Amelia County High School

Student Handbook

2026 -2027

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ACADEMIC CALENDAR

Amelia County Public Schools Instructional Calendar 2026-2027

School Closed for Students | Open House | First Day of School | Early Release for Students | Graduation

JULY 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 Offices Closed- 4th of July
9 Summer School Ends

AUGUST 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 New Teachers Report
7 All Teachers/Classified Staff as Directed by Administrators Report for Preservice Days
10 Convocation-all Teachers/Staff
13 Open House (12-7 P.M.)
18 1st Day of School

10 instructional days

SEPTEMBER 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 Early Dismissal Pre Labor Day
7 No School- Offices Closed- Labor Day

21 instructional days

OCTOBER 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 End of 1st Quarter
16 Early Dismissal- Teacher Workday
29 No School- Parent/Teacher Conferences (12:00-7:00)
30 No School- PD Day

20 instructional days

November 2026

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

23-27 No School Thanksgiving

16 instructional days

December 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 Early Dismissal- Teacher Workday
18 End of 2nd Quarter/1st Semester
21-1 School Closed for Winter Break

14 instructional days

JANUARY 2027

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School-Winter Break
18 No School- Martin Luther King, Jr. Day
28 Early Dismissal-Parent Teacher Conferences

19 instructional days

FEBRUARY 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 No School-Presidents Day

19 instructional days

MARCH 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 End of 3rd Quarter
12 Early Dismissal-Teacher Workday
29-2 No School-Spring Break

20 instructional days

APRIL 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

29-2 No School-Spring Break

20 instructional days

MAY 2027

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 ACHS Graduation
27 Last Day of School-Early Dismissal
27 End of 4th Quarter/2nd Semester
28 Teacher Workday (Optional if needed)
31 Offices Closed- Memorial Day

19 instructional days

June 2027

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3 Summer School Begins
17 School Closed in Observance of Juneteenth

Total Number of School Days: 178

Possible Snow Make Up Days:
February 15, 2027, May 27-28, 2027
Add additional minutes to the school day (if needed)

SCHOOL SONG

Verse:

She has no ivied towers,
Nay small and meek is she;
But her children still revere her,
Amelia County High.

Two peoples thrown together
Upon a sea of doubts;
They gather ‘round the lady,
Their common ground.

Their pride is her, their hopes
Have turned the two to one;
She’s Amelia County High School
And in her we are one.

Chorus:

She’s our lady,
Our Raider lady,
And to her we’ll come.
She brings us all together
Amelia County High.

Amelia County High School
Home of the Raiders
Raiders R.I.S.E.!

2026–2027 BELL SCHEDULE

2026-2027 Bell Schedule	
(4 mins class change; 51 mins instruction)	
7:45 - 8:01 (16)	Doors open; students report to the cafeteria for breakfast or to the gymnasium
8:05 - 8:55 (54)	Period 1 and announcements
9:02 - 9:54 (52)	Period 2
9:57 - 10:49 (52)	Period 3
10:52-11:16 (1st Lunch) 11:19-11:43 (2nd Lunch) 11:46-12:10 (3rd Lunch)	Period 4, Lunches
12:13-1:05 (52)	Period 5
1:09 - 2:00 (51)	Period 6
2:04 - 2:55 (51)	Period 7 and Announcements

TO OUR PARENTS

We look forward to working with you and your student during the 2026-2027 school year. We are committed to work with all ACHS students and families in helping to prepare our students for the future. The mission of Amelia County High School is to provide an environment in which each student will be able to reach his/her fullest potential. We are committed to providing the challenges and opportunities that will help guide and nurture each student to achieve this goal. Parental input and support are vital to the success of our high school. Please become informed about your student's program, class procedures, and requirements. We encourage you to communicate with your student's teachers.

It is important to regularly monitor your student's progress. Make note of when report cards and interims are to be sent home and make a special effort to discuss these reports with your student. Work with your student to set aside a quiet time and place to study each night. Student progress can also be monitored via Parent Portal. Contact your student's school counselor to set up access to this online system. Contact your student's teachers and/or guidance counselor if problems should occur. Many teachers will make arrangements to give individual assistance upon student request.

Regular and prompt attendance is crucial to your student's success in school and in the world of work. Attending school is every high school student's *"job"* until graduation. (To develop good habits, it is a good idea to hold your student to the same attendance standard that would be required to maintain a job.) Please work with us to encourage your child to attend every class, on time, every day.

Be aware that more than ten days missed from a class in a semester may result in receiving a grade of "F" in that class for that semester, unless seat time is recouped through the Time Recovery program which can include after school, Saturday school, and Summer School.

Cell phones and personal electronic devices may not be used or worn by students in school buildings or on school grounds during the instructional day from the first bell to the closing bell. Amelia County Public Schools will not be responsible for cell phones or personal electronic devices brought to school. If a student brings a cell phone or personal electronic device to school, the item(s) must be turned off and stored fully out of sight during the instructional day. Students must use school-based communication tools to communicate with parents. Cell phones and personal electronic devices may be used before or after bell-to-bell instructional time on school buses as long as the use is compliant with the Code of Conduct. Violations of this policy will be handled in accordance with the approved Code of Conduct.

This Student Handbook provides you with detailed information on school programs, procedures and the operation of our school. Please review it carefully. Our staff is here to assist your student and you. We want 2026-2027 to be your student's best school year yet. Please call us if you have any questions, concerns or suggestions.

Thank you in advance for your cooperation and support. Go Raiders!

STUDENT RESPONSIBILITIES

In fulfilling his/her obligations each student shall:

1. Comply with all regulations of the Board of Education and of the local school.
2. Recognize the authority of all teachers and other school personnel.
3. Abstain from vaping, gambling, immorality, profanity, hazing, fighting, threats, extortion, use of narcotics, or intoxicating liquors, or the possession of any instrument capable of inflicting bodily harm.
4. Refrain from willfully damaging, defacing, or destroying school property or being on school property except when that property is open to the public.
5. Be regular in school attendance and on time; strive to do one's best in all areas of school life.
6. Wear appropriate dress that conforms to acceptable standards of appearance as established by each local school. For health and safety reasons, students must wear shoes to school.
7. Abide by regulations set by the school board concerning travel to and from school on school buses and regulations for use and operation of private vehicles on the school grounds.
    a. Such private vehicles must be registered with the school and parked in the student lot.
    b. Automobiles are to be vacated immediately on arrival and should be reentered only at the time of authorized departure.
8. Comply with regular rules and regulations of the school board while attending any activities sponsored by the school.
9. Not leave campus during school hours unless authorized by the office.
10. Be aware that students' behavior and security are affected by the presence of unauthorized individuals. Only those persons who have presented themselves to the school office and who have received approval to visit may do so. It is your responsibility to discourage visitors during school hours and your obligation to immediately inform any visitor of rules concerning visitors. Failure to do so will be considered in violation of School Board Policy and subject to disciplinary action.

11. Assist in the observance of school policy and regulations by reporting any known violations or disruptions to the proper authorities.



ACPS ATTENDANCE POLICY

The Standards for Accrediting Public Schools in Virginia state "the standard unit of credit for graduation shall be based on a minimum of 140 clock hours of instruction". We know that school attendance is directly related to academic achievement. To assure that students achieve their potential, it is imperative that students be in attendance regularly at school. Attendance at school is required under current laws in the Commonwealth of Virginia.

In order to comply with the policies set forth by the Amelia County School Board, we shall adhere to the following procedures in regard to absences and tardies.

Believing that school attendance is directly related to academic achievement and that it assists in developing good habits which are exceptionally important in the world of work, the School Board supports a cooperative effort in maintaining optimum student attendance. Students and parents are urged to accept responsibility for good school attendance along with teachers and administrators. Attendance is covered in school board policy JED and regulations JED-R.

STUDENT ABSENCES/EXCUSES/DISMISSALS

Student Attendance Policy

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance. Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law. A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts. Students who are absent must bring a valid note stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent. Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee. Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

Compulsory Attendance Procedures

- Upon Fifth Absence Without Parental Awareness and Support

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

parent shall jointly develop a plan to resolve the pupil's nonattendance. Such a plan shall include documentation of the reasons for the pupil's nonattendance.

- Upon Sixth Absence Without Parental Awareness and Support
  If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.
- Upon Additional Absence Without Parental Awareness and Support
  Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer or Superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.
- Parental Cooperation in Remedying Excessive Unexcused Absences
  It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

Report for Suspension of Driver's License

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

Attendance Reporting

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

bully

Dismissal Precautions

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

Adopted: 8-09
Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-258 through 22.1-269, 22.1-279.3, 46.2-323 and 46.2-334.001.
8 VAC 20-110-10 et seq.
Cross Ref: IGAJ Driver Education
JED Student Conduct

JED-R Standards of Student Conduct

- Students who are absent from school must have their parents call the school on the day that they are absent. In addition, the student must bring a valid note stating the reason for the absence upon return to school. The note must be given to the main office. The note must include the student's name (first and last), the date of absence(s), reason for absence, parent signature and phone number, and doctor's note (if applicable) within 7 school days. Medical notes received after this time may not be accepted.
- Students are required by law to attend school until the age of 18 or graduation, whichever comes first. It is the responsibility of the student and parent to assure that attendance meets state and local requirements.
- It is a misdemeanor to make false statements as to school division or attendance zone residency VA Code 22.1-264.1; Penalty: Any person who knowingly makes a false statement concerning the residency of a child, as determined by VA Code 22.1-3, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by VA Code 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor. (2005, c.178).
- The school will contact the home of students who are absent with no prior verification as soon as possible each day.
- In order to stress good attendance, the School Board considers the following as examples of excused absences:
    - court appearance
    - death in the family
    - religious holidays
    - field trips and school-related absences
    - illness (if over two (2) days in a semester, the school may require a note from a doctor)
    - medical appointments verified by a doctor's note
    - extenuating circumstances which are determined by the administration

The following reasons are considered examples of unexcused absences:

- personal business
- car trouble
- missing the bus
- oversleeping
- skipping
- truancy
- suspension out of school
- working – Virginia state law prohibits the excusal of students for the purpose of work during scheduled school days (22.1-265 *Code of Virginia)*
- vacation

School sponsored field trips are not recorded as absences from school and do not count against students when determining perfect attendance and exam exemptions. Extenuating circumstances may be considered by the principal or designee in honoring requests to extend the time limit for make-up work. It is the student's responsibility to see the teacher about making up missed assignments.

The school will contact the students' home when they are absent. Follow up telephone calls will be made to parents when a student has been absent three days or has failed to bring a note explaining their absences. Letters will be sent to parents when their child has missed 5 and 10 + days in a semester. The truancy officer will be notified when a student has 5 or more unexcused absences. Should a student have 20 + excused and unexcused absences in any class during a school year, credit for that class will not be granted. This will be equivalent to a failing grade for the year and possible grade retention. Appeals may be made to the Attendance Board for review.

TARDIES

Students who arrive at school after classes have begun must report to the office and sign in on the indicated form. Tardies reset each quarter. The student must bring a note from a parent explaining why he/she is late. The tardy will then be determined as to whether it is excused or unexcused. A note from home does not necessarily mean the tardy is excused. Students who arrive on a late bus will not be considered tardy. Students who are tardy to school (either car drivers or car riders) more than five times a year could be required to ride the school bus for the remainder of the school year and/or parent conference required with administration.

Amelia County High School Class Tardy Policy

Tardy	Consequence	Teacher Responsibility	Person Responsible for Discipline
1	Warning	Warn	Classroom teacher
2	Warning	Warn	Classroom teacher
3	Warning	Warn, Call Parent	Classroom teacher
4	Lunch Detention	Office referral	Administration
5	1 block ISS	Office referral	Administration

6**	1 day ISS	Office referral	Administration
	If a student reaches seven tardies in a class within a semester, an individualized discipline plan will be developed for student by administrator and parent. Plans may include hallway restrictions.		

Tardies are counted per class and per quarter.
**The administration reserves the right to deviate from the above consequences if necessary.
Students should be in their seat when the bells rings.

TIME OF ARRIVAL AND DEPARTURE

Students are to arrive at school no earlier than 7:45 a.m. Students who drive are to arrive no earlier than 7:45 a.m. Any students who need to work with a teacher prior to 7:45 a.m. should have a note signed by that teacher. All students must leave the building by 3:00 p.m. unless they are participating in a planned activity under the supervision of school staff.

LEAVING THE SCHOOL GROUNDS

Students must have parental permission and the administration's permission to leave the school grounds any time between the time the student arrives at school and the time school is dismissed in the afternoon. Each student must sign out in the office. Students who leave early may not return to school without receiving prior permission. Students are not permitted to have an early release to leave school grounds for lunch and return to school. Students who have a study hall at the end of the day and have permission to leave every day after their classes must sign out in the book and leave school grounds. Students may not sign out and stay on school property waiting for an after school event such as practices or special events.

EARLY DISMISSAL POLICY

The following procedures are to be followed when a student is requesting an early dismissal from school.

- The student must bring a note to school written and signed by the parent. The note must give the date, time, reason for dismissal, and telephone number where parents may be reached. The note must also state the person picking up the student if someone other than a parent.
- The note must be brought to the office prior to the beginning of first period.
- The parent/person designated on the note must come to the office to pick up the student.
- The student will pick up the dismissal slip in the office (between classes) at least one period prior to the time they are leaving school.
- A student driving to school will be allowed to leave using their own transportation provided a note is brought as stated in number 1 and has a parking permit on file in the office.
- Parents will be contacted if there is a question concerning the note.

- Students assigned to ISS must make up time missed due to early dismissal.
- Adults picking up students for early dismissal must be a parent or guardian or on your student's emergency contact information.
- If you wish for your student to leave school between 2:15 and 2:55 you must send a note with your student in the morning that must be brought to the front office by 9:00 AM. The office will no longer accept faxed early dismissals after 12:30. Students will not be released between 2:15 and 2:55 unless a note was brought to the office in the morning. Please ensure that the person picking up your child is on your child's emergency contact information.
- **PHONE CALLS OR EMAILS WILL NOT BE ACCEPTED FOR EARLY DISMISSALS REGARDLESS OF THE TIME.**

Teachers are accountable for the following:

- Student attendance should be taken at the beginning of every period in Power School.
- Communicating with a student's parents if poor attendance is affecting the student's progress and keep a log of those contacts.
- Offering vital, stimulating, and engaging instruction each day which necessitates and encourages student attendance.



RIGHTS, RESPONSIBILITIES, REGULATIONS, AND RULES

ACTION SPEAKS

Students and parents are encouraged to use ACTION SPEAKS, an online reporting platform, to report any concerns regarding student safety and well-being to administration. Reports can be made anonymously. Action Speaks can be accessed via the school website.

ADMINISTRATIVE AREAS

The administrative area of this school is the main business office. Students are expected to be in the administrative area only if they have business in the general office, if sent to the office by a teacher, or if meeting the guidance counselor or the principal. Students are not allowed in the faculty workroom. Students are not permitted to use the vending machines in the teacher's lounge. The above use of the administrative area applies to all hours of the day.

AGE TO ATTEND SCHOOL

Students are required to attend school until the age of 18 or graduation, whichever comes first.

ANNOUNCEMENTS

School announcements will be made on the public address system in the morning and in the afternoon. These announcements must be of concern to the student body or the general welfare of the community. All announcements that concern groups must be signed by the sponsor of the group. Students who miss the scheduled announcements may access the announcements electronically.

ARREST OF A STUDENT

If you are under 18 years of age, a law enforcement officer may take you into immediate custody under certain circumstances. If you are 18 years old or over, you may be taken into immediate custody under the same guidelines as any adult.

ASSAULT AND BATTERY

Assault is defined as any attempt or threat to harm another person. Battery is the illegal touching of another person, especially when there is intent to do harm. When students engage in assault and/or battery, the student may receive a maximum ten (10) day suspension from school. Depending upon the severity of the action, a student may also be referred to the superintendent for a disciplinary hearing with a recommendation for expulsion. The student involved may be referred to law enforcement officers and a juvenile petition or warrant obtained as appropriate.

ASSEMBLY RULES

- Students must show proper respect for visitors, speakers, and guests.
- All students must sit in areas designated for their class or grade.
- Students must keep hands, feet, and objects to themselves.
- No food or drink products are allowed in assemblies.
- Students are not permitted to use their cell phone or other devices during the assembly, unless use of a device is included as part of the program.
- Students should not leave their assigned area until the assembly has officially ended.
- Students removed from assemblies for misconduct may not be allowed to attend future assemblies.

BEVERAGES AND FOOD PRODUCTS

Food served in the cafeteria may not be removed from the cafeteria. Only those food or drink products under the supervision of the cafeteria may be sold during lunch periods. Federal Regulations prevent the sale of candy or other fundraising food products during lunch or breakfast periods. The drink and snack machines are available to students before and after school. Students are not permitted to purchase these items during school hours. Students are not allowed to sell food items unless through an approved fundraising plan.

BOMB THREATS, FALSE FIRE ALARMS, SMOKE BOMBS, STINK BOMBS, FIREWORKS, AND SELF-PROTECTION DEVICES

It is unlawful for any person to willfully and intentionally set off any chemical bomb or to threaten to do so. Also, pulling fire alarm stations is a felony offense. It is unlawful for any person to possess self-protection devices such as mace and pepper spray. The student may be suspended from school for up to ten days and the offense reported to legal authorities when appropriate.

BULLYING

Students, either individually or as a group, shall not harass or bully others. This includes physical intimidation, taunting, name calling, insults and comments regarding race, religion, gender, sexual orientation, and physical abilities of the targeted person. Bullying does not include ordinary teasing, horseplay, arguments, or peer conflict. An anonymous way to report suspected bullying for prompt investigation is by making a report on Action Speaks. The link to this electronic form can be found on the ACHS website.

As a parent, it is important to be aware of the prevalence of bullying in schools, in the community, and online. As defined in the code of conduct, bullying is considered to be any aggressive behavior that involves unwanted negative actions, with intent to harm or embarrass, consists of a pattern of behavior repeated over time, and an imbalance of power or strength.. Be alert to the possibility that your adolescent may be a victim of a bully, or possibly the individual bullying another adolescent.

Typically, this type of behavior occurs in the absence of an adult and is likely to go unreported. Examples of bullying behavior may include verbal threats, physical attack, being excluded from a social group, spreading rumors, name calling or making embarrassing comments about the adolescent or the adolescent's family.

If you think that your adolescent may be a victim of bullying, here are some suggestions:

- Make a report using Action Speaks: https://www.amelia.k12.va.us/page/action-speaks-page
- Be alert to abrupt changes in behavior (dislike of school, missing personal belongings).
- Monitor your student's use of technology and social media.
- Listen to your adolescent's concerns without overreacting or asking a million questions. Whatever the concern, your adolescent needs to feel your support; this perceived support may be critical if the bullying behavior becomes more dangerous.
- Assure your adolescent that they can talk with you about any incident. This assurance of your willingness to listen may empower them to walk away from the bully. Bullies want to hurt their victim. If the bullying behavior does not get the desired reaction, the behavior is likely to decrease and eventually stop.
- Involve your adolescent in the way to address the bullying behavior. This is critical in establishing their sense of personal control.
- Encourage your adolescent to report any incidents of bullying they may observe by reporting on Action Speaks or by direct report to an administrator, counselor, or teacher.
- Reinforce the strengths and goodness of your adolescent. Strengthening their self-confidence and self esteem will build internal resources for dealing with the bullying and may make your adolescent a less likely target.

If you think that your adolescent may be a bully:

- Talk with your adolescent and *listen* to what they say about the situation and the logic supporting their behavior.
- Remember: Bullying can be physical or verbal, and adolescent girls especially can be cruel in their words without realizing how deep their words may cut.
- Provide consistent expectations and consequences for negative and positive behavior exhibited by your adolescent.
- Connect with school personnel, community resources or other mental health provides to address bullying behaviors.
- Monitor your student's use of technology and social media.

Adolescents typically need parental communication, support and assistance in navigating complex social situations. Adolescents who perceive strong, positive parental support and connections report greater happiness, enhanced will-being and generally do better in school and in the community. To provide this support and promote healthy social interactions, parents can:

- Communicate with your adolescent about their friendships. Be an available listener.
- Know your adolescent's friends and something about the activities they enjoy and do together.
- Provide support and encouragement for healthy friendships.

- Model effective problem solving when problems with friends or others occur.
- Support your adolescent's efforts to make new friends and develop new interests.
- Monitor your student's use of technology and social media.

The above information was provided as a public service of the Virginia Academy of School Psychologists.

BUS RULES

Transportation on a school bus is a privilege to be enjoyed by eligible students. The safety of students is of utmost importance. Regulations governing conduct on the buses and at bus stops have been established. Consistent or flagrant violations of these regulations may result in the temporary or permanent suspension of bus privileges.

Students may lose bus privileges temporarily at the discretion of the principal or assistant principal when he/she judges the conduct of a student to be detrimental to the safety and welfare of other students.

- The rules that apply to students in school will apply to students on the buses.
- All students must ride the bus designated for their route. Students are expected to ride the same bus home in the afternoon unless they are staying for a school-sponsored activity.
- Students are not permitted to get off at stops other than their own.
- It is the responsibility of students to help maintain the cleanliness of the bus.
- Permission to ride the bus may be permanently removed if the student causes any distraction that could endanger the other students or the driver.
- Students must obey posted bus rules.
- After a student boards a school bus, the student may not leave the bus and/or school grounds without written permission of the student's parent(s)/guardian and approval of the principal or designee.
- Students shall remain on the school bus until they reach their school of attendance or until they reach the designated place to make a scheduled bus transfer.
- School bus drivers shall permit students to get off a school bus only at the school of attendance, unless permission has been approved by the school principal or designee.
- While at a bus stop or on the way to or from school, either in the morning or afternoon, students are subject to school regulations and consequences.
- Students violating bus rules or school rules may have their privilege to ride the bus suspended.

CAFETERIA RULES

- Students will keep hands, feet, and objects to themselves at all times.
- Students must empty trays and put all trash into proper receptacles.
- Students will not yell, scream, or make other loud disturbing noises.
- Students must remain in the cafeteria or in designated areas outside the cafeteria during the entire lunch period.
- Students will not cut in line or allow other students to cut in line.

- Misuse of identification numbers may result in disciplinary consequences..
- Once seated, students will not move about the cafeteria unless disposing of trash or emptying their trays.

CARD PLAYING

Playing cards and/or gambling in school is prohibited unless it correlates to an instructional activity.

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Toys, games, gaming systems, radios, tape players, video cameras, and other electronic equipment are not to be brought to school. These items may be taken from the student and returned only to the parent. Items from repeat offenders may be confiscated until the end of the school year.

All students are required to turn off their cell phones and keep them out of sight at all times during the school day upon entering the building to the closing bell, with the expectation of teacher-planned instructional uses. The consequences for failure to follow this will be progressive including confiscation of the cell phone until the end of the school day and confiscation of the cell phone with a parent-required pick up from school. Repeated incidents will subject the student to loss of privilege, detention, In School Suspension (ISS), or Out of School Suspension (OSS) and contact with parents. This includes the cafeteria during student lunches.

Students may possess a cellular telephone, or other communication devices on school property, provided that the device must remain off and out of sight while on school property, including school buses.

Parents should refrain from texting or calling their child during school hours. All students must turn in cell phones to test administrators prior to any test or exam. They will be returned at the end of testing. These procedures may vary at the discretion of the administration. Amelia County Public Schools are not responsible for damage, loss, or theft of these items.

CHANGE OF ADDRESS

Changes of address or telephone numbers should be reported to the office immediately.

CLASS DISMISSAL

Students will remain in their seats until dismissed by the teacher.

CLASS DUES

It has been a tradition for classes to have class dues. The amount of dues is $25.00 for each class. Class dues have been used for the following: homecoming floats, pizza parties, class picnics, scholarships, charitable donations, gifts to the school, class night activities, parent banquets, class trips and Junior-Senior Prom. Juniors and seniors who wish to attend the Junior-Senior

Prom must have paid all dues in full before an invitation will be extended. Seniors must have paid all dues and all other monetary obligations to the school by April 1st each year before participating in Senior week, the senior trip, prom, Class Night and/or Graduation. Dues entitle the individual to participate in the activities of the class. Since the class is organized as a club, dues must be paid in order to be a member. Individuals will not be allowed to vote, hold office, or represent the class in any activity unless dues are paid in full. This means dues from past years, in which the student was enrolled at ACHS, must be paid as well as the current years dues.

CLASS OFFICERS

Each of the four grades (9, 10, 11, and 12) is organized as a large club. Officers are elected for each grade. The usual officers include president, vice-president, secretary, treasurer, and historian. The classes are advised by the class sponsors. Should any class officer receive ISS or OSS, his/her office may be terminated and the next officer in line will be promoted to that position.

CLINIC

The school maintains a clinic. In order that school authorities will know what medicine a student is taking in case of an emergency and to prevent trafficking of drugs, no student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use. Medication and prescription drugs shall not be brought to school by the student. This includes over-the-counter medications such as Tylenol, Advil, Motrin, Excedrin, Benadryl, and any other medication that may/may not be purchased for individual use. A parent or guardian is required to take all such items to the school's clinic for documentation. Exceptions may include an inhaler and/or EpiPen® if approved by the school nurse for self-carry.

Prescribed EpiPens/inhalers not used appropriately by the student may result in consequences. Students who have registered medications to be carried on person by a doctor's note are expected to adhere to appropriate storage and usage of such medications. Students who inappropriately discharge medications such as inhalers or EpiPens®, share medications with other students, and/or are not responsible carriers of the medication, may be subject to disciplinary action at the discretion of the principal/designee.

COMPUTER USE

Students may use the computers/student chromebooks in the school only under the supervision of a staff member. Usage must conform to the responsibilities set forth in the "Technology User Agreement."

CORPORAL PUNISHMENT

No teacher, principal or other person employed by the Amelia County School Board shall subject a student to corporal punishment. Under Virginia law, corporal punishment defined as "the infliction of, or causing the infliction of, physical pain on a student as a means of discipline" is prohibited. There are several exceptions in the law, which allow for physical contact to take place. Those exceptions are as follows: the use of reasonable contact to maintain order and control; the use of reasonable and necessary force to quell a disturbance or to remove a student from the scene of a disturbance when physical injury or property damage is threatened; the use of reasonable

force to keep a student from inflicting physical harm on himself; the use of reasonable and necessary force to obtain a weapon, dangerous object, controlled substance, or paraphernalia.

CURSING AND SWEARING

It is unlawful for any person to curse or swear in public or use abusive language toward another person. Students cursing or swearing in public are subject to the disciplinary hierarchy and may be referred to legal authorities for Disorderly Conduct. (Section 18.2-416)

DANCES

All dances must have advance approval from the principal. Musical groups or disc jockeys are not to be employed without approval of the principal or designated assistant. Only Amelia County students will be allowed to attend dances, unless otherwise specified. Guests may be invited to the Homecoming Dance and the Junior-Senior Prom. If a guest fails to conduct himself or herself in an acceptable manner, the guest and the student who invited him or her will be requested to leave the premises. In addition to the above, Amelia County High School maintains the following:

- All guests must be registered and approved by the principal or the designated assistant at least one day prior to the dance. All guests must be enrolled in the 9th grade or above.
- No person who leaves the dance will be permitted to reenter.
- A junior or senior must have paid all class dues and be in good standing in order to receive an invitation to the prom.
- No student from Amelia County Public Schools below the 9th grade may attend a high school sponsored dance.
- No one over the age of 20 will be allowed to attend any dance as a guest.
- Guests may be required to pay for a guest ticket.

STUDENTS WITH A DISABILITY AND SPECIAL EDUCATION

The Individuals with Disabilities Education Act (IDEA) ensures that eligible students with disabilities have access to a free appropriate public education (FAPE) designed to meet their unique needs and prepare them for further education, employment, and independent living. In addition, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance.

DISHONESTY

Cheating, forgery, and giving false information are against school policy. Cheating includes, but is not limited to, any attempt to obtain or give information in an effort to deceive, or avoid following ethical procedures, or to deviate from teacher directions. Lying or giving false information verbally (in person or by telephone or in writing) or the knowing use of forged writing are violations of school policy. Acts of dishonesty may lead to suspension and/or other disciplinary consequences in addition to automatically receiving a zero “0” on the assignment.

DISORDERLY CONDUCT

Students should conduct themselves in an orderly manner at all times. No student may act with the intent to cause a public inconvenience, annoyance or alarm, or recklessly create a risk to the public. If the disruption prevents or interferes with the orderly conduct of any class or disrupts the operation of any school or any activity conducted or sponsored by the school the student may be charged with Disorderly Conduct. Disruptive behavior means any conduct that interrupts or obstructs the learning environment. Any student acting in a disorderly manner may be suspended up to ten (10) days by the principal, or assistant principal, and reported to the legal authorities. The Superintendent and the School Board may issue more severe consequences.

DISRUPTION TO THE EDUCATIONAL ENVIRONMENT

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities is prohibited. Any communication, activity or social media post, committed outside of the school setting that interrupts or interferes with the school day is also prohibited, and subject to the Code of Student Conduct.

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 making out with each other. Disciplinary action will be taken for those who do not abide by the policy.

DRUGS AND ALCOHOL POLICY

Substance abuse is defined as follows:

1. Use, possession, distribution, intent to sell, selling, purchasing, attempting to purchase, manufacturing, giving, attempting to sell, or being under the influence of a controlled substance, imitation controlled substance, marijuana, illegal drugs, or anabolic steroids or intoxicants including alcohol, on school property or while engaged in or attending a school activity, or in any manner so as to endanger the well-being of students or staff.
2. Being present on school grounds within a reasonable time after having consumed or used a controlled substance, marijuana, anabolic steroids, illegal drugs, or intoxicants including alcohol.
3. Possession or distribution of "imitation controlled substance", which by dosage unit appearance, including color, shape, size and markings or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.
4. The use, possession, distribution, intent to sell, selling, manufacturing, giving or attempting to sell drug paraphernalia on school property or while engaged in or attending a school activity, or in any manner so as to endanger the well-being of students or staff. Drug paraphernalia means all equipment, products, and materials of any kind including the constituent parts thereof that are either designed for use or intended by the student for use

in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or a controlled substance. Drug paraphernalia shall include, but not be limited to, those things defined in Section 18.2-265.1 of the Code of Virginia, which is available for review in the principal's office.

5. In an expulsion for drugs, the name of the accuser may not be revealed if the accuser is a student. Along with the definition of the excluded drugs and alcohol, the School Board provides these operational definitions of use, possession, and distribution. Also included are the penalties that will be imposed for the use, possession, and distribution of controlled substances.

Use of a controlled and dangerous substance implies that a student is reasonably known to have assimilated the same (e.g., smoking marijuana, taking a pill, etc.) or is reasonably found to be under the influence of the same while under the jurisdiction of school authorities.

Possession of such a substance implies that a student has on his person or within his personal property, or has under his control such substance by placement of and knowledge of the whereabouts of same on School Board property, or other property on which he or she is present by virtue of being within the jurisdiction of school authorities.

Distribution of such a substance implies the transfer of such substance to another person, with or without the exchange of money or other valuables.

A verbal report is to be made to the superintendent or his designee immediately followed by a written report giving the full details of each substance abuse case. This report shall be shared with the School Board.

A report shall be made to law enforcement officials. Any student that violates this policy shall be expelled from school by the School Board.

It must be clearly understood that this School Board Policy pertains to administrative action by the School Board and is in no way meant to be substituted for any other legal proceedings that result from criminal investigation.

EIGHTEEN (18) YEAR OLD STUDENTS

Students who are 18 and over must abide by the same rules and regulations as other students. These students may not sign their own excuses unless specifically approved by the School Board on an individual basis.

EMERGENCY DRILLS

Emergency drills will be held to prepare for emergency events. Students should listen carefully to the instructor and move in an orderly manner to the assigned area. All persons must remain in the area until signaled to return to class.

FIRE DRILLS

It is against the law to tamper with or set off an alarm unless there is an actual fire. The order of leaving the building is posted near the entrance of each room. The teacher will go over the route of exit with each class. Effective practice for evacuation requires all students to adhere strictly to appropriate behavior. No fire alarm should be assumed to be a drill.

FRATERNITIES, SORORITIES, CULTS, AND SECRET SOCIETIES

Fraternities, sororities, cults, and secret societies are not recognized or authorized school organizations.

FREEDOM FROM DISCRIMINATION

Students shall not be discriminated against for the reason of race, religion, sex, or ethnic or national origin.

FUNDRAISING ACTIVITIES

All fundraising activities to finance student activities must be approved by the school administration. Candy and other food items cannot be sold on the buses, in the classrooms during instructional periods, or in the cafeteria during breakfast and lunch periods.

GAMBLING

Gambling is illegal and not allowed at school.

GANGS

Students shall not engage in gang activity on school grounds, on school buses, or at any school sponsored activity. A gang is defined as any group of three or more persons whose purpose includes:

- Commission of illegal acts.
- Participation in activities that threaten the safety of persons or property.
- Disruption of the school activities.
- Creation of an atmosphere of fear and intimidation.

Students shall be subject to disciplinary action for participating in gang activity. Gang activity is defined as:

- Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang.
- Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang.
- Using any speech or committing any act or omission in furtherance of the interests of any gang, including: (a) soliciting, hazing and initiating others for membership in any gang, (b)

requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and (d) inciting other students to act with physical violence

- ❖ Inappropriate gathering, bullying, harassment, intimidation, degradation, disgrace, and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

HEAD LICE AND BED BUGS

When the presence of head lice is suspected, the school nurse will make the determination. If the school nurse determines that head lice are present, the parents will be notified immediately and the student must remain at home until properly treated. To be readmitted to school the student must be re-examined by the school nurse or designee and declared free of the infestation. When necessary other students will be advised and/or examined.

What are Bed Bugs?

Bed bugs are small, flat, wingless insects with six legs that, just like mosquitoes, feed on blood from animals or people. They range in color from almost white to brown, but they turn rusty after feeding. Bed bugs are ¼ to 3/8 inches long. They get their name because they like to hide in bedding and mattresses. Unlike some other pests, bed bugs do not transmit or spread disease.

Movement of Bed Bugs

Bed bugs have spread throughout the country and are present in communities regardless of housing, income level, or ethnicity of the population. Schools are not ideal places for bed bugs as they prefer to hide during the day and there are few people in the school at night when bed bugs feed. So, how do they come to school? They can get into school in a variety of ways:

- From “hitchhiking” on clothes, backpacks, computer bags, stuffed toys, lunch boxes, etc.
- From infested items (e.g. furniture, clothing) that have been donated or brought into school
- From those who have stayed at hotels, motels, and other residents or traveled on cruise ships, planes, etc.

Often, the school system will not know how the “unwanted pests” are introduced to the school environment.

Prevention Methods

Bed bugs feed on people. They do not infest people. They are “hitchhikers”. They are very much like mosquitoes, which feed and then move off the body to find shelter. The following are some prevention strategies which may be done weekly or more often as necessary:

- ❖ Encourage your child to empty their backpack outside of the home and inspect all items as they are removed. Put the child’s backpack and coat in the dryer on high for 30 minutes to kill bed bugs and eggs.
- ❖ Vacuum floors and furniture regularly, discarding the vacuum bag when you are done directly to the outside.
- ❖ Encourage your child to keep backpacks and coats out of the bedroom and off the bed and couch.

- Encourage students to take homework assignments out on the table or desk, not bed or couch. You can consider isolating backpacks in a sealed plastic bag or a sealable container.
- Inspect mattresses for signs of bed bugs at home and when traveling.

Treatment

If there is evidence of bed bugs in your home, it is recommended that you call a professional pest control company. While bed bug bites are not typically serious, the sooner you address a potential infestation in the home, the more likely you will be able to eliminate the bed bugs completely. Amelia County Public Schools will take action as soon as a bed bug has been identified. We will notify our licensed pest control specialist to inspect and treat. They will provide the school system with the appropriate pest control management plan to address the situation.

INCLEMENT WEATHER

The following procedure will be followed for school closing due to inclement weather:

- An announcement will be made via Apptegy, on school social media accounts and through broader notification systems such as WWBT (12), WRIC (8), and WTVR (6).
- A decision will be made whenever possible by 5:30 a.m. Often a definite decision can be made the preceding day and an announcement will be made in the evening by School Messenger. IT IS VERY IMPORTANT THAT WE HAVE CORRECT PHONE INFORMATION IN OUR SYSTEM FOR YOU TO RECEIVE THESE CALLS.
- Closing school will be announced one day at a time.
- If schools close early after the school day has started, an announcement will be made on the same radio stations listed above.

Parents and students should not call the school since the decision to close is made by the Superintendent's office.

INTIMIDATION OR THREATS

- All ACHS students have the right to attend school without fear. No student may coerce, threaten, intimidate, or commit any other act that may cause fear. Students may not use provocative speech, postures, or gestures that may intimidate or harass others. Students acting in this manner may be suspended up to ten (10) days and may be referred to the Superintendent or designee for further action. Any student who is being intimidated should make an immediate report to a teacher, counselor, administrator or parents. Legal action may be taken if appropriate.
- If any student makes a threat to any employee of Amelia County Public Schools, while on a school bus, on school property, at a school-sponsored activity, or in a school related matter, that student may be suspended from school, and/or other disciplinary action taken. The matter may also be reported to the Superintendent or designee for further appropriate action.

INVESTIGATIONS

There are times when it becomes necessary for school officials to conduct investigations to determine the facts about school misconduct and crime. Students are expected to be honest when questioned during an investigation. Any student determined, by the facts gathered during an investigation, to have intentionally given false information may be suspended.

LOCKER POLICY

Upon request, students may be issued a locker and a lock when all forms have been returned. Students are responsible for the lock the entire school year and if it is lost the student will be charged $6.00 for a replacement. Students are not to share lockers or give their combination to other students. Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

LOST AND FOUND

Lost and found articles are kept in the main office. Students should check immediately when they have lost or found an article. Students are strongly urged not to be careless with their personal belongings and valuables. It is especially inadvisable to bring large cash sums to school. Students are responsible for the security of books and personal effects. If a book is lost, a student should check with their teacher first, then the office. Periodically items will be placed in the cafeteria for students. Announcements are made stating how long they will be available in the cafeteria before being disposed of.

LOST OR DAMAGED BOOKS

Students are responsible for books, materials and equipment issued to them by the schools. For any lost or damaged item, the student must reimburse the school the original cost of the book.

LUNCH PERIODS

Students will go to lunch according to their class schedule. Students should report to lunch within four minutes of their lunch bell. Students who remain in the hallways after that time will be considered to be in an unauthorized area. Students must remain in the cafeteria area unless permission is given to go to another location. Lunch cannot be eaten in other areas of the building.

MARRIED STUDENTS

The following regulations will be observed by all married students. Failure to comply with these regulations shall be deemed grounds for disciplinary action.

-
- Every married student must report his/her married name and current address to the guidance office on the day of returning to school.

- ❖ Married students must present a marriage certificate to the guidance office as proof of marital status.
- ❖ Married students are subject to all rules and regulations as all other students.

MEDICATION AND PRESCRIPTION DRUGS

Prescription Medications

Amelia 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.

Nonprescription Medications

Amelia County Public School personnel may give nonprescription medication provided by the parent or guardian to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. 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. THE HIGH SCHOOL WILL NOT PROVIDE OVER THE COUNTER MEDICATIONS FOR STUDENTS.

Self-Administration of Medication

Self-administration of any medication is prohibited for all students. Exception: If you are a student with severe asthma, you may contact the school nurse for new regulations regarding the self-dispensing of asthma medicine. Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Students who violate this policy may be subject to disciplinary action in accordance with the Standards of Student Conduct.

PASSES

Any student in the hall while classes are in session must have a pass from the teacher responsible for him/her at that time. Students may not be in the parking lot at any time during the school day without a pass and/or escort from the main office. Students will not be allowed to leave a classroom without the hallway pass. Students may not share passes. Passes may be on paper or through our electronic pass system.

PERFECT ATTENDANCE

Perfect attendance is awarded to students who are present for the entire school day throughout the school year. Students remain eligible if they miss a portion of the school day on up to five days during the school year.

PETS AND ANIMALS

For the safety and health of all students, pets and animals are not allowed on school property. Exceptions may be made for instructional activities or special occasions. All such exceptions must be approved by an administrator.

PHYSICAL EDUCATION

Dressing Out

All students enrolled in physical education are required to change into suitable clothing attire (as determined by the teacher) and participate on assigned days. Failure to dress out for Physical Education will affect a student's grade. Students who do not dress out for PE class may be sent to the in-class detention classroom for supervision purposes.

Medical Excuses

Students unable to participate because of illness or injury must bring a written excuse. If the duration of the excuse is for three (3) consecutive days or for any continuing problem, an excuse is required from a licensed medical doctor.

PLAGIARISM

Students are required to give credit for using another person's work by giving the proper notation on written and oral presentations. Violations of this policy may result in both academic and disciplinary penalties. ACHS may use online programs to detect plagiarism and the use of artificial intelligence (AI) to complete work. This is considered an integrity offense per the code of conduct.

PROPERTY DAMAGE

School Property

The superintendent is directed to institute actions against the person or parents as necessary to recover funds adequate to repair damages done to school property by minors living with such parents or either of them, as provided by state law. These actions shall be in addition to whatever other disciplinary action may be deemed necessary and advisable by the principal of the school. The student may be suspended from school for up to ten days and/or be referred to the Superintendent for further disciplinary actions.

Private Property

If private property is damaged or destroyed at school by a student during the school day or at school function, the owner of said property may institute action and recover appropriate costs, repair, or replacement from the student and/or the parents. Appropriate disciplinary action will be taken when warranted.

PROTECTIVE DEVICES

In accordance with state law, and safety requirements students participating in certain classes are to wear protective devices. Any student failing to comply with such requirements will be temporarily suspended from the class, and the registration of a student for such a class may be canceled by the principal.

RACIAL SLURS

Students are not permitted to use language that is intolerant of individual differences, including racial slurs. Student use or racial slurs or radically related incidents result in a 3-5 day minimum OSS and parent conference.

RELATIONSHIPS WITH ELEMENTARY AND MIDDLE SCHOOL STUDENTS

High school students should take every reasonable step necessary to avoid confrontations with younger children. High school students should report problems to the bus driver, parents, or a school administrator. High school students should serve as role models for younger students.

RELIGIOUS ACTIVITIES

The school will follow the First Amendment of the U.S. Constitution and the decisions by the U.S. Supreme Court in dealing with religious activities at school. The Constitution permits objective teaching about religion.

SALES BY STUDENTS

Only those items that have been approved by the administration for organizational fundraising may be sold.

SCHOOL MONIES

All monies raised through the school must be deposited in the appropriate school account. These are handled in the main office by the school bookkeeper. No expenditure may be made without the approval of the principal. No school monies shall be raised or spent unless there is a justifiable educational goal and approval of a fundraising request has been granted.

SCHOOL PICTURES

Proceeds of school pictures are a fundraising activity of the school used to support the school. Parents may purchase pictures elsewhere if they so choose. Students may be required to obtain pictures for any student identification purpose. Seniors who do not participate in the school sponsored picture activities are responsible for providing approved pictures to the yearbook sponsor by the appropriate deadline for use in senior activities and the yearbook.

SCHOOL VISITORS

All visitors must have an I.D. and report to the office immediately upon arriving on school property to sign in. School visitors are welcome and will receive prompt and courteous attention. They must state the purpose of their visit. If appropriate, the visitor will be given a pass to visit in the approved area. The school reserves the right to deny any visitor permission to visit in the school. Visitors are not allowed to go to classes unless prior approval has been given by an administrator and the visit is for an instructional purpose.

SEARCH AND SEIZURE 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, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search or any materials that may be related to a violation of law or school rules and regulations. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials shall be notified. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Student personal items including but not limited to backpacks, purses, lunch boxes/bags, and beverage containers are subject to search daily upon entering school or upon request. Passive open gate security towers are used for security at public entry points for the building ahead of the school instructional day and select events.

Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, pockets, etc.) may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. Handheld metal detectors may be used by school officials.

- If a pat down search of the student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present. Police may do pat down searches with a school administrator present.
- If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon prior approval of the superintendent or his designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

Locker Searches

Student lockers, desks, and other such property, are school property and remain at all times under the control of the school. However, periodic general inspections of lockers or desks may be

conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior and visible interiors of student automobiles on school property. The non-visible interiors of student vehicles may be inspected whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials.

If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities for ultimate disposition.

SEATING

Sitting or lying on the floor in offices, the cafeteria, classrooms, or hallways is inappropriate. It is poor manners to put feet on chairs, desks, or tables. Students are expected to sit in a manner that is appropriate for the area and the activity.

SEX ACTS ON SCHOOL PROPERTY

For committing sex acts on school property the student will be automatically suspended from school and referred to the Superintendent.

SEXUAL CONDUCT

Inappropriate sexual conduct is defined as inappropriate touching or inappropriate verbal comments or harassment. For committing sex acts on school property, the student will be suspended from school up to ten (10) days, and/or referred to the Hearing Officer for further disciplinary actions and/or reported to the legal authorities. This includes, but is not limited to, sexting which is the act of sending sexually explicit messages on phones or other electronic devices including chromebooks.

SEXUAL HARASSMENT

It is the policy of the Amelia County School Board to maintain a working and learning environment which provides for fair and equitable treatment, including freedom from sexual harassment, for all its employees and students.

Sexual harassment under Title IX is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the educational program or activity. The Code of Student Conduct prohibits Sexual harassment under Title IX as well as inappropriate sexual behavior including the distribution of obscene materials, any unwelcome sexual advances, requests for sexual favors, and other

inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

It is prohibited for any student or employee, male or female, to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature. Conditions may include, but are not limited to: (1) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student; (2) such conduct creates an intimidating, hostile, or offensive working or learning environment; or (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Examples of activities which could constitute sexual harassment or sexual misconduct include, but are not limited to: (1) unwelcome leering, sexual flirtations, or propositions; (2) unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions; (3) graphic comments about an individual's body or overly personal conversation; (4) targeted sexual jokes, stories, drawings, pictures, or gestures toward others; (5) spreading sexual rumors; (6) inappropriate or suggestive sexual gestures; (7) cornering or blocking of normal movements; (8) displaying sexually suggestive objects in an educational environment or online; (9) displaying sexually explicit behavior; or (10) stalking, dating violence, or domestic violence based on sex.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. Any student who believes he or she has been subjected to inappropriate sexual behavior should immediately report their concerns to their Principal. In addition, any student who believes that he or she has been subjected to sexual harassment by another student or employee should immediately contact the Title IX Coordinator.

Complaints may be filed with the Title IX Coordinator at any time by phone, email, in writing and in person. The School Board designates a Title IX Coordinator responsible for identifying, preventing, and remedying discrimination as well as receiving complaints under this policy. The name and contact information for the Title IX Coordinator is posted on the division's website. Title IX Coordinator contact information:

Dr. Jan Medley
Director of Student Services
8701 Otterburn Road, Suite 101
Amelia, Virginia 23002
804-561-2621
TitleIXCoordinator@ameliaschools.com

Any student who is found after an investigation to have engaged in sexual harassment of another student will be subject to disciplinary action appropriate to the offense from a short-term suspension up to a recommendation for expulsion.

SKIPPING CLASS

Skipping any class or scheduled activity during the school day is prohibited. Skipping class includes being out of class without permission or coming to class excessively late (more than ten (10) minutes).

STUDENT DRESS

PLEASE NOTE THAT THIS DRESS CODE WAS ADOPTED BY THE AMELIA COUNTY SCHOOL BOARD IN DECEMBER 2013 AND REVISED IN JUNE 2022

The Amelia County School Board recognizes the importance of a division wide dress code in promoting and maintaining an orderly and safe learning environment. The Board further recognizes that neatly attired and well-groomed students take more pride in themselves. Additionally, students are more likely to practice habits of self-discipline and display a more positive attitude and demeanor toward all aspects of the division's educational program. The purpose of the dress code is to eliminate distractions while at school so as to increase the focus on instruction and to encourage and promote professional and responsible dress for all students.

School administrators shall use their discretion when there is any question about appropriate or inappropriate dress. Principals may also designate days for students to wear particular attire in recognition of school-wide events such as "Dress-Up Day", Spirit Week, etc.

The following guidelines apply to all students in Amelia County Public Schools and apply to students while in attendance at school or school-sponsored events (i.e. sporting events, academic competitions, field trips, etc.).

Dress Code:

- Headgear will not be permitted to be worn in the building except for educational, religious, or medical purposes. Headgear refers to a covering for the head including, but not limited to, hats, caps, bandannas, sweatbands, hoodies, and scarves. Hats are not to be worn during the instructional day.
- Pajamas are not to be worn in school. Sunglasses are not to be worn in school.
- Appropriate footwear must be worn in the building at all times. Heelies, Bella Ballerinas, bedroom slippers, sock feet and bare feet are not permitted. In instances when particular footwear is deemed to be unsafe, the principal shall make the decision regarding appropriateness.
- Shorts, skirts, skorts, and dresses must NOT be shorter than three inches above the knee for elementary school students. For Middle School and High School students the length must NOT be shorter than four inches from the top of the knee.

- Pants must be worn high enough up to not expose undergarments of backsides.
- Rips, tears, or holes shall be no higher than four inches above the knee. Spandex or leggings must be worn underneath pants with rips, tears, or holes higher than four inches.
- Shirts and tops must cover the torso. The midriff may not be exposed at any point including while seated or standing.
- Spandex, jeggings, or other form-fitting clothing are permitted as long as the material is opaque, does not expose the undergarments, has an accompanying top that is lower than the waist, and complies with the requirements in the previous bullet.
- For middle and high school students, necklines shall be modest, not revealing, and shall not allow cleavage to show. Shirt straps must be at least three inches and extend to the shoulder. Spaghettis straps or tops not meeting the three inch rule are not allowed. For students in elementary school, shirts with straps must be at least one inch in width on the shoulder. Mid-drifts cannot be exposed and long arm holes are not permitted.
- Students' clothing, haircuts, or tattoos may not display any of the following:
    - Weapons
    - Pictures of tobacco products
    - Drugs
    - Alcohol
    - Nudity
    - Vulgarity
    - Obscene, lewd, or profane words
    - Inflammatory racial statements
    - Other prohibited expression as outlined

Any clothing that has a likelihood of causing substantial disruption of or material interference with school activities is prohibited.

Principals will make a decision when there is any question about appropriate or inappropriate student dress.

Willful violation of the student dress code regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various in-school actions, to suspension from school for continued willful violations.

Principals may designate days for students to wear particular attire in recognition of school-wide events such as "Dress-Up Day", Spirit Week, etc.

Parents and students are encouraged to consider the following statement when contemplating whether a particular clothing item is appropriate: IF IN DOUBT, DON'T WEAR IT OUT!

STUDENT EXPRESSION

The right to freedom of expression does not include oral or written expression or conduct that is indecent, lewd, profane, vulgar, obscene, or sexually explicit, or which is inconsistent with and undermines the basic educational mission of the public schools. The exercise of this right may not interfere with the rights of others nor may oral or written student opinions be used to present material which falls into one or more of the following categories:

1. Material which reasonably leads the principal to forecast substantial disruption of or material interference with school activities or endangers the health or safety of students.
    a. Substantial disruption of and material interference with school activities shall include but not be limited to:
        (1) Creating an environment where there is a significant likelihood of harm to persons and/or property.
        (2) Prevention of the normal and routine conduct of classes and other school activities or of normal and routine movement on school premises.
    b. The principal or designee shall determine whether a substantial disruption of or material interference with school activities is likely after taking into account the following factors.
        (1) Past history of disruption in the particular school and its causes.
        (2) Whether any material or acts in question would be likely to lead students to act in a disruptive manner or whether the material or acts are merely offensive or objectionable but not provocative.
        (3) Whether any material or acts in question is similar to any material which has been proven disruptive in a similar environment.
        (4) The number of copies of any material intended to be distributed and the manner of the intended distribution.
2. Material which is libelous or slanderous.
3. Material or acts which advocates the commission of a criminal act or constitutes a criminal act as defined by the Criminal Code of the United States, the Commonwealth of Virginia, or the County of Amelia.
4. Material or acts which are obscene as defined in the Code of Virginia.
5. Material intended for school-sponsored vehicles of student expression which is ungrammatical; poorly written; inadequately researched; biased, prejudiced; obscene, indecent, vulgar, lewd or profane; patently offensive, sexually explicit; unsuitable to the maturity level of the audience; advocates the use of drugs or alcohol; advocates irresponsible sexual behavior or conduct; or is inappropriate to the achievement of the instructional objectives of the activity. School-sponsored vehicles of student expression include, but are not limited to: school sponsored newspapers, magazines, and yearbooks; handbooks, guidebooks, and printed programs; dramatic and musical productions; forensics, debate, and public speaking; assembly programs; student elections; student government and advisory councils; commencement activities; and other activities in which student expression is disseminated under the auspices of the school.

6. Students' clothing, haircuts, or tattoos may not display in words or pictures tobacco products; drugs; alcohol; nudity; vulgarity; obscene, lewd or profane words; inflammatory racial statements; or other prohibited expressions as outlined. Any clothing that has the likelihood of causing substantial disruption of or material interference with school activities is prohibited.

STUDENT RESPONSE TO EMERGENCY SITUATION

Research has proven that the school is one of the safest places a child can be. We do know, however, that emergencies sometimes occur. In order to ensure that students react promptly and in a proper manner, the following procedures are to be followed in the event of certain emergencies.

Fire

If a student discovers a fire:

- Go to the nearest pull station and pull the fire alarm.
- Leave the scene immediately and get the attention of an adult.
- If no adult is in the immediate area, go as quickly as possible to the office and report the fire and its location.
- Follow fire drill procedures, immediately leaving the building by the nearest exit.

NOTE: There is a severe penalty for pulling a fire alarm when there is no fire.

Injury/Illness (of another person)

- If an adult is at the scene of an accident or illness, stand clear of the scene and wait quietly and orderly for an adult to give you directions.
- If there is no adult at the scene and there are two or more students who observe what has happened, one student should remain with the victim while the other goes for help. If one student only sees the accident, that student should go as quickly as possible for help. Under no circumstances should a student or students try to move someone who has had an accident.

Violent or Threatening Behavior

- Fighting
  (1) Never get involved in trying to separate those who are fighting. Trying to separate combatants can lead to personal injury.
  (2) If an adult is present, the student should stand clear and wait quietly until the situation is under control or do what the adult asks.
  (3) If no adult is present, the student should leave the scene and report the situation to the first adult that is encountered.
  (4) Students should never leave a supervised area to approach an incident.
  (5) Fighting will result in disciplinary action.

- Threatening Behavior

(1) In the event that a student is threatened verbally by another student, the student should immediately leave the person doing the threatening and seek an adult to report the situation.

(2) If a violent situation occurs within the school building, the office will keep teachers informed. Students should follow the directions of the adult who is nearest to them when made aware that a crisis exists in the school.
   (a) If the crisis situation is inside the building and the student is outside, the student should remain outside. Do not return to the building but seek the nearest adult and follow that person's directions.
   (b) If the crisis situation occurs outside the building, return immediately to the building and seek an adult for further directions.
   (c) If the student is in the area where the dangerous situation exists, the student should try to remain calm and follow the instructions of whatever adult is present in the area.
   (d) In the event that injury to self or others occurs as a result of a violent situation, find the nearest adult and follow that adult's directions.
   (e) Under no circumstances should a student leave a supervised area in a crisis until being told to do so by the adult in charge.
   (f) Threatening someone and/or causing a "confrontation" will result in disciplinary action.

STUDY HALL GUIDELINES

The objective of a study hall is to provide students an opportunity for studying and completing assignments in an environment that is conducive to learning. Class begins with a bell and students are expected to be in their assigned seats with study materials out. Talking is not permitted. This class is not designed for socializing. Students are expected to bring all necessary books/materials to class. Passes will not be written to go to lockers to get necessary books/materials for class. Students may use the library if they have an assignment to complete for another teacher that requires the use of the library. They must bring a pass from the teacher making the assignment and present it to the study hall teacher for attendance. At this time, the study hall teacher will issue a pass to the library. Students may use the computers in the study hall classroom for academic purposes only. If students abuse the use of the computer, future computer privileges will be denied. All students are expected to adhere to the standards of conduct in the Amelia County High School Student Handbook and follow classroom rules: follow directions the first time they are given; be in the room and seated before the tardy bell rings; bring all necessary books/materials to class daily; keep hands, feet and other objects to yourself; wait to be recognized before speaking; be respectful of yourself and others; no eating, drinking or sleeping during class; be active in completing academic assignments during the entire class period.

TELEPHONES

Telephones in school offices are to be used only for school business. Students will be called to the phone only in emergencies. Only messages of an urgent nature will be delivered to students. The

school office is open from 7:45 a.m. to 4:30 p.m., Monday through Friday. During the day, students may use the office phone only for an emergency.

TESTS FOR SUBSTANCE ABUSE

To try-out for or participate in any school sponsored VHSL or SMSC affiliated activity, the student must sign a consent form by which the student agrees to participate in the drug testing program. The consent form must also be signed by the student's parent or guardian in advance of the try-out for a specific activity. The consent form will be valid for the current school year and must be renewed annually.

THEFT

Theft or attempted theft of any kind will not be tolerated. Immediate restitution will be demanded. Disciplinary action will be taken. Thefts may be reported to legal authorities.

TOBACCO PRODUCTS

Students are not permitted to possess tobacco products or associated paraphernalia, including such things as vapes, e-cigarettes, lighters, pipes, rolling papers, etc... on school property, including school buses during the school day. No person is permitted to smoke or vape in a school building or on school property. Students violating either of these laws may be referred to legal authorities.

TRANSPORTATION POLICY, STUDENT

- During the school day, students are permitted to drive their cars on Amelia County School Board property only to: a) attend school, b) permit children who reside in the home of the driver of the car to attend school, c) ride a bus, and/or d) permit students who ride with someone else in accordance with the policy. Depending on the severity of the matter, driving violations will be handled by revoking driving/parking privileges for specified periods of time.
- When students travel between the home school and other instructional or cooperative job sites, a student driver may not transport another individual without having on file permission from the student driver's parents/guardians and permission from the passenger's parents/guardians.
- Walkers - Students who walk to school should walk directly to school and use sidewalks where provided. If no sidewalk is provided, students must walk facing on-coming traffic.

TRESPASSING

Each time a person "enters upon or remains on the premises after having been told to vacate shall constitute a separate offense". It is unlawful for any person, including a student, to trespass on school property after being directed to leave. The student will be subject to school disciplinary actions and may be referred to legal authorities. Students who are suspended out of school are not

allowed on school property (including any school events) without permission from an administrator. It is unlawful for any person (including students) to be on school property or to enter the building when school is not in session unless they have approval from an authorized person or are attending a school sponsored function.

The school day begins at 7:45 a.m. Students are not to arrive at school earlier than this nor enter the building before that time. Students should not be dropped off earlier than this time, as there is no one available to supervise students before that time.

UNAUTHORIZED USE OF SCHOOL EQUIPMENT

Students may not use any school equipment without proper authorization.

VANDALISM

It is against the law to willfully deface school property or private property on school grounds or during school activities. Students may face school disciplinary action and legal authorities may be notified and restitution will be required.

VEHICLE REGULATIONS, STUDENT

Students who want to drive to school must complete a parking application and pay a parking fee of $15.00. The permit must be obtained within ten (10) school days of enrollment in school. A permit will be issued to each student and must be displayed hanging from the rear view mirror. Students are to park in the lower parking lot. Students may not park in spots designated for staff or for visitors. Students may not sit in or on cars during the school day or move the car without permission. Being in the parking lot without permission may result in a suspension. Students driving a car to school without a decal may be asked to remove their car from school grounds and may lose their right to drive to school. Repeat offenders may have their vehicles towed. Reckless driving of a student in the parking lot, entering the parking lot, or leaving the parking lot will result in loss of driving privileges for a specified period of time. Vo Tech students cannot drive to the Tech Center center unless they have written permission from their parents, tech school principal, and high school administrator.

VERBAL ABUSE OF ADULTS

The School Board expects all students in the Amelia County Public Schools to show courtesy and respect for all adults. The School Board will not tolerate any student who verbally abuses (curses, threatens, harasses, etc.) any adult. Verbal abuse of an adult may result in a suspension up to ten days and the consequences may include referral to the superintendent for a disciplinary hearing and/or a referral to legal authorities.

VIOLATIONS OF LAWS

The school does not condone, support, nor tolerate students who break the law. We will cooperate with the investigations of law enforcement officers according to the guidelines established by the School Board. The school will honor all court issued subpoenas.

The court is mandated to notify the district superintendent of all cases involving any student charged with a felony or certain other criminal acts. Upon receiving this notification, a hearing will be conducted with the student and parents/guardians to determine whether it is in that student's or the school's best interests to continue in that student's current program.

Students may be suspended from school pending the outcome of the case. An alternative education program will be provided during this period. A student found guilty or not innocent of a felony or other criminal act (in a court of law) may be given a long term suspension or expulsion.

WEAPONS IN SCHOOL

Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any Amelia County Public School building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

Such weapons include, but are not limited to

- any pistol, shotgun, stun gun, Taser, revolver, or other firearm listed in section 22.1-277.01(1), of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle;
- toy guns and look-alike guns;
- any dirk, knife, or razor;
- slingshots;
- spring sticks;
- brass or metal knuckles, blackjacks;
- any flailing instrument which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain;
- any disc of whatever configuration, having at least two points or pointed blade, and which is designed to be thrown known as a throwing star or oriental dart;
- explosives; and
- destructive devices as defined in section 22.1-277.01(D), of the Code of Virginia, or other dangerous articles.

Mandatory Expulsion

In accordance with section 22.1-277.01 of the Code of Virginia, a student who is determined to have brought a "firearm", as defined below, on school property or to a school sponsored activity shall be expelled for no less than one calendar year (365 days.) The Amelia County School Board may, however, determine based on the facts of the particular case that special circumstances exist and another disciplinary action or term of expulsion is appropriate. Any student who brings a weapon, as defined within this section, to school shall be referred to the criminal justice or juvenile justice system.

"Firearm", for purposes of mandatory expulsion, means any weapon prohibited on school property or at a school sponsored activity pursuant to sections 18.2-308 and 308.1 of the Code of Virginia, or to section 22.1-277.01 of the Code of Virginia, or to Title 18 of the United States Code section 921. The following weapons, given these statutory mandates, are prohibited and invoke mandatory expulsion as stated above:

- Any stun weapon or Taser
- Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind
- Any dirk, bowie knife, switchblade, ballistic knife, or razor, slingshots, spring sticks, brass or metal knuckles, or blackjacks
- Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain
- Any disc of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown as a throwing star or oriental dart
- Any weapon of like kind as those enumerated in items 1 through 5
- Any weapon, including a starter gun, which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive.
- The frame or receiver of any weapon referenced in the item.
- Any "destructive device" defined as (i) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (ii) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known which will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" shall not include any device which is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and which is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device.

Exception for Weapons Use in Curriculum

An exception to this policy may be made for students participating in an authorized part of the curriculum, extracurricular activity or team involving the use of firearms, or in any organization permitted by the school to use the premises.

DISCIPLINE POLICY

Note: All rules of conduct apply to students involved in school sponsored activities on or off school grounds.

Conduct at Amelia County High School is based on self-discipline and respect for others. In most instances the classroom teachers will handle discipline.

SUCCESSFUL STUDENTS AT ACHS RISE BY...

- Being Respectful of themselves, their peers, the staff, and the school environment and resources
- Being Involved through clubs, teams, activities
- Being Safe in all areas of the school building and campus and reporting unsafe behavior to staff
- Being Exceptional by coming to school and class on time, with the appropriate supplies, dressed appropriately and using time wisely to complete work and actively engage in their learning

The administration may use any of the following consequences to maintain order and discipline within the school environment.

ADMONITION, WARNING, AND COUNSELING

Admonition, warning and counseling will be used where appropriate to assist a student to understand his/her conduct interferes with his/her educational process, threatens the rights of others, or is contrary to school policy or regulations and needs to be corrected.

HALL SWEEP AND/OR HALL RESTRICTIONS

- ❖ Periodically, hall sweeps will be conducted to insure that students arrive in class in a timely manner.
- ❖ Any student caught in a hall sweep, without a pass, will be assigned an administrative detention or other consequences.
- ❖ It is the responsibility of the student to obtain a pass from the teacher to be in the halls during class time.

REQUIRED WRITING

A student may be required to write reports, letters of explanation or apologies. The student may

be required to have parents/guardians sign the assignment.

EXCLUSION FROM FIELD TRIPS

A student may be excluded from going on field trips if his/her behavior makes this penalty necessary. Students failing one or more subjects may be excluded from a field trip if the field trip requires them to miss a scheduled class in which they are failing.

SPECIAL ASSIGNMENTS

A student may be given special assignments as a corrective measure. This may include, but not be limited to, reasonable assignments for general assistance at the school facility.

EXCLUSION FROM CLASS OR CLASS REMOVAL

A student may be removed from a class for a set period of time.

LUNCH DETENTION

A student may be assigned lunch detention and eat lunch in the ISS space.

SATURDAY SCHOOL

A student may be assigned Saturday school detention.

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES

A student's privilege to participate in all or certain extra-curricular activities and/or school sponsored activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Suspension from extra-curricular activities may be imposed in conjunction with other penalties. Any student who is on OSS may not participate in extracurricular activities during that time period.

PROBATION

Being placed on probation is notification that a student's behavior has been unacceptable and must be improved. A student may be placed on probation for a specified period in which the terms and conditions of the probation are explained. Probation may include pass restrictions and/or the loss of privileges.

SUSPENSION FROM SCHOOL

A student may be suspended from school for violations of this policy as set forth in the Code of Virginia 22.1-277.

EXPULSION

A student's privilege to attend school may be terminated by the School Board in accordance with the Code of Virginia 22.1-277.

REFERRAL TO LAW ENFORCEMENT OFFICIALS

Violations of law may be referred to law enforcement officials in addition to the use of other disciplinary measures.

REMOVAL FROM BUS TRANSPORTATION

A student may be suspended from riding a school bus for rule violations. The suspension will be for a specific period of time. The parent will be notified in writing.

IN-SCHOOL SUSPENSION

An Alternative In-School Instructional Program

- In-school suspension is available at Amelia County High School to be used as a form of alternative education for students having academic and/or behavioral problems.
- Students assigned to the program are isolated from the normal daily operations of the school during the time the student is in in-school suspension. Students assigned in-school suspension are to get all books, notebooks, pencils, etc. the day before their assignment begins. Students should meet in a designated area upon arrival to school.
- Assignments for each of the student's classes will be collected and given to the ISS monitor for distribution to the student at the appropriate time.
- Students will not be counted absent from class while serving in-school suspension. A notation should be made by the classroom teacher indicating the student′s presence in ISS.
- Students in in-school suspension will eat lunch at an assigned time. Supervised restroom breaks will be provided periodically.
- Students will not be allowed to leave the in-school suspension room for any reason other than an emergency.
- No talking or other communication with anyone without permission from the teacher will be allowed.
- Students can be assigned in-school suspension only by the administration.
- Since in-school suspension is an alternative, in-school instructional program, students may be assigned to the program for an extended period of time when deemed to be in the best educational interest of the student and the school.
- Students that are assigned to in-school suspension may lose senior privileges, be removed from honor societies, be removed from school offices, be removed as school aides, be declared ineligible for exam exemptions, or be assigned other sanctions as appropriate.
- The student must complete all work assigned by the teachers and/or ISS monitor before he/she is released from ISS.
- Students may be required to surrender cell phones at the start of any ISS assignment.
- Disciplinary problems while in ISS may result in the student being assigned extra days in ISS or placed on out-of-school suspension.

- Students assigned ISS will be prohibited from participating in the next extra-curricular activity.

Note: Any student who has accumulated five (5) in-school suspensions in a school year may be suspended out-of-school for a minimum of one day upon their next in-school suspension referral.

SUSPENSIONS (OSS)

- Virginia law states that students may be suspended from attendance at school for sufficient cause. A student may be suspended by the principal or his designee for behavior which interferes with the education of others, prevents the orderly operation of the school, threatens any individual's physical well being, or knowingly violates a rule for which the penalty is suspension. Suspended students are not allowed to attend any function in which ACHS is participating or be on school property at any time without administrative permission. If the suspension is 3 or more days, the parent may ask the counseling department to get missed work from the student's teachers. These lists are neither all inclusive nor exclusive. Each offense will be evaluated on an individual basis and judged according to the severity and duration. A single incident of disobedience may be considered a minor problem while a series of disobedient acts by the same student could be a major issue. Students that are suspended may lose senior privileges, be removed from honor societies, be removed from school offices, be removed as school aides, be declared ineligible for exam exemptions, or be assigned other sanctions as appropriate.

MINOR OFFENSES

- Attendance offense (Truancy) – being away from school grounds or leaving school grounds without proper permission, skipping class, skipping school
- Possession of communication/electronic devices
- Gambling
- Harassment
- Willful interruption of the school, classes, programs, activities, or schedules
- Noncompliance
- Excessive tardiness
- Repeated non-conformity to the dress code
- Possession of obscene literature or materials
- Use of profanity
- In an unauthorized area
- Loitering on school property
- Skipping class
- Violation of Acceptable User Policy
- Horse playing
- Cheating
- Any other misconduct not specifically spelled out in the Parent-Student Handbook or any other listing of disciplinary rules

Discipline is a cumulative process. Repeat offenses will usually bring more rigorous disciplinary measures each time they occur. The school administration will do its best to fairly and equally discipline students, but the student's disciplinary record for the year will also influence the consequences given.

MAJOR OFFENSES

The following offenses are considered examples of major offenses for Amelia County High School students at school, on the bus, or at school functions (home/away.)

- Violation of Drug/Alcohol Policy.
- Arson
- Assault and/or Battery
- Bomb threats
- Breaking and entering
- Bullying
- Disorderly Conduct
- Gang Activity
- Sexual offenses (including offensive touching, battery or harassment), sexting
- Theft offenses
- Threats or intimidation
- Possession/use of tobacco products and paraphernalia
- Trespassing on school property
- Weapons violations
- Vandalism
- Unapproved possession, use, or distribution of medication or prescription drugs
- Conduct endangering self or others
- Unauthorized use of equipment
- Repeated violations
- Charged with or conviction of a felony or other criminal activity that could reasonably forecast disruption of or interference with school activities or endanger the health or safety of students.
- Misrepresentation – including dishonesty, forgery, etc.
- Use of profanity and abusive language (staff directed)

For each commission of a major offense, the student may be suspended for up to ten (10) days and/or referred to the superintendent for a disciplinary hearing. When appropriate, the student will be referred to legal authorities. For repeated major offenses, a student will be referred to the superintendent for appropriate action.

BUS MISCONDUCT

The opportunity to be transported by a school bus is a privilege and not a right. Failure to abide by posted rules can result in loss of riding privileges. The duration of suspension from the bus will be determined by the severity of the infraction of bus rules. Students are expected to treat all

bus drivers and other adults who may be riding the bus with courtesy and respect. All rules that apply to students in the school also apply to students on the bus. Failure to abide by these rules will result in the same consequences as applied for school policies.

APPEALS

Amelia County High School recognizes the "Due Process Rights" of all its students and parents. The following procedure will be followed when any decision is appealed.

If there is disagreement with the decision of a school administrator, parents/guardians may appeal to one level above the administrator who assigned the consequence. For example, if the Assistant Principal assigns the consequence, the parent may appeal to the school principal. If the school Principal assigns the consequence, the appeal is heard by the Director of Student Services. Once the appeal is heard by the individual a level higher, the decision of that person is final and cannot be appealed any further.

PROCEDURAL PROVISIONS

If you appeal a consequence, the appeal must be made in writing by your parent or guardian within five (5) school days of the notice of suspension. Disciplinary consequences will begin immediately unless the parent or guardian gives verbal notice that an appeal will be filed. Based on the circumstances of the alleged misconduct the principal or designee will determine whether assigned consequences will be delayed until a hearing is conducted. If you appeal to the School Board, your appeal shall be made by your parent or guardian in writing within five (5) school days of the receipt of the superintendent's decision. If your request for an appeal is granted, you will be notified prior to the appeal hearing. If you get into trouble and disciplinary action is taken, you have a right to receive a written copy of the notice of such action. If you go before the School Board, you have the opportunity to have someone represent you (parent, guardian, attorney, or friend.) If you select an attorney, paying for his or her services will be your responsibility. You may hire a recorder to keep an accurate account of your hearing. The principal may suspend a student for a maximum of ten (10) days. If you get expelled, you may not return to school until the School Board approves your readmission. Before you get back into school after receiving a suspension or an expulsion, you and your parent/guardian must meet with the principal. If you fail to do so, your principal may deny your readmission. If you want a public hearing before the School Board, you may request such a hearing. Disciplinary hearings are routinely conducted in an executive session. Your record is entirely yours. All notices of disciplinary action will be filed in your discipline folder. The terms (days suspended) of any disciplinary notice may be suspended, reduced, or increased by the principal or superintendent. Any suspension may result in an increased suspension or expulsion if the facts, gathered by an extensive investigation, reveal that such action is warranted. Before a student may get back into school after receiving a suspension or an expulsion, you and your parent/guardian may be asked to meet with the principal. If you fail to do so when asked, the principal may deny readmission.

ACADEMICS AND CURRICULUM

Amelia County High School has a strong academic program, which is geared to meet the needs of our diverse student population.

In the college preparatory program, honors courses are available in English, mathematics, science, and social studies. Science courses from earth science to physics are offered; whereas, the mathematics curriculum includes courses from Algebra I to calculus. Four years of Spanish and French are taught. Advanced Placement and dual enrollment courses may be offered when justified by student eligibility.

Elective offerings include courses in technology and business, leadership development, agricultural, art, band, chorus, and journalism. Two years of health and physical education are required.

Students can complete vocational programs in agriculture, business, or marketing on the ACHS campus or they can travel to the Amelia-Nottoway Vocational Center where they can enroll in auto body repair, computer repair (A+ certification), health assistance, and cosmetology.

To meet the needs of the special needs students, programs are implemented according to the student's Individual Education Plan. Programs are developed for students identified as learning disabled, emotionally disturbed, visually impaired, physically impaired, and mentally handicapped.

All students, including seniors, must take a minimum of five classes.

PROGRAM OF STUDIES

All students need to plan an appropriate high school course of study for grades 9-12. To get the most from their high school experiences, students need guidance and assistance in selecting courses in terms of sequence, and relating courses to a possible post high school career choice. Students who are graduating from a secondary school, and do not intend to continue their education must have identified marketable skills.Students are encouraged to complete a career pathway, credential, or focused sequence of electives that aligns with their post secondary goals. Information about the course election process, diploma types, course weighting, promotion requirements, transfer credits, program options, and course descriptions may be obtained in the guidance department.

ADVANCED PLACEMENT (AP)

Advanced placement classes will be offered to high achieving students in an effort to gain college credits and advanced placement upon entrance to a college or university. In order to receive college credit, students must successfully complete the class as well as score a qualifying score on the AP exam given in May. The AP Exam is required for every student enrolled in the course. Fees may or may not be associated with these classes.

DUAL ENROLLMENT (DE)

Dual enrollment classes will be offered in classes that generate a minimum of fifteen (15) qualified students. Students must take an entrance test administered by the college to qualify. Students who successfully complete dual enrollment classes will receive college credits as well as high school units of credit.

Amelia County Public Schools provides opportunities for students to receive dual enrollment credit via programs including Southside Virginia Governor's School, dual enrollment courses offered at ACHS, and programs on the campus of Bright Point Community College. The cost of tuition and fees for the dual enrollment courses is paid by ACPS for students earning a grade of "C" or higher. Any student enrolled in dual enrollment classes choosing to drop a class must do so prior to the Drop/Add date set by the college. Students dropping a class after that date will receive an "F" in the course and must reimburse the school division for the cost of tuition. Students receiving a final grade below a "C" in any dual enrollment class must reimburse the school division for the cost of the tuition. Absences totaling more than 20% of a course's semester class will result in automatic dismissal from the course and the student will be responsible for reimbursement to the division for the cost of the course(s).

Textbooks are purchased by ACPS and issued to students. Students not returning textbooks, or not returning textbooks in the same condition they were issued must reimburse the school division for the cost of the textbook.

SOUTHSIDE REGIONAL GOVERNOR'S SCHOOL FOR GLOBAL ECONOMICS & TECHNOLOGY

The Governor's School of Southside Virginia (GSSV) is a half-day program for gifted, highly motivated juniors and seniors. GSSV offers a rigorous interdisciplinary curriculum in English, science, math and research courses. Leadership skills are developed and community service projects are encouraged. Admission to GSSV is based on a competitive selection process.

The mission of the Governor's School of Southside Virginia is to provide gifted, highly motivated juniors and seniors a challenging, interdisciplinary program of studies that develops leaders who possess the skills, global perspective, and vision needed to address the challenges of a rapidly changing society.

CAREER AND TECHNICAL EDUCATION (CTE)

The school offers an extensive vocational education program. The purpose of vocational education is to provide training to develop skills, abilities, understandings, attitudes, working habits, and to impart knowledge and information needed by workers to enter and make progress towards employment on a useful and productive basis. Career and technical education is an integral part of the total education program. It makes a contribution toward the development of good citizens, including their health, social, civic, cultural and economic interests.

HONORS PROGRAM

An Honors Program is offered to our highly motivated, high-achieving students in grades nine through twelve. This program is a challenge for those students selected to participate. The following criteria will be used for the selection of honors program students:

1. Students should have a cumulative grade point average of a 3.0 (B average) or better.
2. Teacher recommendation.

GIFTED AND TALENTED

Amelia County identifies students for the gifted program according to the guidance approved by the State Department of Education. Students who wish to be screened should ask a School Counselor about procedures.

RUSSELL GROVE ACADEMY/TWILIGHT

In keeping with federal and state on time graduation requirements, The Russell Grove Academy has been designed expressly for students with challenges that hinder them from graduating on time. To qualify, students must be in need of credits that cannot be earned in the conventional school setting. In addition, the student must have an acceptable attendance and discipline record. Students enrolled in this program are also students of Amelia County High School with all the rights and privileges. Those who complete the necessary course work and testing required by the Virginia Department of Education for a diploma are graduates of Amelia County High School. Students who wish to be recommended for this program should speak with a School Counselor. Only students transferring in will have the opportunity to be assigned to RGA during the school year.

DIPLOMAS AND CERTIFICATES

SPECIAL DIPLOMA

Students with identified disabilities under IDEA who complete the requirements of their individualized education programs shall be awarded by local school boards.

CERTIFICATES

Students who have completed a prescribed course of study as defined by the local school board shall be awarded certificates by local school boards if they do not qualify for diplomas. Students enrolled in the alternative program will receive a certificate.

REQUIREMENTS FOR GRADUATION

Graduation requirements must be met by the date and time final grades for seniors are due unless prior approval is granted by the principal or his designees for SOL testing or other end-of-course requirements. Course work may not be accepted past this point.

REGULATIONS ESTABLISHING STANDARDS FOR ACCREDITING PUBLIC SCHOOLS IN VIRGINIA

A. Requirements for a Standard Diploma

1. To graduate with a Standard Diploma, a student must earn at least 22 standard units of credit by passing required courses and electives, and earn at least five verified credits by passing end-of-course SOL tests or other assessments approved by the Board of Education. Beginning with students entering ninth grade for the first time in 2013-2014, a student must also earn a board-approved career and technical education credential to graduate with a Standard Diploma; and successfully complete one virtual course, which may be non-credit bearing. The school counselor can advise on available courses to fulfill the requirements for a Standard Diploma.
2. NOTE: The Modified Standard Diploma will not be an option for students with disabilities who enter the ninth grade for the first time beginning in 2013-2014. Credit accommodations allow students with disabilities who previously would have pursued a Modified Standard Diploma to earn a Standard Diploma.

STANDARDS AND VERIFIED CREDITS

The new graduation requirements are effective with students that entered the ninth grade in the fall of 2019 (class of 2023). The number of standard credits for a Standard Diploma and Advanced Studies Diploma remain the same but the number of required verified credits — earned by passing a course in the content area and the associated end-of-course assessment — is reduced to five (one each in English reading, English writing, mathematics, science and history/social science) for both diplomas.

Subject Area	Standard Credits	Verified Credits
Standard Diploma: First-time ninth graders 2019-2020 and beyond		
English	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Sciences	3	1
Health and P.E.	2	0
World Language, Fine Arts, or C.T.E.	2	0
Economics and Personal Finance	1	0
Electives	4	0

Student Selected Test	0	0
Total Credits	22	5

Advanced Studies Diploma: First-time ninth graders 2019-2020 and beyond		
Subject Area	**Standard Credits**	**Verified Credits**
English	4	2
Mathematics	4	1
Laboratory Science	4	1
History and Social Sciences	4	1
Health and P.E.	2	0
World Language	3	0
Fine Arts or C.T.E,	1	0
Economics and Personal Finance	1	0
Electives	3	0
Total Credits	26	5

In English writing and World History I, a student may verify course mastery through a locally developed performance-based assessment. Performance assessments require students to apply what they have learned and provide an opportunity for students to demonstrate that they have acquired critical thinking, creative thinking, communication, collaboration and citizenship skills.

ACHS will give credit for a class taken in another setting with an official transcript from an accredited program. The course on the transcript will be matched with a similar course offered in ACPS. Students are still responsible for earning the verified credits required for graduation.

GRADING SYSTEM

The following system of grading is in effect at Amelia County High School:

A: 90-100
B: 80-89
C: 70-69
D: 60-69
F: 59 and below - Failure

REPORT CARDS

Every student who is enrolled will receive a report card each nine (9) weeks. Report cards will be issued approximately seven days after the end of the report period.

Last Day of Grading Period

1st Nine Weeks – October 14, 2026
2nd Nine Weeks – December 18, 2026
3rd Nine Weeks – March 12, 2027
4th Nine Weeks – May 27, 2027

Report Cards to Go Home

October 17, 2025
January 9, 2026
March 20, 2026
May 26, 2025 -Report cards sent home electronically

INTERIM REPORTS

An interim report is sent to parents at the approximate half-way mark in each nine-week grading period.

Progress Reports (Interims) Issued

September 11, 2025
November 13, 2025
February 5, 2026
April 16, 2026

PROMOTION REQUIREMENTS

9th Grade	Must have been promoted from middle school.
10th Grade	Must have a total of 6 credits, including English 9
11th Grade	Must have a total of 12 credits, including English 10
12th Grade	Must have 18 credits, including English 11 and must have a minimum of 22 units (and at least 6 verified credits) and pass all required subjects to be a graduate.

Scores earned by the student on Virginia Standards of Learning Assessments administered during the current academic year will be considered as one of the multiple criteria for determining the student's promotion or retention.

HONOR ROLL

The Honor Roll is published each nine weeks in the local newspapers. Students who earn All A's, A's and B's, and A's, B's, and only 1 C are recognized.

CLASS RANK AND GRADE POINT AVERAGE

Class rank and grade point average are determined by totaling the numerical weight of all subjects from the 9th grade to the 12th grade. The student with the greatest number of quality points ranks first and the lowest is last. Students are ranked at the end of the junior year and again after the third nine weeks of the senior year. The latter is counted as the final rank. This rank and grade point average is used for ranking and to determine honor students. An honor student must have a weighted 3.0 average. The student with the highest grade point average receives the valedictory award. The student with the second highest grade point average receives the salutatory award.

Please note:

1. Concurrent Enrollment: Community College or postsecondary credit earned by secondary students, usually at their own expense, with approval of the high school and college. This credit is not part of the high school transcript. Concurrent enrollment credit shows up on a college transcript.

b. Dual Enrollment: Credit earned by secondary students when enrolled in a community college contracted course in agreement with the school division. The student earns both secondary credit and postsecondary credit upon successful completion.

The following rules are used in ranking:

1. All grades in all high school credit subjects are used in ranking of students.
2. The letter grade is assigned a numerical value as follows:

Letter Grade	Numerical Range	Quality Points		
		Regular	Honors Regular +.5	AP/Dual Enrollment GSSV Regular +1.0
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	0-59	0.0	0.0	0.0

Some courses, because of the level of difficulty, and time required for mastery carry a “weighted” grade when final grade point averages are computed. The course weights are based on the standard four-point grade scale. Grades are weighted according to the following scale:

EXAMS

Exams and/or SOL tests will be given to all high school students in grades 9, 10, 11, and 12. Each examination will be two periods in length. A schedule of two examinations per day will be set at the end of second semester. A student may not leave school after an exam/SOL test and return to take another exam/SOL test. Students may not be dismissed when they finish their exam and must stay for the exam block unless extenuating circumstances are met and approved by administration.

EXAM EXEMPTION POLICY

Middle school students enrolled in high school credit courses shall follow the high school exam guidelines.

Institutional grading practices and policies may apply for students enrolled in AP, DE, or other specialized programs. Students may not be permitted to exempt these exams per institutional policies/practices that differ from ACHS.

An attendance code of NSA, no school assigned, will be marked for students who are exempt from an exam during that exam block.

Students who wish to exempt exams, including both automatic exemptions and elective exemptions must submit an exemption application form on or before the established deadline.

Students who wish to seek an exception to the exam exemption guidelines must submit a request in writing to the principal or his designee detailing an extenuating circumstance on or before the exam exemption application deadline.

Automatic Exemptions

Students who earn a documented pass on the course SOLs, EOC assessment, or industry certifications in the same academic term, including retakes, are automatically exempt from the course exam and/or the test score will replace the exam grade, provided scores are received by ACHS in time.

Students who have previously earned a verified credit in the content area and are therefore not required to take the course SOL (example: a student who earned a math verified credit as a 9th grader by passing the Algebra 1 SOL who is currently enrolled in Geometry as a 10th grader) will **not be automatically exempt** from the exam.

Elected Exemptions

Exams for all courses, except English 9 and English 10, without an associated SOL, EOC assessment, or industry certification are eligible for selection by the student for exemption.

English 9 and English 10 cannot be exempted.

Students may elect to exempt the exam for courses that have an associated SOL, EOC assessment, or industry certification that they are not required to take if they meet the exemption requirements. (example: a 10th grade student who does not need to take the SOL may choose to exempt the World History 2 exam as their one exemption) provided that they meet all the exemption requirements.

Additionally, students will be able to exempt an exam second semester in a class if they meet the following criteria:

- The student must maintain a "B" average for the semester in the class(es) in which they wish to exempt the examination.
- The student must not have missed more than five (5) excused or unexcused days in a semester in the class(es) in which they wish to exempt the examination.
- The student shall not have been suspended out of school during the second semester.

The number of examinations which a student will be allowed to exempt will be based upon his/her grade level:

Ninth Grade -- one examination 2nd semester.
Tenth Grade -- two examinations 2nd semester.
Eleventh Grade -- three examinations 2nd semester.
Twelfth Grade -- all examinations second semester.

Administration reserves the right to deviate from the above outlined exam exemption guidelines pending unforeseen circumstances or misalignment / conflicting application of the guidelines.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Amelia County Public School System complies with all regulations relative to the Family Educational Rights and Privacy Act. Please contact the principal for further information.

MANAGEMENT OF STUDENT RECORDS

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

- The right to inspect and review the student's scholastic records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the principal at Amelia Elementary, Amelia Middle or Amelia High a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's scholastic records that the parent or eligible student believes are inaccurate or misleading.
- Parents or eligible students may ask Amelia County Public Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school division decides not to amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosures without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on a School Board; a person or company the school division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review the scholastic records in order to fulfill his or her professional responsibility.
- Upon request, the school division discloses scholastic records without consent to officials of another school division in which the student seeks or intends to enroll.
- If a school division discloses directory information, it may want to include its directory information public notice.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605. July 2006

NOTIFICATION OF SPEECH/VISION/HEARING/FINE MOTOR/GROSS MOTOR SCREENING PROCESS

Students attending the Amelia County Public Schools will be required to show evidence of certain physical screenings upon their enrollment in our schools, and again as they move into certain grades.

Any new student through grade 3 must be screened in the areas of speech, voice, language, vision, fine motor, hearing, and gross motor skills. *This is to be completed within sixty (60) business days.* (Exception: Amelia County Public Schools may recognize screenings reported as a part of the child's preschool physical examination required under the Code of Virginia, if completed no more than sixty (60) business days prior to the start of school.

Any student in grades 3, 7 and 10 must be screened during the school year in the areas of vision and hearing. Any new student to Amelia County must be screened in the areas of vision and hearing. This is to be completed within sixty (60) business days of enrollment.

Results will be recorded on the student health form located in the student's scholastic folder. If a deficiency is found, a re-screening will be conducted within two weeks. After the re-screening, the parent will be notified of any deficiencies by the school nurse and appropriate referrals will be made.

Should questions arise, contact the principal of your child's school.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), A Federal law, requires that Amelia County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Amelia County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Amelia County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two (2) federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three (3) directory information categories – names, addresses, and telephone listings – unless parents have advised

the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Amelia County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the Guidance Counselor at your child's school in writing 15 days after the student enters school. Amelia County Public Schools has designated the following information as directory information: (Note: Amelia County Public Schools may, but does not have to, include all the information listed below.)

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.

NOTICE OF RIGHTS UNDER THE PROTECTION OF STUDENT RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students, who are 18 or emancipated minors ("eligible students"), certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

Receive notice and an opportunity to opt a student out of

- Any other protected information survey, regardless of funding;

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

The Amelia County Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Amelia County Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Amelia County Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education;
- Any non-emergency, invasive physical examination or screening as described above. Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605 (July 2006)

OCR GUIDELINES NOTIFICATION

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, Laws, Regulations, and Policies, the Amelia County School Board shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs or activities which it operates.

It is the intent of Amelia County School Board to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX and Section 504 should be referred to: Dr. Jan Medley Director of Student Services, Title IX, (804) 561-2621.

All students attending Amelia County Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (homemaking & consumer education, trades & industrial education, business & office education, etc.), regardless of race, color, national origin, religion, age, handicap, or sex. (July 2006)

TEXTBOOKS/INSTRUCTIONAL FEES

Textbooks are furnished by the Amelia County School Board at no cost to the students. Students must pay for lost or damaged textbooks.

SCHOOL COUNSELING

School guidance and counseling services are available to all students enrolled in Amelia County Public Schools. Each school provides the following guidance and counseling services to all students:

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

No student is required to participate in any counseling program to which the student's parents object. The guidance and counseling program does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology. Counseling programs available to students include 1:1 counseling, small group counseling, classroom counseling lessons, and college and career counseling.

Parents may contact their child's school and speak with the counselor about specific programs. Parents who do not wish for their student to participate in guidance and counseling lessons may opt the student out. School counseling constitutes an integral part of the educational program. These services are under the professional direction and coordination of qualified school counselors and the administrative leadership of the school's principal. These services seek to focus the educational processes on the individual student.

PHYSICAL EDUCATION PROGRAM/DRIVER'S EDUCATION

Students are required to successfully complete two years of health and physical education. When health and physical education are taught as a combination class, at least 40 percent of the instructional time shall be devoted to health education. Classroom driver education may count for 36 class periods of health education. Driver education is taught as a part of the Health and Physical Education program and in the summer. A fee is charged for behind-the-wheel training. This price is subject to change as necessary. As of July 1, 2022 a new parent component to classroom driver education has been added, requiring a 90-minute parent/student curriculum to be completed at the high school, in person.

Students are required to dress out and participate in physical education each day. If a student is unable to participate, due to illness, a note from the parent is required. If a student misses more than three consecutive days of participation, he/she must bring a note from a doctor verifying the illness.

LIBRARY SERVICES

The library is open throughout the day for students who need to work there. It serves as the media center for the school and contains such resources as books, magazines, transparencies, filmstrips, records, videotapes, computers, AV projection equipment, and materials. Students are encouraged to use the library for obtaining materials to supplement classroom work, to read newspapers and magazines not available at home, and to read about and explore new interests. Students should always remember that the librarian and library staff are ready to help them in any way they can. Rules concerning use of materials and equipment are as follows:

- General circulation books (fiction and nonfiction) may be checked out for a period of two weeks, and may be renewed if no other student needs them. Renewed books may be recalled if needed by another student.
- Reference books ("R" and "REF" above the call number) may be checked out overnight for use at home and must be returned the next day.
- Current magazine issues must be used in the library until a new issue arrives. Back issues may be checked out for a three day period.
- Information file materials and items on special reserve may be checked out for a three day period.
- Audio-visual materials and equipment must be used in the library.
- Special arrangements may be made with regard to the above loan periods upon request of a faculty member or for other causes determined to be valid by the librarian.
- Students are responsible for all books and other materials checked out to them. Any lost or damaged materials must be paid for by the students who have checked them out.

Fines will be charged if items are kept overdue. Fine amounts for the various types of materials will be posted in the library or you may ask a library staff member. If paid at the time materials are returned fines will be reduced by 50%.

Students will be allowed to go to the library on either a subject teacher's pass (with the purpose of the library visit clearly specified on the pass). To go to the library from study hall, a student must have a note from one of that student's subject area teachers stating the reason and the nature of the assignment.

The following rules of behavior will apply to those students using the library:

- ❖ Arrive within three minutes of the leaving time noted on your pass, bringing with you all materials you will need to work (you will be asked to sign in and out of the library);
- ❖ Speak in a low tone of voice, preferably a whisper, when necessary, and only to the others at your own table;
- ❖ Keep hands, feet and objects to yourself; and
- ❖ Bring NO FOOD OR DRINK of any kind into the library.

The library is a place for study, research, and reading; not a location for meeting and conversing with friends or for other informal social purposes. Students should conduct themselves in a studious and industrious manner when using this facility. A student's library privileges may be discontinued for the following reasons:

- ❖ Continual abuse of the library through misconduct;
- ❖ Accumulation of overdue/lost books and/or overdue fines;
- ❖ Immediate removal from the library will result from use of profanity, fighting, abusive language or actions toward fellow students or staff, defiance of authority, theft or vandalism of library materials, misrepresentation (lying/forgery).

HOMEWORK ASSIGNMENTS

Homework is for practice and may be assessed for a formative grade at the secondary level (grades 6-12). Practicing concepts and skills learned in the classroom is a key component for students' overall academic success. Teachers are strongly encouraged to review homework and provide ongoing, daily feedback. Examples of homework may include, but are not limited to, studying for tests and quizzes and reading for 20 minutes per night. Institutional grading practices and policies may apply for students enrolled in Advanced Placement, Dual Enrollment, or other college courses.

SUCCESS REQUIREMENTS FOR STUDENTS

Successful Students at Amelia County High School RISE by:

- Being Respectful of themselves, their peers, the staff, and the school environment and resources
- Being Involved through clubs, teams, activities
- Being Safe in all areas of the school building and campus and reporting unsafe behavior to staff
- Being Exceptional by coming to school and class on time, with the appropriate supplies, dressed appropriately and using time wisely to complete work and actively engage in their learning

EXTRACURRICULAR ACTIVITIES

SCHOOL SPIRIT

School spirit may be divided into four classes:

- Courtesy - toward teachers, fellow students, and the officials of school athletic activities.
- Pride - in everything our school endeavors to accomplish and has accomplished.
- Sportsmanship - the ability to win and lose gracefully. Perform to the best of your ability in all areas of extra-curricular activities. School spirit means loyalty to all functions of the school. A loyal student not only supports the activities of the school, but does his best in the areas of scholastic achievement.
- Participation – student support for school activities is an indicator of school spirit. Participation in this sense includes attending events, helping to organize and operate events or participating in the event.

ORGANIZATIONS

Scholastic Bowl
BETA Club
Distributive Education Club of America (DECA)
Fellowship of Christian Athletes (FCA)
Foreign Language Club
Future Business Leaders of America (FBLA)
Future Educators of America (FEA)
Future Farmers of America (FFA)
History Club
National Honor Society

This list is subject to change. Students will need to listen to the announcements at school to hear of any additions and/or deletions.

ACADEMIC HONOR ORGANIZATIONS

- BETA CLUB-A student must have at least a 3.2 unweighted grade point average and be a member of grades 10, 11, or 12. The student is given an application and teacher reference forms which must be completed and returned to the sponsors. The student must be involved in at least one community activity and two school activities. The student must exhibit leadership capacity and receive 75% average on the teacher recommendation forms. Candidates must document 15 hours of community service.

- NATIONAL HONOR SOCIETY-Invitations are extended to those sophomores, juniors, and seniors that have a 3.0 (seniors), 3.3 (juniors), or 3.6 (sophomores) unweighted minimum grade point average. Candidates must complete an application listing both school and community clubs, activities, work experience, and service. Candidates must document 15 hours of community service. They must have held at least one elected office and indicate such on the form. Five teachers are asked to complete a form which rates the student on character, leadership, and service. The selection committee and the non-voting club

sponsor review all information and the student's disciplinary record before selection is verified or denied.

ACADEMIC AWARDS

At the end of each school year, students are recognized for their achievement in academic and extracurricular activities. A faculty committee reviews the eligible students and determines the recipient(s) of the award. The criterion for each award is as follows:

- ACHS Leadership Award (presented to <u>one</u> student from each grade)
  - He/she must rank in the top 10 percent of his/her class.
  - He/she must participate in a minimum of five clubs or extracurricular activities.
  - He/she must exhibit outstanding qualities in leadership, character, and service.
  - He/she must have been recognized at the local, district, regional, and/or state level for his/her achievements, talents, and abilities.
- Academic Award (presented to any student who meets two of the criteria)
  - Student makes the honor roll the first three grading periods of the school year.
  - Student participates in five of six ACE meets.
  - Student is a member of NHS or Beta Club.
  - Student maintains a grade of "B" or better in an honors or accelerated class.
  -

The first year a student meets the criteria, he/she receives an academic letter; the second year, the/she receives a pin; and the third year, he/she receives a bar.

- Academic Achievement Award (presented to the one student from each grade who has the highest average for the year).

VIRGINIA HIGH SCHOOL LEAGUE SANCTIONED ACTIVITIES

The Virginia High School League, Inc. is an organization of the public high schools in the Commonwealth of Virginia, which join with the express written approval of their local school boards. The League seeks to encourage student participation in desirable school activities by conducting and supporting programs of interscholastic activities in all fields.

SPORTSMANSHIP

VHSL rule 27-13-1 states, “Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship”. This requirement falls on parents, students and other participants at any activity.
The expectations of parents, students and others are that they will:

- Respect fans, coaches, sponsors and participants,
- Be an exemplary role model by positively supporting teams in every manner possible including content of cheers and signs,
- Respect decisions by contest officials,

- Display no behavior that could challenge or incite other fans,
- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or be obnoxious,
- Be a fan – not a fanatic.

ACCEPTABLE BEHAVIOR

- Applauding during introduction of players, coaches and officials.
- Players shaking hands with the opponent who fouls out while both sets of fans recognize the player's performance with applause.
- Accept all decisions of officials with respectful attitude.

- Cheerleaders lead fans in positive school yells in a positive manner.
- Handshakes between participants and coaches at the end of the contest, regardless of outcome.
- Treat competition as a game, not a war. The opposing teams are our opponents, not our enemies.
- Coaches and players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance and participants.
- Everyone showing concern for injured players, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.
- During the National Anthem, students, participants, and fans should remove any hats, face the flag, not talk, place their right hand over their heart, and remain still until the end of the anthem.

UNACCEPTABLE BEHAVIOR

- Yelling or waving arms during an opponent's free throw attempt.
- Disrespectful or derogatory yells, chants, songs, or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of game on officials, coaches, or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from game or activity.

ROLE OF STUDENT ATHLETES

Amelia County High School participants in any VHSL activity are representatives of the school. As such, they are expected to be role models in academic achievement, sportsmanship, and character.

Our student athletes are expected to conduct themselves in a manner that will bring credit to the school and to themselves. Each coach or sponsor will establish guidelines for appropriate dress,

grooming, conduct, and participation. The rules will exceed the standards established for students elsewhere in this handbook. Student athletes will not be allowed to participate in any activity for which they refuse to abide by the coach's or sponsor's rules. In addition, depending on the violation, the student may not be allowed to participate in other VHSL activities for a period of one calendar year. Quitting a sport or activity, after the coach's designated deadline, may result in not allowing that student to participate in the following athletic season at ACHS or the same sport or activity the following season.
Coach's and sponsor's rules are designed to promote team cohesiveness and assure that each individual member has the opportunity to learn those qualities and values that will provide further educational opportunities. Characteristics of behavior or dress that are associated with disreputable individuals or standards will not be tolerated in VHSL activities.

VIRGINIA HIGH SCHOOL LEAGUE (VHSL) ELIGIBILITY

The VHSL established guidelines for student participation in athletic contests. These guidelines are as follows:

- The student must be enrolled in at least 5 credit subjects or their equivalent.
- The student must have passed five subjects or their equivalent the previous semester.
- The student must not become 19 on or before August 1st of the current school year.
- The student may not participate if more than 8 semesters have passed since the student was first enrolled in the 9th grade.

- An Athletic Participation/Parental Consent/Physical Examination form must be completed and properly signed, attesting that the student has been examined and found to be physically fit for athletic competition, and has the parents' consent to participate.
- If the student moves here from another school district, the parent or guardian must move also.
- THE PHYSICAL DATES RUN FROM JUNE 1ST OF ONE YEAR UNTIL MAY 31ST OF THE FOLLOWING YEAR.

To participate on the junior varsity level, the student must be in a grade below grade 11 and must not become 17 before August 1st.

VIRGINIA HIGH SCHOOL LEAGUE SANCTIONED ACTIVITIES AT ACHS

Academic Competition for Excellence (ACE)
Baseball (varsity and junior varsity)
Basketball – boys and girls (varsity and junior varsity)
Cheerleading (varsity and junior varsity)
Football (varsity and junior varsity)
Golf
Outdoor Track – boys and girls
Soccer
Softball – girls (varsity and junior varsity)
Volleyball - girls (varsity and junior varsity)
Wrestling

This list is subject to change. Students will need to listen to the announcements at school to hear of any additions and/or deletions.

ASBESTOS MATERIALS SURVEY

The Amelia County Public Schools have met all requirements for the AHERA Asbestos Containing Materials Survey and have filed all required forms with the Department of Education. Copies of this survey can be reviewed at the School Board Office or all individual schools.

WHAT TO DO IF YOU...

are sick in school.	Tell a staff member immediately.
were absent from school.	Have parents contact school the day of the absence. Give note to the Main Office prior to first period of the day you return to school. See your teachers about making up missed work
are tardy to school.	You must report to the Main Office to sign in. The decision will then be made whether you should report to the classroom immediately or wait until a class change.
are late to class.	Report directly to class. If you have no pass, you will be marked tardy by the class teacher. Excessive tardiness will be considered skipping class.
need to enter or leave the building for any reason.	You must sign in and out in the Main Office and obtain administrative permission.
have any problem with a program of study or schedule.	Report to your counselor.
have lost something or found an item belonging to someone else.	Look in the lost and found in the office, bring the found item to the Main Office.
are pushed, shoved, or threatened by another student.	Report this immediately to a teacher, your counselor, or an administrator.

