

# MONELISON MIDDLE SCHOOL

Home of the Trojans



## STUDENT HANDBOOK

2023- 2024

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Welcome to a new school year! The Monelison staff looks forward to working with you throughout the 2023-2024 academic year. To prepare for success, we ask that students and parents/guardians carefully read all of the information in this section of the student handbook. With focus and determination, we will achieve excellence, one student at a time.

### **MISSION STATEMENT**

The mission of Monelison Middle School is to provide a rigorous education in a positive atmosphere that challenges all individuals to achieve their full potential.

### **VISION STATEMENT**

Monelison Middle School is a community where students are provided engaging educational opportunities to become high achieving citizens.

## **BE KIND, WORK HARD**

### **ACTIVITIES**

School rules and regulations are in effect for all activities, including assemblies and field trips. **Students must attend school on the day of an activity in order to participate.** Exceptions may be granted, in cases such as medical appointments, with an administrator's approval. Students who have violated school or team regulations or who have not completed their school work may be restricted from activities.

### **AFTER SCHOOL PROCEDURES**

The following procedures have been developed to ensure the safety and well-being of all Monelison Middle School students. Everyone's cooperation and support in implementing these procedures is appreciated.

1. Students may not remain after school for games or other events unless the event begins immediately after dismissal. Students must go home as usual and return at the appropriate time.
2. Students may not be inside the school building after school hours unless they are directly supervised by school personnel.
3. Students will not be supervised after school unless they are attending or participating in a school-sponsored activity. Parents are requested to pick up their child on time from such activities as they cannot be left unsupervised. Pick up times will be announced in advance. Students who are frequently late may be restricted from participation in after school events.
4. Students may not stay after school to use school facilities.
5. Students may not attend after school practices as spectators unless accompanied by a parent or guardian.
6. Students with poor discipline records will not be permitted to attend after school activities.

### **AMHERST COUNTY HIGH SCHOOL**

Middle school students are encouraged to attend sporting events at the Amherst County High School. Students are required to be accompanied by a parent or by a sibling who is enrolled at Amherst County High School.

### **ATHLETICS**

The following expectations have been established for students who participate in athletic programs at Monelison Middle School. These expectations will be used as guidelines for students in order that they have a successful academic and athletic experience. Through participation in sports at Monelison Middle School, students will learn self-discipline and skills that will benefit them in their school and personal life.

1. Students must have an overall grade point average of 2.0 on the first day of tryouts and maintain a 2.0 or better in during the athletic season.
2. Grades will be checked on interim reports and the last day of the nine weeks grading period.
3. Students who do not meet the grade requirement will be placed on academic probation.
4. Academic probation will last until the end of the grading period or next interim reporting period whichever comes first. During this period, the student and coach will work together to schedule support time with the classroom teacher of academic concern. The student may participate in practice and games during this period.
5. If during this period, the student has brought his/her grade up to meet the academic requirements, the student may end his/her probationary period.
6. If after this period, the student still has not met academic requirements he/she will continue on academic probation and be allowed to participate in practice, but not play in games. During this period, the student and coach will work together to schedule support time with the classroom teacher of academic concern.
7. If after this period, the student still has not met academic requirements needed to be eligible to play, he/she will be removed from the team and will be ineligible to play for the remainder of the season.
8. Coaches will use weekly grade sheets to monitor academic progress throughout the season. Coaches will contact the parents of student athletes who are in danger of becoming academically ineligible to play. Weekly grade sheets will be used to monitor the need for academic support that a coach may need to put in place for those students who are having difficulty in the classroom.
9. Anytime a student is on academic probation, the student must attend the support time to be able to practice, play or remain a part of the team.
10. In order to participate in any athletic sporting team, students must have a valid VHSL physical.

## **ATTENDANCE**

### **STUDENT ABSENCES/EXCUSES/DISMISSALS**

#### When absent:

- A note must be turned in within **2 days** of absence
- Obtain a physician's written excuse for medically related absences-MOST HELPFUL
- Parent Notes are accepted
  - Provide the student's full name, dates of absence(s), and reason for absence
  - Only 10 parent notes are accepted per school year.
  - A letter will be mailed home once 10 parent notes have been received. From this point forward, a doctor's note will be required
- Notes can be written on paper OR emailed to Mrs. Karey Garrison OR Heath Cockerham
  - [kgarrison@amherst.k12.va.us](mailto:kgarrison@amherst.k12.va.us)
  - [hcockerham@amherst.k12.va.us](mailto:hcockerham@amherst.k12.va.us)

Students are responsible for making up missed work. Students can utilize their online resources to complete make-up work and communicate with teachers.

#### ATTENDANCE PROCEDURES

- After 3 unexcused absences-the parent/guardian will receive a phone call from a member of the Attendance Team
- After 5 unexcused absences-an Attendance Review Meeting (ARM) will be held, and an attendance plan will be created.
- A referral will be made to the Attendance Officer during the subsequent unexcused absence following the ARM.
- Referral to the Amherst County Interagency Truancy Review Team if the student receives 10+ unexcused absences
- All subsequent unexcused absences from this point forward will be handled in the Juvenile and Domestic Relations Court.
- The Virginia State School Laws recognize only the following as legitimate excuses for absences from school. The only excuses for absences that will be deemed acceptable are:
  - Illness, if over two days, the school may require a note from the doctor;
  - Scheduled or emergency medical or dental appointments;
  - Court appearances;

- Death in the family;
- Religious holidays;
- Field trips;
- School-related activities;
- Extenuating circumstances which are determined by the school.

In order for vacations to be considered excused with permission to make up the work missed, absences must be arranged a minimum of 10 school days in advance with the principal and will be considered on an individual basis.

### **BALANCED ASSESSMENT PLAN**

According to the Code of Virginia, all students (grades 3-8 and high school) in Virginia Public Schools are required to be assessed in certain academic areas through Standards of Learning (SOL) Assessments. Parents may find more information about these assessments and others, as well as a sample SOL opt-out form in the ACPS Balanced Assessment Plan available on the division website under Assessment.

### **BUS PASSES**

Bus passes will be issued only with written permission from a parent or guardian. All notes must be turned in to the main office before 11:30 am.

**CAFETERIA** - Students are expected to enter and exit the cafeteria in an orderly manner. Students enjoying meals prepared by our cafeteria are asked to wait in the service line in single file and maintain. Proper table manners are expected. We do not allow parents to eat lunch in the cafeteria during school hours.

**CAR RIDERS** - Car riders are to be dropped off and picked up in the front of the building. The right hand lane beside the sidewalk is the drop off and pick up area. Students are not to get into cars that are in the center lane. Drivers should pull into the right hand lane as far forward as possible and then have students exit onto the sidewalk. Students may exit anywhere along the sidewalk and are not limited to the area by the school doors. **Students are not to be dropped off or picked up near the teacher's parking lot.** To avoid students being counted tardy, drop-off times are from 7:30 to 7:55 AM. **\*Students will not be allowed in the building before 7:30 AM.**

**CELLULAR PHONES AND ELECTRONIC DEVICES** - While cell phones and electronic devices can be a source of convenience, they may also disrupt or undermine the educational process. It is the expectation that electronics are to remain off and in the students' bookbag until they exit the building at the end of the school day. **Students staying for after-school activities are permitted to use their cell phones after 3:00 pm at appropriate times as directed by the faculty/staff member who is in charge of their activity. All emergency calls must be handled through the main office.**

The use of cell phones and any electronic device that can photograph or record is strictly forbidden at any time in private areas including locker rooms, restrooms, dressing areas, classrooms and offices. Such use may also be in violation of the criminal code. Students who refuse to give their cell phones to a staff member upon request may receive disciplinary action.

The following consequences have been established for students failing to follow the cell phone policy. The corrective actions below have been provided to assist administrators in selecting an appropriate combination of consequences; the list is not intended as a step-by-step process to be followed for each case.

- 1<sup>st</sup> offense – Warning
- 2<sup>nd</sup> offense – The student will be assigned one day of in-school suspension and the cell phone will be confiscated and returned to the student at the end of 7<sup>th</sup> period.
- 3<sup>rd</sup> offense - The student will be assigned two days of in-school suspension and the cell phone will be confiscated and returned to the student at the end of 7th period
- 4<sup>th</sup> and subsequent offenses –The student will receive 1 day of Alternate Suspension. The cell phone will be confiscated and returned to the student at the end of 7th period.

### **BUS CELL PHONE POLICY**

1. Students must use earphones/earbuds when listening to music, videos, etc. while on the bus.

2. Earphones/earbuds are not to be worn when entering, exiting, or walking to and from the bus.
3. Students are not allowed to make phone calls, record images or sound, or take pictures.
4. Students are not allowed to view inappropriate materials; all content must be within the guidelines of the ACPS Acceptable Use Policy.

*\*The phrase "cell phone" refers to all communication devices that can send, receive, photograph, and record. Cellular phone use includes having the cell phone/smart watches, etc., turned on and/or ringing, text messages, and viewing/taking photographs. Final interpretation of the cell phone policy rests with the building principal.*

*\*\* Students NEVER have permission to post the image, photo, or video of an ACPS student or employee on the internet.*

## **CHROMEBOOK CARE**

To clean your Chromebook:

- Shut down and power off Chromebook. Use a dry, clean microfiber cloth to wipe it.
- If there is still dirt, use a small amount of water (very lightly damp) and wipe the Chromebook.
- If dirt persists, use a small amount of water with one small drop of dish soap, very lightly dampen a wipe, and wipe the Chromebook.

Chromebooks should remain in the cases provided to students to provide protection during normal use and transporting to and from school

Lost or accidental damage requiring repair = \$50

Lost or damaged Charger/Case = \$10

## **CLINIC**

The clinic is supervised by a Registered Nurse, and is located in the hall next to the guidance office. **For student safety, if a student feels ill, he/she must go to the clinic for assessment and the nurse will call home. Calling home without the nurse's knowledge will result in a cell phone violation.** When the nurse is not there, he/she should report to the secretary in the main office. The student needs verbal permission and a pass from his/her teacher prior to reporting to the office or clinic. For medications that are taken regularly, students will be assigned an appointment time they must keep to take their medication.

## **COUNSELORS**

The school counseling department at Monelison Middle School is accessible to everyone. Professional school counselors are available to help students with such topics as personal problems, school problems, academic counseling, and career choices. Students needing to talk to a counselor are asked to complete the self-referral form and request an appointment. The school counselors will then reach out to the student and follow up.

## **DANCES**

Student participation in dances and other activities is a privilege. Students with an Out-of-School Suspension (or assigned to the Alternative Suspension Center) within the 30 school days prior to a dance will not be allowed to attend. Students who have had 2 or more referrals within the 30 school days prior to an upcoming dance will not be permitted to attend. **Students must be present at school on the day of the dance in order to participate.**

## **DISTRIBUTION OF OUTSIDE COMMUNICATIONS IN THE SCHOOL**

Notices announcing events or relating to non-school sponsored organizations must have the superintendent's approval before they will be allowed to be distributed in the school.

## **DRESS GUIDELINES**

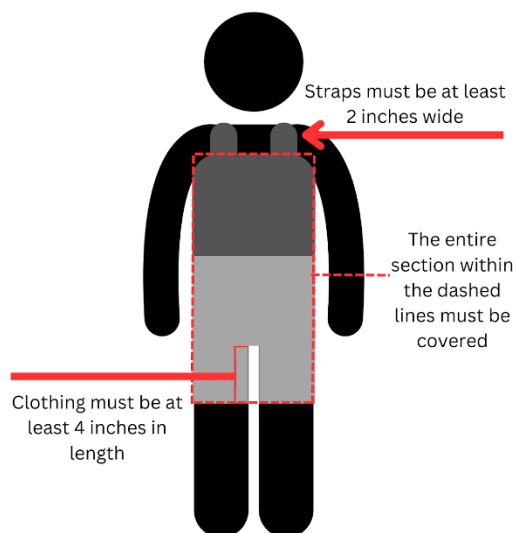
Amherst County Public Schools has developed standards for student dress in order to prepare students for future success as well as to create a safe and orderly learning environment. Amherst County Public Schools respects the differences of all students and does not discriminate based on sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, marital or parental status, or other factors. Amherst County Public Schools will rely on parents and guardians to use good judgment in their selection of clothing for their students.

Students must wear clothing from below the armpits to four inches below the upper thigh. Tops must have shoulder straps that are at least two inches wide. This clothing must include shirts, pants, shorts, skirts, dresses, etc., and must also include shoes. All areas of the torso should be covered within this area.

The following clothing/attire is prohibited:

1. Any attire that has images or language that is vulgar in nature, profane, or offensive.
2. Any attire or accessories (including jewelry) that denotes membership in a gang that advocates illegal, violent, or disruptive behavior. (Including trademarks, symbols, or other images and language)
3. Any attire that promotes illegal activity, violence, or the use of drugs or alcohol.
4. Any attire causes or is likely to cause a substantial disturbance or disruption of the learning environment.
5. Attire that does not cover the torso from below the armpits
6. Any attire that causes or is likely to cause a safety concern.
7. Hats, hoods, and other headwear are not permitted inside of ACPS buildings unless permitted for religious, medical, or other reasons approved by the administration.
8. Pajamas and bedwear are prohibited (including slippers).

The administration at individual schools reserves the right to determine what clothing/attire meets the above requirements. Students who do not adhere to the above requirements will need to change their clothing/attire to meet the requirements. Parents will be contacted for students who are unable to change clothes to appropriate attire.



### **EARLY PICK-UP**

**When students are picked up from school early, instruction time is interrupted for them and for others. Please make every effort to allow students to remain in class until 2:45 p.m.**

Students will not be permitted to leave school early unless they are in the company of a school employee, parent, guardian, or verified representative of the parent or guardian. Guardians or representatives are to present photo identification to the principal or designee. Parents are requested to send a note (or email) on days when they will pick a child up early. When one parent provides evidence of sole legal custody granted by the court and has requested that the student not be permitted to leave with the other parent, this request will be honored.

### **EMERGENCY PROCEDURES**

During the first few weeks of school, fire drills will be conducted each week. After this, they will be conducted on a monthly basis until the end of the school year. It is important that students follow all fire drill procedures that are posted in each room and exit the building in an orderly manner. During the year, tornado and other drills will also be conducted. Students are asked to notify teachers if they recognize or suspect possible emergency situations.

### **FIELD TRIPS**

Field trips are offered to enhance classroom instruction and as an incentive to students. All students will be encouraged to attend; however certain guidelines must be met in order to be eligible to participate in the field trips. Academic performance and behavior will be considered when determining if students are eligible to participate in a field trip.

In order to attend field trips:

1. You must be in good academic standing. You are responsible for completing any work missed in other classes while on the field trip.
2. Any student who has received the following consequences will not be able to attend field trips:
  - Students with an Out-of-School Suspension (or assigned to the Alternative Suspension Center) in the 30 school days prior to a field trip will not be allowed to attend. Students who have had 2 or more referrals within the 30 school days prior to an upcoming trip will not be permitted to attend.
  - Students who are absent excessively (more than 3 days in the 30 school days prior to the trip) are not eligible to attend unless the illness is documented by a doctor's excuse.
3. If a student makes him or herself ineligible for a trip and money has been paid by the school to reserve a seat (or tickets, fees, etc.), it will not be refunded. Funds generated during fundraisers will be absorbed by the school for student use.
4. For student safety, parents who chaperone field trips are required by the Amherst County School Board to be fingerprinted and to undergo background checks.

### **FIGHTING**

Fighting is considered to be a serious and disruptive behavior. After examination of the evidence, circumstances and provocation, the following disciplinary options could be used:

1. 1st Offense: 3 days Out of School Suspension.
2. 2nd Offense: 5 days Out of School Suspension.
3. 3rd Offense: 7 days of Out of School Suspension.

-Subsequent offenses: consequences will be determined by the ACPS Progressive Discipline protocol.

### **GRADING**

1. Teachers will take an active role in creating circumstances that ensure the completion of all assignments. If students are missing assignments, teachers will communicate with the parents the list of missing assignments.
2. Work not completed by the date due will receive a grade of F (0). Work not attempted or turned in will also receive a grade of F (0).
3. Interim reports will be sent home at the mid-point of each of each grading period. Parent-teacher conferences will be held at that time.
4. Grades will be determined based on two categories: Mastery of content (60% of a student's grade) and Measure of Progress (40% of a student's grade ).

The Mastery of Content assignments will evaluate the student's understanding and mastery of the content. The Measure of Progress assignments will track the student's progress towards mastery of the content. The Measure of Progress assignments are graded on student effort and completion to enable the teacher to give feedback on the assignments in order for the student to master the content. Teachers should think about the intent of each assignment when deciding which category to place the assignment in. An example could be a teacher assigns a quiz in the Measure of Progress category (graded for effort/completion) to assess the student's prior knowledge and also assign a quiz later in the Mastery of Content category to assess the student's overall knowledge after instruction has taken place.

6. Student performance in all subjects will be evaluated using the scale of letter grades and achievement levels established in School Board policy. At present that scale is as follows:			7. Evaluation should also indicate effort and instructional levels separately from graded assignments. The following scale will be used to reflect student effort in all courses and instructional levels in reading and mathematics.
Grade	Value	Standard	
A+	98-100	4.0	<u>EFFORT</u> O - Outstanding Effort A - Acceptable Effort I - Inconsistent Effort U - Unacceptable Effort
A	93-97	4.0	
A-	90-92	3.7	<u>INSTRUCTIONAL LEVEL</u> On or Above Grade Level, or Below Grade Level
B+	87-89	3.3	
B	83-86	3.0	
B-	82-80	2.7	
C+	77-79	2.3	
C	73-76	2.0	
C-	70-72	1.7	
D+	67-69	1.3	
D	63-66	1.0	
D-	60-62	0.7	
F	0-59	0.0	

## ACKNOWLEDGEMENT PROGRAM

### 1. Honor Roll

At the end of each grading period, students who have maintained a 3.0 G.P.A. and no grade lower than a 'C,' will receive recognition on the Honor Roll list. Students will receive an Honor Roll sticker on their report cards. Students who make Honor Roll each nine weeks will receive special recognition at the end of the year awards assembly (Honor Roll for the year).

### 2. "Golden A Award" (GIVEN IN THE FALL)

#### Golden A Certificate

For students currently in grades 7 and 8 to qualify for a *Golden A Certificate*, they must earn at least an overall 3.70 GPA for the year. Certificates will be presented in the fall of the following school year.

### 3. "President's Educational Excellence Awards"

This award will be awarded to all eighth grade students who have maintained a 3.7 in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.

### 4. Attendance Award

Awards will be presented to those students who have missed four or fewer days in a school year.

### 5. Community Service Awards

Students who provide at least 30 hours of documented community service to a non-profit agency during the year are recognized with a certificate and pin at the end of the year.

### 6. Sports Awards

Awards will be presented to those students who are selected for special recognition, such as "Most Valuable Player," "Most Improved Player," or "Top Scorer."

### 7. Other Recognitions

Students will be recognized throughout each quarter for various achievements.

## INSTRUCTIONAL RESOURCES

Students and/or their parents may request for the reconsideration of any learning resource utilized with the curriculum. Policy KLB and KLB-E should be used when providing this request to the school principal.

## LIBRARY PROCEDURES AND REGULATIONS FOR STUDENTS

1. The school library opens at 7:45 a.m. and closes at 2:45 p.m.
2. Students will be issued a username and password for the library.
3. All books must be checked out before they are taken from the library.
4. Except for reserve books and reference books, library books are loaned for two weeks.



5. The person to whom the book is checked out is responsible for the book.
6. Library books will be returned to the circulation desk or in the green book box in the hallway.
7. Overdue fines are not charged at this time. A responsible effort in returning books on time will keep this policy in place.
8. Repair costs are charged for damaged books. Replacement costs are charged for lost books.
9. Magazines and newspapers are not to be taken from the library.
10. Students may check out two books for two weeks, but may return these books to get new ones any time during the two weeks. However, students with an overdue book may not check out a second book.
11. Students are expected to follow the guidelines for the Internet connection in the library. Students found breaking these rules will lose the use of the Internet and will be subject to disciplinary action.

## **LOCKERS**

Student lockers, in the halls and in the locker rooms, are the property of Amherst County Public Schools and remain at all times under the control of the school administrators. Students are expected to assume full responsibility for the security of their lockers. **Lockers, along with bookbags and other student belongings once on campus, may be subject to being searched in order to ensure safety of all students and staff during school hours.**

## **LOST AND FOUND**

Students should bring any articles of clothing, books, etc. that are found to the office. Students may check daily in the office for lost articles. Clothing not claimed will be donated to a local charity or group.

## **MEDICATION**

### **1. Prescription Medications:**

In accordance with School Board policy JHCD, "Amherst County Public School personnel may give prescription medication to students only with a physician's written order and written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent/guardian of the student."

### **2. Nonprescription Medications:**

In accordance with School Board policy JHCD, "Amherst County Public School personnel may give nonprescription medication to students only with written permission from the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medication is to be given. Such medication must be in the original container and delivered to the principal, school nurse, or school division designee by the parent/guardian of the student".

### **3. Self-Administration of Medication:**

In accordance with School Board policy JHCD, **"Self-administration of any medication with the exception of asthma medication as discussed below, is prohibited for students in grades kindergarten through eight."**

"Students with a diagnosis of asthma are permitted to possess and self-administer inhaled asthma medications in accordance with this policy during the school day, at school sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, the following conditions must be met:

- written parental consent that the student may self-administer inhaled asthma medications must be on file with the school;
- written notice from the student's primary care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma and approving self-administration of inhaled asthma medications that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication;
- an individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and
- information regarding the health condition of the student must be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records."

"Permission granted to a student to possess and self-administer asthma medications will be effective for a period of one school year, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication may be limited or revoked after appropriate school personnel consult with the student's parents."

## **PERFUMES AND DEODORANTS**

Hygiene items are to be applied at home or in the physical education locker rooms. Stick or roll-on deodorants are to be used. Applying perfumes in areas such as school buses, restrooms, and classrooms is not permitted as it poses a health risk to those with respiratory complications.

## **PROMOTION/RETENTION POLICY**

In accordance with Amherst County School Board policy ILA, “The Standards of Learning test results shall be used as part of a multiple set of criteria for determining the promotion or retention of students in grades 3, 5, and 8.”

Amherst County Public Schools regulation ILA-R states:

“The principal will be responsible for establishing a procedure for making decisions regarding the promotion and retention of students. In addition, the principal will ensure that appropriate lines of communication are established with the parent or guardian early in the school year regarding these matters. The following criteria will be used when determining promotion and retention.

## **MIDDLE SCHOOL PROMOTION AND RETENTION POLICY**

1. A student who passes all four SOL core content courses – English, math, science, and history – will be promoted.
2. Summer School may be required based on division guidelines.
3. Other factors will be considered in the promotion or retention of students in grades 6, 7, and 8 which include, but are not limited to the following:
  - a. Standards of Learning test results
  - b. Grades
  - c. Academic progress
  - d. Attendance
  - e. Age
  - f. Previous academic record
  - g. Previous retentions
  - h. Other factors specific to the student

**Note: Students who are not promoted will be referred to a school-level promotion/retention committee to determine placement for the following year.**

## **STUDENT HALL PASSES**

Every student is expected to be in a specific class or activity during the day. If for some reason it is necessary to be in another area other than the assigned place, then the student must obtain a pass from his/her teacher or the office.

## **REPORT CARDS AND INTERIM REPORTS**

Report cards will be prepared and issued to students six school days after the end of each nine-week grading period. Interim reports will be distributed to all students at the mid-point of the nine-weeks. Parent /teacher conferences will be held at scheduled times throughout the school year.

## **SCHOOL AUTHORITY**

Students are under the jurisdiction of the Amherst County School Board and its agents from the time they leave home for school until they return. **Students that attend athletic events at any school are subject to disciplinary action for any misbehavior or infraction of the school’s rules.** Students found guilty of unlawful acts may be subject to disciplinary action by the Amherst County School Board even if this act did not occur on school property. Reports of unlawful acts will be sent from the Amherst County Courts to the School Board for certain offenses.

## **SCHOOL QUALITY PROFILES**

School Quality Profiles are online reports that provide parents with a way to review the status and achievements of Virginia’s public schools. This information can be accessed at <https://schoolquality.virginia.gov/>.

## **SEARCHES**

In accordance with School Board Policy, to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, **school authorities may search a student’s personal effects, student lockers, or student automobiles, and may seize any illegal, unauthorized, or contraband materials discovered**

**in the search.** A student's failure to permit such searches and seizures as provided in this policy will be considered grounds for disciplinary action.

### **STUDENT RECORDS**

Parents of students or eligible students may inspect and review the student's educational records upon request.

Parents or eligible students should submit to the student's school principal a written request which identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be viewed. Access must be given in 14 days or less from the receipt of the request.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record that pertains to other students. (School Board Policy JO)

### **TARDY POLICY**

Students who arrive to class after 8:00 a.m. are marked as tardy to school. Tardies will be monitored on a quarterly basis; monitoring resets at the beginning of each grading period.

If tardy to advisory, students will:

- Report directly to the **FRONT OFFICE** if after 8:00 a.m., sign in on the sign in sheet, and receive a pass to homeroom or class.

If tardy to class:

Students who are **tardy to class** will be subject to the following consequences (Tardies will be monitored on a quarterly basis; monitoring resets at the beginning of each quarter.):

First and Second: Warning given

Third Tardy: Parent Contact

Fourth and Fifth Tardies: Lunch Detention

Sixth and Seventh Tardies: 2 days Lunch Detention

8th and Subsequence Tardies: Referral resulting in 1 day of ISD

### **TELEPHONE CALLS**

Students are discouraged from making phone calls during the school day. Families are asked to take time to organize their schedules before children leave for school each day. In cases of illness or emergencies, a student may get a pass from his or her teacher to go to the office to request use of the office telephone. Only in cases of an emergency will students be called from class to accept incoming calls.

### **TEXTBOOK POLICIES**

Policies governing textbook rental are as follows:

1. Textbooks are provided to all students free of charge. Students will be held accountable for their books.
2. Damage Fee: Each book issued to a student will be graded as new, good, fair, or poor and this will be noted on the textbook loan sheet. Books turned in by the student will be appraised and if the text is returned two or more grades lower in condition, students will be charged accordingly. The average life of a book should be four years.
3. The replacement fee for lost books will be the price of the book for new books and half price for used ones. All textbooks are numbered. The administration will use the textbook number to identify the student to whom it was issued. Each student should be sure to write his or her name in the appropriate place in the textbook to prevent having to pay for lost books.
4. No heavy pencil marks or any ink marks are to be made in the textbooks. Reasonable care will normally result in a textbook being reduced one grade with each year of use. Throwing a book, allowing it to get wet, or other abuse will not be considered reasonable care and will result in a damage fee.
5. Students are asked to take good care of textbooks and to repair tears. As a result, the books will last much longer and result in cost savings for the school.

### **VISITORS AT SCHOOL**

### **A. Visitors to School**

Schools in the division welcome visits by school patrons and other persons. In order to protect students, staff, and property, visitors during the school day must first report to the main office for authorization to be in the building or on the grounds. All visitors must sign in at the front desk and receive a bar coded visitor tag before going anywhere else in the building. Visitors will then check out in the office using the same bar coded visitor tag.

### **B. Trespassing**

No student or other person will be in the school building or on the school premises after school hours unless he or she is on official school business, is participating in a supervised school activity, is authorized by the administration, or is a spectator at an activity open to the public. Unauthorized persons loitering on school property will be treated as trespassers.

### **VOLUNTEER PROGRAM (MVP)**

Parents and other community members are encouraged to volunteer to help in the schools. Helping to tutor students, working in the library, setting up activities for the students, and helping coordinate special projects such as Career Day, College Day, and Picture Day are only a few of the opportunities that are available.

If you or someone you know is interested in volunteering, please call the school for more information.

### **VVAAS**

VVAAS is a new individualized report of your child's SOL testing history. With this report, you can learn about your child's SOL performance over time and any patterns that may be present in your child's testing history. It is available for students in grades 3-12 and can be accessed through our PowerSchool Parent Portal: <https://amherst.psisjs.com/public/home.html>

## **CONDUCT AND DISCIPLINE**

Rules and regulations are necessary to assure self-control and to protect the rights of all teachers to teach and of all students to learn without disturbance. **It is impossible to write an “all inclusive” policy.** Therefore, these guidelines are subject to modifications as circumstances, evidence, and discretion dictate.

**Section 16.1-228 of the *Code of Virginia* defines a juvenile as “a person less than 18 years of age.” Section 16.1-269.1 of the *Code* permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.**

## **STANDARDS OF STUDENT CONDUCT**

**STUDENT DRESS** - A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem.

**DISRUPTIVE CONDUCT** - Students shall not disrupt classroom instruction, any school activity, or behave in a manner that is dangerous to the health or safety of others.

**OBSCENE OR ABUSIVE LANGUAGE** - Students shall not use language or conduct that is vulgar, obscene or disrupts the teaching and learning environment.

**THREATS OR INTIMIDATION** - Students shall not make any verbal, written, or physical threat to influence another person for any reason.

**ASSAULT AND BATTERY** - A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting. Battery is the unlawful application of force to the person of another.

**BULLYING** – Bullying means any aggressive and unwanted behavior that is intended to harm intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor (or aggressors) and

victim; and is repeated over time or causes severe emotional trauma. “Bullying includes cyberbullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict. (Code of Virginia § 22.1-276.01)

Bullying means systematically and chronically inflicting physical hurt or psychological distress on another person. Bullying involves physical and emotional behaviors that are intentional, controlling, and hurtful, thus creating harassing, intimidating, hostile, or otherwise offensive educational environments. Bullying behaviors include unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with an individual’s school performance or participation; or creates a disruption in the educational environment.

**RESTRICTED SUBSTANCES** - A student will not possess, distribute, purchase or consume any illegal, restricted or unknown substances. This includes what the student represents to be an illegal or restricted substance. Restricted substances would include, but not be limited to the following: alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, abusable glue, paint and similar materials, and both prescription and non-prescription drugs.

Students may receive a long term suspension.

**VANDALISM** - Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

**DEFIANCE** - Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies and regulations. Students who refuse may be suspended from school for failure to comply.

**POSSESSION OF WEAPONS OR DANGEROUS ITEMS** - Possession of firearms, knives, or other dangerous weapons is considered an unlawful act. This includes any facsimile such as cap pistols, toy guns, or water pistols. Possession of a weapon is considered an unlawful act that may lead to police notification and may result in suspension or expulsion from school.

**THEFT** - A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

**CHEATING** - Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.

**HARASSMENT** - A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

**BOMB THREAT** - Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Threats or false threats to bomb school personnel or school property is considered an unlawful act that may lead to police notification and may result in suspension or expulsion from school.

**OTHER CONDUCT** – In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

### **DISCIPLINARY OPTIONS**

When violations of school rules occur, the student will be made aware of the accusations against him/her, have the opportunity to present his/her side of the story, and will be notified of his/her right to appeal. After an investigation has been conducted by the school administrators and it is determined that an infraction of school rules has occurred,

students may be subject to the following disciplinary options. This is not intended to be an all-inclusive list of the options available.

**1. In-School Detention:**

Students will be assigned In-School Detention by the principal or assistant principal. Students must report immediately upon arrival at school, obey all rules and regulations, and complete all assignments. Time missed because of tardiness, appointments, etc. must be made up the next day.

**2. Out of School Suspension:**

Students may be suspended from school for up to ten (10) days. Expulsions or suspensions for longer periods require action by the Superintendent and/or the School Board. While suspended, students are not allowed to be on Amherst County School property or to attend any activity at any school.

**3. Alternative Placement:**

Students may be placed in the alternative program at Amherst Education Center for a period of time to be determined by the principal and the administrator at the alternative program. Students may also be placed at other alternative locations that best meet the needs of the students. Successful completion of this time may allow the student to return to Monelison Middle School.

**4. Alternative Suspension Center**

The Alternative Suspension Center (ASC) purpose is to provide academic supervision of students who, in the past, would have been suspended “out of school” due to their school discipline infractions. The goal is to hold students accountable for their inappropriate behaviors while providing intervention strategies to change social behavior in order to successfully focus the students on their academics.

**Other:**

- A. Conference with student and warning
- B. Lunch detention
- C. Parent conference
- D. Overnight, Return with Parent (Students may not return to school unless accompanied by his/her parent.)
- E. Exclusion from activities that take place during or after the regular school day.

## **STUDENT CONDUCT ON SCHOOL BUSES**

The Amherst County School Board requires students to conduct themselves on the bus in a manner that will permit the safest possible transportation for all passengers. Illegal or improper behavior will be reported to the principal or assistant principal in writing by the bus driver. The principal or assistant will inform parents and request their assistance in correcting behavior. Students who continue to cause problems on the bus will have their riding privileges suspended as well as a possible suspension from school. In such cases, parents are responsible for their safe transportation to and from school. **Students are under the jurisdiction of the Amherst County School Board from the time they leave home for school until they return.** Misconduct by students at bus stops will be acted upon in the same manner as misconduct on buses.

## **SCHOOL BUS REGULATIONS**

- 1. Students will remain seated. Students are not to change seats unless requested to do so by the driver.
- 2. Students will not fight or use obscene language.
- 3. Students will keep hands, arms, and belongings inside the bus.
- 4. Students will not eat, drink, smoke, or chew tobacco on the bus.
- 5. Students will not litter.
- 6. Vandals will pay for bus damage.
- 7. Students will be at loading places on time. This must be at the stop assigned by the transportation department.
- 8. Students must use the same loading and unloading places, unless they have a note from their parent co-signed by an administrator.
- 9. Students must cross the street 10 to 15 feet in front of the school bus.
- 10. Students may only ride the bus that they are assigned by the Division Superintendent or his duly authorized agent.

11. Students are not permitted to cross a dual highway when loading or unloading from a school bus.
12. Students will not obstruct the aisle or exits with any object.
13. Students are to follow the directions of the bus driver at all times.

### **NOTICE TO STUDENTS, PARENTS AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON SCHOOL PROPERTY**

For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time. Surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities. District surveillance cameras will not be installed in “private” areas such as restrooms, locker rooms, changing areas, private offices, or classrooms. Recordings are not public information.

### **AMHERST COUNTY PUBLIC SCHOOLS**

Amherst County Public Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs, activities or employment practices, as required by Title VI, Title VII, Title IX, and Section 504. Mr. James Gallagher, Chief Human Resources Officer, is designated as the Compliance Officer responsible for assurances of non-discrimination. He may be reached at the following address: P O Box 1257, Amherst, Virginia 24521, and telephone number (434) 946-9376. Dr. William Wells, Assistant Superintendent, is the Division Discipline Supervisor and is responsible for the fair and equitable implementation of the Division’s discipline policies. He can be reached at the following address: P O Box 1257, 153 Washington Street, Amherst, Virginia 24521, telephone number 434-946-9343, and email [wwells@amherst.k12.va.us](mailto:wwells@amherst.k12.va.us).

### **CODE OF CONDUCT INFORMATION**

The entire student Code of Conduct can be found on the Amherst County Public Schools' website at [www.amherst.k12.va.us](http://www.amherst.k12.va.us) under the parents/students tab. You can request a paper copy of the manual from your child's school.

### **FERPA INFORMATION**

The entire FERPA Information can be found on the Amherst County Public Schools' website at [www.amherst.k12.va.us](http://www.amherst.k12.va.us) under the parents/students tab. You can request a paper copy of the manual from your child's school.

### **UNPAID MEAL CHARGES**

Students who do not have money on account or in hand to cover the cost of a meal at the time of service may be permitted to charge the meal. The Amherst County Public Schools does not have a charge limit.

A student carrying a negative balance is only permitted to charge a meal, not ala carte items. Reasonable efforts are used to avoid calling attention to a student’s inability to pay.

In compliance with the Code of Virginia §22.1-79.7 Notice of low or negative balances in a student's meal account are sent to parents and the school principal. Communication may be by a letter addressed to the parent to be sent home with the student.

Parents are expected to pay all meal charges in full by the last day of the school year.

If a parent regularly fails to provide meal money or send food to school with the student and the student does not qualify for free or reduced benefits, the child nutrition director will inform the principal, who will determine the next

course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.

The superintendent or superintendent's designee ensures that federal child nutrition funds are not used to offset the cost of unpaid meals and that the child nutrition program is reimbursed for bad debt. In order to accomplish those goals, the following procedures are followed:

- At least one written notice is provided to a student and the student's parent or guardian prior to the student being denied reimbursable meals for exceeding the division's charge limit.
- If payment of the negative balance is not received within 4 months, the debt will be turned over to the superintendent or superintendent's designee for collection. If the debt is not paid within 30 days of notice being given, it is considered bad debt for the purposes of federal law concerning unpaid meal charges.