Curcio |
| Art | Mrs. Susan Hubble |
| Band | Mr. Kevin Reamey |
| Business/Computers | Mr. Harry Martin |
| Business | Mr. Brad Farr |
| Career & Technical Education | Mr. Robert Morris |
| Chorus | Ms. Nicole Bonfiglio |
| Drama/Theatre Production | Mrs. Sherri Given |
| English | Mr. Allen Brown |
| English | Ms. Kristin Cunningham |
| English | Ms. B.J. Daniel |
| English | Ms. Caris Jonas |
| English | TBA |

| | |
|--------------------------------|-------------------------|
| English | Mrs. Shannon May |
| English | Mr. Neal Mustard |
| English | Mr. Chuck Poston |
| English | Mrs. Shannon Thomas |
| English | Mr. Shawn Tickle |
| Family and Consumer Sciences | Ms. Jennifer Hall |
| Family and Consumer Sciences | Mrs. Kelly Millard |
| Foreign Language | Mrs. Jennifer Boyd |
| Foreign Language | Mrs. Lisa Butler |
| Foreign Language | Mrs. Karla Kurtz |
| Foreign Language | TBA |
| Foreign Language | Mrs. Rebecca McQueen |
| Foreign Language | TBA |
| Health/PE | Mr. Barry Gordon |
| Health/PE | Mrs. Rebecca Jones |
| Health/PE and Athletic Trainer | Mr. James Kirk |
| Health/PE | Mr. Ron Long |
| Health/PE | Mr. Andrew Sheldrake |
| Health/PE | Mrs. Dorothy Wolfe |
| Information Tech | Mr. Joshua Montgomery |
| ISS Coordinator | TBA |
| Librarian | Mrs. Leigh Ann Ellis |
| Librarian | Ms. Stella Osborne |
| Library Clerk | Mrs. Marsha Sheinman |
| Mathematics | Ms. Amy Brinkman |
| Mathematics | Mr. James Ellis |
| Mathematics | Mrs. Kim Emory |
| Mathematics | Mrs. Cindy Gillespie |
| Mathematics | Mr. Tom Houser |
| Mathematics | Mr. Lane O'Brien |
| Mathematics | Mrs. Heather Overstreet |
| Mathematics | Mr. Glen Reinhart |
| Mathematics | Mr. Robert Sowder |
| Mathematics | Mr. George Waldron |
| Nurse | Mrs. Linda Curcio |
| Nurse | Mrs. Patricia Kirtley |
| Science | Mrs. Elizabeth Hughes |
| Science | Mrs. Renee Loy |
| Science | Mrs. Eleonor Mangoma |
| Science | Mr. Steve Perry |
| Science | Mr. Rich Northrup |
| Science | Mrs. Elizabeth Witt |
| Science | TBA |
| Science | TBA |
| Science | TBA |
| Social Studies | Mr. Chris Bryant |
| Social Studies | Mr. Stuart Gibbs |
| Social Studies | Mr. Brandon Harris |
| Social Studies | Mr. Joseph Hubble |
| Social Studies | Mr. Thomas Karnes |

Social Studies
Social Studies
Social Studies
Special Education
Special Education
Special Education
Special Education
Special Education
Special Education
Special Education
Special Education
Special Education
Special Education
Special Education
Special Education
Special Education Aide
Special Education Aide
Special Education Aide
Special Education Aide
Special Education Aide
Technology Education
Technology Education
Technology Education
Testing Coordinator

Mr. Russell Lomax
Mr. Shawn Morton
Mrs. Teresa Sigmon
Mr. David Forbes
Ms. Jennifer M. Hall
Mrs. Melinda Holley
Ms. Diane Hobson
Mrs. Carole Kardian
Mr. Brian Keesee
Mrs. Laura Kohout
Mrs. Donna Meyerhoeffer
Mr. Chad Proctor
Mrs. Anna Watkins
Mr. Matthew Winquist
TBA
Ms. Jeanna Carr
Ms. Delores Harris
Mrs. Crystal Poston
Mrs. Patricia Starks
Mr. Bill Boyer
Mr. Herb Scull
Mr. Robert Smith
Mrs. Mary Ellen Collier

Custodians

Lead Custodian
Custodian
Custodian
Custodian
Custodian
Custodian

Mr. Steve Bryant
Mr. Harold Campbell
Mr. Brandon Crouch
Mr. David Darby
Mr. Andrew Payne
Mrs. Margaret Brough Ross

Cafeteria Workers

Cafeteria Manager
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker

Mrs. Phyllis Coles
Mrs. Joyce Blake
Ms. Carolyn Cole
Ms. Frances McCormack
Ms. Sharon Newman
Mrs. Blanch Perdue
Mrs. Margaret Sperazza
Ms. Joyce Terry
Mrs. Mary Wilson