

# Randolph-Henry High School



## **Student Handbook** **2018-2019**

# **RANDOLPH-HENRY HIGH SCHOOL**

755 David Bruce Avenue

P. O. Box 668

Charlotte Court House, Virginia 23923

Phone: 434-542-4111---Fax: 434-542-4114

## **FOREWORD**

The purpose of this parent and student guide is to acquaint students, teachers and the community with the necessary information concerning the organization and administration of Randolph-Henry High School. This guide should be of special help to all students. In it, students will find information regarding academics, student organizations, school regulations, attendance, tardiness, and other important information concerning our school. We urge all students and parents to read this guide carefully and to contact the school administration concerning any phase of our program. We hope that this guide will contribute to a better understanding and appreciation of our educational program at Randolph-Henry High School.

## **PRINCIPAL'S MESSAGE**

Welcome to the 2018-2019 school year. It is our mission as a faculty, staff and administration to assist you in making your high school experience as valuable and productive as possible.

The information contained in this handbook will be essential for understanding how Randolph-Henry High School operates and what is expected of you on a daily basis. We hope that it will help answer any questions that you may have concerning the upcoming year.

If there are any questions about the contents of this guide or the information contained herein, please do not hesitate to contact a teacher or administrator. We hope that this will be a wonderful year!

Shep Critzer



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Charlotte County Public Schools  
Nondiscrimination Policy

(Policy AC) The Charlotte County School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. This commitment will prevail in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

(Policy GB) The Charlotte County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Charlotte County School Board provides facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Charlotte County School Board does not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

(Policy JB) Equal educational opportunities shall be available for all students, without regard to race, national origin, gender, ethnicity, religion, disability, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. No student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Note: All students attending Charlotte County Public Schools may participate in all education programs and activities regardless of race, color, national origin, primary spoken language, religion, age, disabling condition or sex. These include, but are not limited to, core academic courses, health and physical education, music and art, vocational and technical education (agricultural education, business education, work and family studies, grade and industrial education, etc.), and other elective courses and programs.

Specific complaints of alleged discrimination pursuant to Policy AC, GB, and JB should be referred to the designated Compliance Officers:

Nancy Leonard, Superintendent  
Robbie Mason, Executive Director of Instruction  
Charlotte County Public Schools  
250 LeGrande Avenue  
P O Box 250  
Charlotte Court House, VA 23923  
Phone: 434-542-5151  
FAX: 434-542-4261

**RANDOLPH-HENRY STAFF  
2018-2019**

Principal	Shep Critzer
Assistant Principal	Erin Davis
Assistant Principal/Athletic Director	Christopher Holt
Receptionist/Attendance	Franca Guill
School Counseling Secretary	Crystal Gallimore
Administrative Secretary	Kimberly Francis
Bookkeeper	Susan Dunn
School Counselors	Julianna Ferrell
	Kaylei Jones
School Nurse	Nikki Elder
Computer Lab Manager	Gwen Stone
ISS Instructor	Rose Venable
Agriculture Department	Calli Claybrook
	Jim Pugh
	David Richmond
Alternative Education & GED	Joshua Haskins & TBD
Art Department	Alyson Oseguera
Business Department	Sheena Allen
	Karen Osborne
	Sherri Pillow
English Department	Loretta Austin
	Lisa Haertel
	Amy Hamlett
	Emma Pugh
	Ian Woodley
Foreign Language Department	Anahi Trujillo
	Laur Warren
Librarian	Kari Joyner
Math Department	Laura Graves
	Scott Ramey
	Elisabeth Toombs
	Patrick Shay
Music Department	Kevin Reamey
Physical Education Department	Joshua Barmoy
	Joe Freeland

Paraprofessionals	Sandy Mayhew Sonia Fleet Jane Hayes Donald Jack Holly Layne Wallace Stokes
Science Department	Mike Scott Rheda Walters Ellen Atkinson Amanda Spencer
Social Studies Department	Chris Anderson Zachary Orlando Samantha Maxey Stuart Gossler Stephen Walker
Special Education Department	Kaitln Waddell Larry Jennings Janet Owens Diann Tharpe Steven Wendelin
Trade and Industry Department	Rhonda Benn Alyson Oseguera Brandon Savage

Visitors

In order to protect the interests of R-HHS students and teachers, visitors, including relatives of students, not on official business will not be allowed to visit with students or teachers during the school day. Upon arriving on school grounds, all visitors must report to the main office. Parents or guardians of students who wish to meet with any staff member must call the school for an appointment so that all individuals involved can be present for the meeting.

**Unauthorized persons in the building will be prosecuted as trespassers.**

*All Charlotte County Public School buildings and property are tobacco-free at all times including after-school activities.*

## Charlotte County Public Schools Calendar for 2018-2019

First Day of School.....	Monday, Aug.13, 2018
Labor Day Holiday.....	Monday, Sept. 3, 2018
Progress Reports Issued.....	Wednesday, Sept.12, 2018
Homecoming.....	Friday, Sept. 28, 2018
Columbus Day Holiday.....	Monday, Oct. 8, 2018
1 <sup>st</sup> Nine Weeks Ends*.....	Friday, Oct. 12, 2018
Report Cards Issued.....	Thursday, Oct. 18, 2018
Progress Reports Issued.....	Wednesday, Nov. 14, 2018
Fall Break.....	Thursday Nov. 22 & Fri. Nov. 23 2018
Tentative SOL Testing Window.....	Dec. 10, 2018- Dec. 20, 2018
2 <sup>nd</sup> Nine Weeks Ends*.....	Thursday, Dec. 20, 2018
Junior Ring Ceremony.....	Thursday, Dec. 20, 2018
Winter Break.....	December 21, 2018 – Jan. 2, 2019
Teacher Workday.....	Thursday, Jan. 3, 2019
Staff Development Day.....	Friday, Jan. 4, 2019
2 <sup>nd</sup> Semester Begins.....	Monday, Jan. 7, 2019
Report Cards Issued.....	Thursday, Jan. 10, 2019
Martin Luther King, Jr. Holiday.....	Monday, Jan. 21, 2019
Progress Reports Issued.....	Wednesday, Feb. 6, 2019
President’s Day Holiday .....	Monday, Feb. 18, 2019
3 <sup>rd</sup> Nine Weeks Ends*.....	Friday, March 8, 2019
Report Cards Issued.....	Thursday, March 14, 2019
Spring Break.....	April 1-April 5, 2019
Prom & After Prom Party.....	Saturday April 13, 2019
Progress Reports Issued.....	Wednesday, Apr. 17, 2019
Holiday.....	Monday, April 22, 2019
Tentative SOL Testing Window.....	May 9, 2019 – May 22, 2019
Senior Banquet.....	Sunday, May 19, 2019
4 <sup>th</sup> Nine Weeks Ends*.....	Wednesday, May 22, 2019
Teacher Workday.....	May 23 & May 24, 2019
Graduation.....	Saturday, May 25, 2019

\*End of Nine Weeks - 12:30 Dismissal for Students

Nickname – “Statesmen”  
School Colors – Navy & White

Virginia High School League  
Region 2A East, James River District



# Charlotte County Public Schools Instructional Calendar 2018-2019

Approved 1/9/18

## July

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

4-Independence Day

12 mo-21 days

## August

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3-New Teacher Orientation  
6-7-Convocation/Teacher Wkdy  
8-Sec. Open House  
9-Elem. Open House  
10-Staff Development Day  
13-First Day of School  
10 mo-20 days, 11/12 mo-23 days

## September

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3-Labor Day

10/11/12 mo-19 days

## October

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

8-Columbus Day  
12-End 1<sup>st</sup> 9-wks (43 days)  
10/11/12 mo-22 days

## November

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

21- Early Dismissal students & staff  
22-23-Thanksgiving  
10/11/12 mo-20 days

## December

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20-End 2<sup>nd</sup> 9-wks (47 days)  
21-31-Winter Break  
10/11/12 mo-14 days

## January

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

1-2-New Year's Day  
3-Teacher Wkdy  
4-Staff Devel. Day  
21-M.L. King Jr. Day  
10/11/12 mo-20 days

## February

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

18-President's Day  
10/11/12 mo-19 days

## March

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

8-End 3<sup>rd</sup> 9-weeks (43 days)  
10/11/12 mo-21 days

## April

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1-5-Spring Break  
22-Easter Monday  
10/11/12 mo-16 days

## May

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22-Last Day (47 days)  
23-24-Teacher Wkdys  
25-Graduation  
27-Memorial Day  
10 mo-18 days 11/12 mo-22 days

## June

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

11/12 mo- 20 days

- -Holidays
- -Teacher Workdays (TWD)
- -Staff Development Days (SD)
- -1st Day of School & Grad.
- -End of 9-weeks 12:30 p.m. dismissals for students (TWD 12:30-3:30)

**Semester 1: 90 Days**

**Semester 2: 90 Days**

## PART I. STUDENT HONOR

Honor and personal integrity are our greatest assets.

Students are expected to:

- a. Uphold the honor, integrity, and scholastic standing of Randolph-Henry High School.
- b. Assume responsibility for their own actions.
- c. Neither to give nor receive help on any homework, quiz, test, exam, or other assignment that they are expected to do alone.

### Plagiarism and Cheating

Randolph-Henry High School expects its students to maintain the highest degree of academic ethics. This means students should put forth the necessary effort in all class work and assignments to avoid plagiarism and cheating. Plagiarism and cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Randolph Henry.

#### Plagiarism includes, but is not limited to:

- Taking someone else's assignment, or portion of an assignment, and submitting it as your own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- Presenting the work of tutors, parents, siblings, or friends as your own
- Submitting purchased papers, or portions of papers, from the Internet written by someone else as your own
- Submitting purchased papers as your own
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not

#### Cheating includes, but is not limited to:

- Copying, text messaging, faxing, emailing, or in any way duplicating assignments that are turned in, or in part as original work
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe it will be copied or not
- Using any form of memory aid during test or quizzes without the permission of the teacher
- Using a computer or other means to translate an assignment from one language into another language and submitting it as your work
- Giving or receiving answers during tests or quizzes
- Accessing a test or quiz to determine the questions in advance
- Using summaries/commentary (Cliff Notes, etc.) in lieu of reading the assignments

## Consequences for Plagiarism and Cheating

Any student who is caught plagiarizing or cheating will receive a grade of “zero” for the assignment and a disciplinary referral. When work is copied from another student, both students will receive a grade of “zero” unless the student whose work is copied had no knowledge their work was being plagiarized. Grades of “zero” which are the result of academic dishonesty will not be changed. Subsequent cheating violations will result in a grade of zero in addition to in-school discipline. Students enrolled in Dual Enrollment courses and are caught plagiarizing and/or cheating will be subject to SVCC rules for that infraction.

## Minute of Silence

Section 22.1-203 of the Code of Virginia requires that effective July 1, 2000 the Minute of Silence be required at the beginning of each day. The law states the following:

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.

During such one minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

## Pledge of Allegiance

Virginia Code § 22.1-202 requires each school board to require the daily recitation of the Pledge of Allegiance in each classroom of the school division. The school board shall determine the appropriate time during the school day for the recitation of the Pledge. During such Pledge of Allegiance, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; however, no student shall be compelled to recite the Pledge if he or his parent or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are thus exempt from reciting the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge.

The School Board’s Code of Conduct shall apply to disruptive behavior during the recitation of the Pledge in the same manner as provided for other incidences of such behavior.

## PART II. STUDENT PROTOCOL

### Dress Code

The administration and faculty of Randolph-Henry feel that, as young adults, students will want to take pride in their appearance and dress. Dress and appearance that is of such natures to disrupt normal learning will not be allowed. If there are doubts about what should be worn or what is or is not appropriate, students should check with a faculty or staff member before wearing anything questionable. The dress code will be enforced beginning the FIRST day of school.

The following guidelines will be followed:

1. Apparel shall be worn which does not expose to public view the abdomen, navel, hips, chest, buttocks, back, bare shoulders, or visible cleavage.
2. Pants, shorts, skirts, and dresses with any holes, rips, or tears above the knee are not permissible if bare skin is exposed.
3. Tank tops must be two inches wide at the shoulder and must be appropriately cut under the armpit. Spaghetti straps are not allowed.
4. Skirts and shorts must reach the top of the knee when standing. Biking shorts and pajama pants are not permissible.
5. Leggings, jeggings, or skin tight jeans may be worn but must be covered by a skirt, dress, or shirt that reaches the knee.
6. Hats, caps, head scarves (except for the purpose of religion) sunglasses, bandanas, sweatbands, gloves, and hoods will not be worn in the building (items may be confiscated).
7. Towels and blankets worn around necks are not permissible.
8. Cleats and bedroom slippers are not permissible. Shoes must be clean and sanitary for the purposes of health and safety. Tennis shoes must be worn for P.E. classes and while on the gym floor. Bare feet are not permissible at any time.
9. Absolutely no sagging, baggy, low riders, or oversized clothing will be tolerated.
10. No undergarments will be exposed at any time on school premises. (Undergarments include, but are not limited to bras, thongs, underwear, boxers).
11. Clothing or tattoos with offensive pictures or logos depicting nudity, references to violence, profanity, vulgarity, alcohol, illegal drugs, tobacco products, gangs, race, sexual preferences, or derogatory statements about physical, emotional, or intellectual abilities will not be permitted.
12. Chains/wallets with chains, heavy chains, spiked necklaces/bracelets/belts/rings, and picks/combs in hair are not permissible.
13. No trench or duster-style coats may be worn inside any school building.
14. At the discretion of the school administration, items that exert disruption to normal school activities, demoralize others, or affect the safety of others will not be permissible.
15. All clothing must be worn in the manner in which it was intended.

The Randolph-Henry administration and staff will make the final decision regarding the appropriateness of student dress and appearance.

Violation of the dress code policy will be handled in the following manner:

First Offense: One day of ISS

Subsequent Offenses: Multiple days of In-school and/or Out-of-school discipline based on the frequency and severity of the violation.

#### Electronics Policy/Cell Phone Use

Students may possess a cellular telephone, or other electronic devices in school buildings provided that the device remains off and out of sight during instructional time. Cell phones and other electronic devices may be used for instructional purposes as assigned by the classroom teacher. Students may use cell phones or electronic devices before school, after school, during lunch, and between classes.

The cell phone's camera function and similar devices may not be used while at school without the specific permission of the teacher. These devices may be used only by the individual student and not to communicate in any manner with another student or device during instructional time.

During SOL testing, teachers will collect all devices as students enter the testing location. Devices will be returned to the students following the end of the test. Students that violate this SOL testing procedure will be subject to disciplinary action.

In the event of activity cancellations, early closings, or other stated emergencies, the student may be granted permission by a teacher or administrator to use the cellular phone to communicate with parents or guardians. Students on an activity or team bus may use cellular phones with permission of the driver or sponsor/coach.

*Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21<sup>st</sup> century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Randolph-Henry High School. The policy is:*

Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes, they may do so during non-instructional time.

Cell phones/electronic devices must be turned OFF before you enter any classroom, office, library, locker room or lab.

Once inside any of the aforementioned locations, students must store their cell phones/electronic device in a location that is not visible to the teacher or other students, even though they are OFF. Students may use the device with teacher approval.

If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time, a staff member will confiscate the device and turn it in to an administrator.

Refusal to surrender your phone when asked is considered defiance. Defiance may result in suspension from school. Parents will be contacted.

First Offense ~ the device will be held in the Administrator's office until the end of the school day and a lunch detention will be issued. Students may pick up their phone at the end of the school day.

Second Offense ~ the device will remain in the main office until the end of the school day. An Administrator will assign ISS and establish parent contact. Phone may only be picked up by a parent.

Third Offense ~ the device will remain in the main office until the end of the next school day. The Administrator will issue ISS. Phone may only be picked up by a parent.

Cell phone violations are cumulative for the entire school year. They do not reset each semester.

The staff of Randolph-Henry High School requests your FULL cooperation with our policy. You can contact your child via their cell phone during lunch. In the event of an immediate emergency, please call the main school line at 542-4111.

## Lockers

Lockers are assigned free of charge. As property of the school, lockers may be inspected and searched without a warrant or the student's permission when there is a reasonable suspicion of danger to health and/or safety. Students are expected to keep the locker securely locked at all times and to provide the proper care of the locker. Prohibited items, such as items not permitted at school, illegal items, and/or stolen articles, may not be stored in the locker. Students experiencing difficulty with their locks or lockers should contact an administrator.

## Bookbags, Handbags, and Pocketbooks

Due to limited space in certain classrooms, some teachers may not allow bookbags, handbags, or pocketbooks in their classrooms. Students are expected to honor the request of teachers not to bring these items into those particular classrooms.

## Hall Passes

Any student who has permission to be in any area of the school (hallway, office, bathroom, counseling office, etc.) during his/her assigned class period must have a pass. Substitutes are instructed to follow the classroom teacher's procedures when issuing hall passes. If there is an emergency, the substitute may call the office for permission to allow a student to leave. To avoid conflict, students should take care of all outside-of-class business before the tardy bell.

## Posters/Literature

Unless an administrator grants permission, the display of posters or distribution of literature is restricted to school sponsored activities. The staff sponsor responsible for the group or activity shall direct the preparation and display of such media. Unauthorized posters or literature and items which fail to meet acceptable guidelines will be removed, collected, and destroyed. Posters or literature must not contain any profane or derogatory language or obscene pictures.

## PART III. STUDENT CHARGES

### School Fees

Advertising Design - \$15.00

Agriculture/Horticulture - \$15.00

Art - \$15.00

Band - \$15.00

Behind The Wheel Instruction - \$150.00 -- Payable before start of instruction

Business Course – (Including Economics & Personal Finance) \$15.00

Carpentry - \$15.00

Class Dues: 9<sup>th</sup> and 10<sup>th</sup> - \$10.00

11<sup>th</sup> and 12<sup>th</sup> - \$15.00

Dual Enrollment - \$25.00 per course (a course is between 1 & 3 credit hours)

Imaging Technology/Graphic Imaging Technology - \$15.00

Parking Permit - \$20.00

PE Uniform - \$15.00

Theatre - \$15.00

9<sup>th</sup> and 10<sup>th</sup> Class Dues-\$10.00

11<sup>th</sup> and 12<sup>th</sup> Class Dues- \$15.00

Students may be required to pay additional fees for newspapers or for consumable materials and workbooks. These fees are non-refundable. Student's debts are expected to be paid in a timely manner. Students who fail to do so will be added to the debt list. Students on the debt list may be excluded from participating in certain extra-curricular activities.

### Cafeteria Prices

MEAL	REDUCED PRICE	FULL PRICE
Secondary Breakfast	30¢	\$1.50
Secondary Lunch	40¢	\$2.40
Adult Breakfast	XXXX	\$2.50
Adult Lunch	XXXX	\$3.50

### Concessions

For student convenience, drink machines are located in the hallway near the gym and in the band hallway. These machines are available for use during times when breakfast and lunch is not being served. The machines are provided as a privilege to students. Students are expected to take proper care of the equipment, place all litter in the appropriate receptacles, and consume the items only in the authorized areas. Students are allowed to possess and consume legal beverages while at school except in areas excluded by administration or classroom teachers. Students may consume food in designated areas. **Glass containers are not allowed. Glass containers will be confiscated and disposed of immediately.**



## Textbooks

The Charlotte County School Board operates a free textbook system for students at Randolph-Henry High School. Students will receive textbooks at no cost. Since the textbooks remain the property of the school system, students are expected to take care of them. In the event of damage to or loss of textbooks, students will be assessed replacement costs. Textbooks will be checked periodically during the year for loss or damages. Students who do not pay for lost or damaged textbooks will be added to the school debt list.

## Check Cashing Policy

Randolph-Henry High School will not cash checks. All checks written to pay for fees, lunch, etc., must be made out for the exact amount and made payable to Randolph-Henry. If a check is written for more than the amount owed, cash will not be given to the students for the remaining amount of the check.

## Returned Checks

There is a \$30.00 service charge for each returned check. Since school funds are public funds, legal action will be taken against any person who does not take care of a returned check within five business days. Students will also be added to the debt list for any returned check not taken care of within five business days.

# **PART IV. HEALTH AND SAFETY**

## Medicine

All medication (prescription and non-prescription) must be submitted to the nurse upon arrival to school accompanied by written permission from a parent or guardian. The medication, including prescription medication, must be in the original container with appropriate labeling and have the student's name affixed to the medication. Students must request the medicine from an administrator or school nurse when a dose is needed.

Students are reminded that sharing, borrowing, distributing, manufacturing, or selling any medication is prohibited. All medication, prescription, and non-prescription must be administered through the nurse or administration. Students who violate this policy will be subject to disciplinary action.

## Fire and Emergency Drills

One fire drill be conducted each week for the first four weeks of school and one fire drill will be conducted monthly thereafter. Exit routes are posted in every classroom. In addition, other emergency drills such as Lockdown and Tornado drills will be performed throughout the year to prepare the students and staff for a variety of possible emergency situations.

## Accidents

Every accident in the school building, on the grounds, at practice sessions, athletic events, or off campus events sponsored by the school should be reported to the person in charge and then reported to the principal by the sponsor. All students must obtain parental signatures on the authorized form for administering emergency/medical attention.

## Illness

Students who become ill while at school should notify their classroom teacher. The teacher will send the student to the nurse to be evaluated. The nurse will decide if the illness warrants the student being picked up by a parent or if they can be treated here at school. Students should not contact a parent to pick them up until they have been evaluated by the school nurse.

## Bullying or Violent/Threatening Behavior

If a student witnesses bullying or violent/threatening behavior, he/she should immediately describe what has happened to an adult in the building. Students, parents, or community members who would like to share information about a bullying incident may also visit Charlotte County's Safe Share website at <http://www.ccpsk12.org/79.html>

## Insurance

Accident insurance and dental insurance information will be distributed to students the first week of school. Parents who choose to purchase this insurance should mail the enrollment envelopes directly to the insurance companies. Coverage is optional; however, students participating in any sport at Randolph-Henry must have proof of some type of insurance coverage. Claim forms are available in the main office.

## **V. ATTENDANCE**

- Compulsory Attendance

School attendance is required under the current laws of the Commonwealth of Virginia (Sec. 221-254). All students are expected to attend school regularly and to be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students with good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

- Law Enforcement Officers and Truant Children

Notwithstanding the provisions of 16.1-246, any law enforcement officer as defined in 9-169 or any attendance officer may pick up any child who is reported to be truant from school by a school principal or division superintendent or who the law enforcement officer or attendance officer reasonably determines, by reason of the child's age and circumstances, is truant from school and may deliver such child to appropriate school and personnel thereof without charging the parent or guardian of such child with a violation of any provision of law.

- Students' Withdrawal From School

State attendance law mandates briefly that no student may terminate his/her attendance at school if the student is under the age of eighteen (18) without the consent of the court.

School board policy allows any students to attend tuition free until the end of the school year in which they reach the age of twenty (20). Students eligible for special education services may attend tuition free until the end of the school year in which they reach the age of twenty-one (21).

- Absences

The administration and teachers of Randolph-Henry High School recognize the positive correlation between school attendance and academic achievement. Good attendance is essential for the success of each student, both in school and later in the work force. Today's employers are seeking students who have developed the essential skills of punctuality and self-discipline. We believe that students need to be accountable for their "job" of attending school every day, thus preparing them to be responsible young adults. Optimum student attendance is a cooperative effort involving responsibility by the parents, the students, and school personnel.

The Virginia Standards of Learning (SOL) are an essential component of each student's daily academic work. SOL tests are administered at the elementary, middle and high school levels. Students must pass specific End-of-Course SOL tests in order to graduate. For those students enrolled in Career and Technical Education, attendance is vital in acquiring industry certification. Students must attend school regularly in order to prepare for the rigor of these required tests. Every day a student misses an SOL class reduces the chance of him or her passing.

Absences are recorded by individual classes and by school day. An absence shall be recorded whenever a student misses a class, including absences because of early dismissals and tardies. Parents are encouraged to schedule student appointments outside the school day.

- Procedures for Monitoring and Compliance of Compulsory Attendance

Students are expected to make up all missing assignments in a timely manner. Arrangements for completing missing assignments must be made with individual teachers. Students will not be allowed to make-up missing assignments during regular instructional time after five total absences. Failure to make-up the assignments will result in the grade of a zero (0) for those missing assignments.

When a student is absent from school, he/she must bring a written statement signed by his/her parent or legal guardian, regardless of the student's age, on the first day he or she returns to school. Any student eighteen (18) years of age or older who has established his/her independent residence, separate and apart from parents or guardians, may present notes on his/her own behalf. The notes should be given to the attendance personnel in the main office before school or upon arrival.

The following criteria will be used for excused absences, tardiness, and early dismissals:

- Personal illness,
- Severe illness or death in the immediate family,
- Contracting a contagious disease, or
- Legal or medical appointment (verification needed).

Absence for any reason other than those stated above must be approved in advance by an administrator

#### A. Excused Absences:

1. Excused absences are defined as follows:
  - a. An illness or appointment verified by doctor's note;
  - b. An illness verified by the school nurse (or designee) i.e. became ill at school and was sent home or to the doctor;
  - c. A death in the immediate family confirmed by a note from the parent/guardian;
  - d. A court appearance confirmed by a note from a parent/guardian and a copy of the summons or subpoena;
  - e. Parent notes will NOT be considered excused after the student's 5<sup>th</sup> absence per semester in a block or 3<sup>rd</sup> absences per semester in an A/B block class.

It shall be the student's responsibility to provide an admission slip (Blue Slip) on the day of his/her return to school following an absence to each of his/her teachers.

2. The principal may consider granting permission for absences beyond the limits listed above for prearranged trips, religious activities, or other beneficial educational activities. In order to have an absence considered, a parent/guardian must present a written request to the principal for approval at least three (3) school days PRIOR to the date of the requested absence. If the principal approves the request, the student will be responsible for obtaining missed assignments from the teacher(s).

## B. Absences and Tardies:

Absences and Tardies will NOT be excused for the following reasons: Woke up late; missed the bus; ride was late or didn't come; parent or sibling was running late; the alarm clock failed to go off; finishing an assignment or project; babysitting; taking someone to work or the airport; family discussions; visiting a sick friend or relative in the hospital; worked late last night; family emergency if no details are provided on which to base a decision; or any other reason deemed insufficient by a building administrator.

## C. Make-Up Work:

It shall be the student's responsibility to make arrangements with individual teachers to complete missing assignments. If a student fails to complete and turn in the make-up work by the due date, the teacher will assign the incomplete work a grade of zero (0). Students will be allowed one day to make up work for one day missed, not to exceed a total of three days. If extenuating circumstances require more time for completion of class make-up work, a student should request an extension from the teacher(s). The teacher's decision may be appealed to the school's administration. Any test missed due to absence will be made-up immediately upon return or on the earliest possible day at the teacher's discretion. A different test may be administered to a student who misses the regularly scheduled test.

## D. Admission to Class Following Absence:

1. A note must be sent on the day the student returns. This note serves as a communication from the parent/guardian to the school and provides information for the school to reciprocate parent contact. The student must present the note to attendance personnel. Although a call may have been made to report a student's absence, written documentation is still required for the student's file. Written documentation is also required for a student's late arrival to school.

## E. Late Arrival to School:

1. The procedure for returning to school following a late arrival shall be the same as that following an absence. A student who arrives after 8:20 must sign in at the main office, present any documentation explaining the late arrival, and receive an admittance slip before reporting to class. ***If a student is tardy unexcused to school, he/she will receive a demerit from the attendance clerk.***

## F. Early Dismissal:

1. Early dismissals from school will only be granted with a written note and/or by personal contact with parents. Early dismissal notes are to be brought to the main office prior to 1st period. The school may call the parent/guardian to confirm that the note is valid. Forging a parent's/guardian's signature on a note will result in disciplinary action. The school will make every effort to contact parents/guardians by telephone before approving an early dismissal, if deemed necessary.
2. In the case of an emergency, a parent may request an early dismissal by calling 542-4111 between 8:15 a.m. and 2:45 p.m. The office will write an early dismissal slip upon receipt of the telephone call or note and deliver it to the student.
3. Students must sign out in the school office before leaving school grounds for an early

dismissal. A student must present an early dismissal slip to the instructor if being dismissed during a class.

4. No student will be granted permission to leave school grounds for lunch.
5. Unless a student drives to school, the student may only be physically released to a parent, guardian, or a contact person designated on the student's Emergency Information Form. Any exceptions must be submitted to the school in writing and will be verified via parental phone confirmation. Students are expected to leave promptly after signing out. Students who sign out without permission, who fail to sign out in the main office, or who leave without an early dismissal slip will be considered skipping.
6. Students who leave school without signing out in the main office will be considered leaving without permission and will be disciplined as skipping school. Students who are 18 years of age or older who do not qualify under the guidelines of emancipated students will still need parent permission for an early dismissal.

#### G. Note Criteria:

All notes will require the following:

1. Date of absence, tardy, or early dismissal
2. Reason of absence, tardy, or early dismissal
3. A parent or guardian's signature
4. Phone number where the parent or guardian can be contacted to verify the note

#### H. Attendance Appeals/Due Process:

1. A parent may appeal absences designated as unexcused by the principal or her designee. Extenuating circumstances may include prolonged illness of the student or a family member in which no excuse from a doctor, dentist, or nurse has been obtained. In this instance, the principal may grant a waiver for absences over the approved total.

#### I. Pre-Arranged Absences:

1. To pre-arrange an absence, contact with the school principal should be made at least five (5) school days in advance of the absence. The parent/guardian should seriously consider the impact the absence might have on the student's academic progress. It is the student's responsibility to obtain the missing assignments prior to leaving for the pre-arranged absences. Students will be allowed one day to make up work for one day missed, not to exceed a total of three days.

#### Truancy

Students are required by law to attend school until age 18, as stated in the Code of Virginia 16.1-260bl as amended.

The parent/guardian of a student with five (5) unverified absences will be contacted by a school official to discuss the consequences of the student's absences and set up a meeting with the student and parent. After seven (7) unverified absences, a truancy referral will be filed with the Superintendent's Designee.

Regular attendance is important to success in school. All students are expected to attend school regularly and on time. Each day, students are required to attend all classes

on their schedule. Students who choose not to attend school on a regular basis will be considered truant; truancy is a violation of Virginia law (22.1-254). As such, if the student is under eighteen years of age, the truancy officer will file a complaint with the Juvenile Domestic Relations Court alleging the student is a child in need of supervision and/or initiate proceedings against the parent(s). Virginia law notes that a parent/guardian is responsible for regular and punctual attendance of children in their charge who are within the compulsory attendance age. Any student who misses fifteen (15) consecutive days during the school year without approved Homebound Instruction will be withdrawn from school.

Students and parents are reminded to send documentation of absences each time a student is absent from school, as outlined in the attendance section of this handbook.

Notification of parents of absences:

1. When a student is absent, a phone call is made to the parent/guardian for an excuse (instant alert).
2. A computer generated letter is mailed home when a student has 5 unexcused absences. An attendance file is started on the child and logs of contacts and letter are included in the file.
3. Interim progress reports and report cards include the number of excused and unexcused absences.

Truancy/Excessive Absences will be handled using the following guidelines:

- A student's 5th unexcused absence will result in a school based attendance intervention plan meeting
  - i. Meeting will include the following people: school-based personnel (i.e. teacher, attendance officer), parent, and pupil,
  - ii. Develop a plan which includes documentation of reasons for the student's non-attendance as defined in the Code of Virginia, and
  - iii. Sign plan with a copy given to parent and a copy placed in student's attendance file.
- A student's 6th unexcused absence will result in a conference scheduled within 10 days (Must take place no later than the 15th school day after the 6th absence)
  - i. Meeting will include the following people: personnel, parent, pupil, and principal,
  - ii. Involve other community services providers which attend as needed, and
  - iii. Sign form acknowledging the next unexcused absence will result in a referral to the division social worker with a copy given to the parent and a copy placed in the student's attendance file.
- A student's 7th unexcused absence will result in the principal or designee notifying the division social worker who shall do one of the following:
  - i. File a complaint with the juvenile and domestic relations court alleging the student is a child in need of supervision as defined in the Code of Virginia or
  - ii. Initiate proceedings against the parent pursuant to the Code of Virginia.

## Tardies

1. All students are to go to all classes and lunch promptly. Roll will be taken immediately after the beginning of each class.
2. Tardy students arriving after 8:20 should report to the main office immediately. The student must sign in stating the reason for tardiness. Late arrivals due to bus difficulties will not be counted tardy, but students must sign in and report for a late bus pass.
3. Students who are not in the classroom after class has started (without an appropriate signed pass or excuse) will be considered tardy.
4. Teachers will keep accurate records, and mark a "T" in the appropriate day to indicate the student was tardy. The teacher will inform the student that he/she has received a tardy (Demerit). Any student who arrives to class more than five (5) minutes after class has begun will be considered skipping class and will be disciplined accordingly.
5. Three (3) unexcused tardies and/or early dismissals will equal one unexcused absence from school.

## Tardiness

1. When a student is tardy to school, a written statement from the parent/guardian must be presented in the main office.
2. If a teacher or other staff member has detained a student, he/she should have a written explanation from that person when reporting to class.
3. The penalty for an unexcused tardy to class is one demerit.
4. Students are to be informed when they are receiving an unexcused tardy. Any challenge must be made within twenty-four (24) hours. A later challenge will not be allowed.

## Work Releases

Seniors may be granted permission for early dismissal for the purpose of employment. Requests to carry less than a full course load (eight classes for the year) for the purpose of employment must be filed through the school counseling office. The principal will review cases. Permission may be granted if the student's employment is required for the family's financial support or for extenuating circumstances.

Approved work releases will be revoked for the following reasons:

1. Employment is terminated,
2. Student is in academic danger,
3. Loitering on school grounds during work release time, or
4. Excessive misconduct.

For approved requests, students must leave the building and grounds after properly signing out in the main office. Students will be permitted to leave at the end of the designated period regardless of the daily bell schedule.



## PART VI. INSTRUCTION

### Grading Requirements

Evaluative measurements may include, but are not limited to, tests, quizzes, classroom participation, projects, homework assignments, and class assignments. The system utilized to calculate students' grades shall be determined by each department, approved by the building principal, and communicated, in writing, to parents and students. Assigned grades shall reflect only academic achievement, with conduct/citizenship and work habits being reported separately through the use of appropriate comments on the report card. Report cards are issued to parents and students at the end of each nine weeks.

The yearly grade will be determined by numerically averaging the values obtained for the two marking periods and the semester examination. Three (3) points will be added to the final course grade for passing that course's SOL test. Five (5) points will be added to the final course grade for receiving an advanced score on that course's SOL test.

When a student has been absent from school and such absences are excused, the student must make arrangements with the teacher to complete all missed assignments within a reasonable period of time.

### Grading Scale

Letter	Numerical Value	Achievement Rating	Quality Point Value	Quality Point Value/Weighted Class
A	90-100	Outstanding	4.0	5.0
B	80-89	Above Average	3.0	4.0
C	70-79	Average	2.0	3.0
D	65-69	Below Average	1.0	2.0
F	64 and Below	Unsatisfactory	0.0	0.0

### Grade Point Average (GPA)

A student's grade point average (GPA) shall be based on all credit courses taken for graduation purposes including credit courses completed in Grades 7 and 8. GPA shall be determined by adding the quality points earned per credit and dividing the total by the number of credits attempted. The GPA shall be based on the final grade in each class.

All courses will be taken for credit purposes. There are no provisions for auditing a class. In the event a student wishes to repeat a class to improve his/her skills or grade in a course, the transcript will reflect that fact with the highest grade also averaged in GPA calculations. However, additional credit may not be earned.

## Class Rank

The current seniors' class rank will be determined by the cumulative total of quality points earned divided by the total number of courses attended for graduation purposes beginning in Grade 8.

## Courses Completed Prior to the Ninth Grade

When students below the ninth grade successfully complete courses offered for credit in grades 9-12, credit shall be counted toward meeting the standard units required for graduation. These courses must meet SOL requirements or be equivalent in content and academic rigor to those courses offered at the secondary level.

## Exam Policy

Written examinations will be administered in all credit classes at the end of each course. There are no provisions to be exempted from any exam.

A graduating senior failing a particular course needed for graduation due only to the exam grade may be eligible for a re-exam in that course at the discretion of the principal. This policy does not apply to a student who has already failed the course regardless of the grade on the exam.

The final grade will be calculated by:

Each nine-weeks grade counting three times and the exam grade counting once.

1 <sup>st</sup> nine-weeks	3/7
2 <sup>nd</sup> nine-weeks	3/7
Exam	1/7

## Honor Roll

1. To qualify for the Academic Honor Roll, the student shall have received an overall "B" average with no grade lower than a "B" for the designated marking period. To qualify for the Principal's List, the student shall have received "A's" in all subjects for the designated marking period.
2. A student must take at least two (2) credit courses to qualify for the Academic Honor Roll or Principal's List.

## Dual Enrollment

Students selecting dual enrollment classes will have the tuition for 6 credit hours each semester paid by the Charlotte County School Board. Any student choosing to take more than 6 credit hours per semester must pay the tuition set forth by SVCC. There is a

consumable fee of \$25.00 per 1-3 credit course payable to Randolph-Henry.

Students receiving a grade below a C in a dual enrollment class will be required to reimburse the Charlotte County School Board for the tuition cost. 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 class and must reimburse Charlotte County Schools for the cost of tuition. Students not returning SVCC applications will be withdrawn from the class.

Students participating in the Southside Virginia Governor's School will be permitted to enroll in two dual enrollment courses (or 6 credit hours) in addition to the GSSV or SPEA classes. The school board will pay for the additional courses.

### Behind the Wheel Instruction

1. Student's attendance must be in good standing (fewer than 2 absences or tardies during the nine weeks prior to receiving the behind the wheel instruction).
2. Student's discipline record must reflect 2 or fewer discipline offenses during any nine week period.
3. Student's academic performance must be acceptable in all courses.
4. All fees and debts must be paid prior to beginning behind the wheel.

### Promotion and Retention

Students will be promoted according to the following policy:

- Grade 10 – a student shall have accumulated six (6) credits including English 9.
- Grade 11 – completion of twelve (12) credits including English 9 and 10.
- Grade 12 – completion of eighteen (18) credits including English 11, or eligible to graduate at end of school year in June
- No student will be allowed to take two English courses during the same semester.
- Courses are full each semester. Generally, students who fail a course first semester should not expect to repeat the course second semester.
- Students who fail to have the required credits will be retained.

Graduation Requirements- All graduation requirements can be found in the resource guide.

[http://charlottehenry.ss12.sharpschool.com/UserFiles/Servers/Server\\_780473/Image/Parent%20&%20Student%20Resources/2018-19%20Course%20Description%20Book.pdf](http://charlottehenry.ss12.sharpschool.com/UserFiles/Servers/Server_780473/Image/Parent%20&%20Student%20Resources/2018-19%20Course%20Description%20Book.pdf)

## NCAA Clearinghouse Requirements for Student Athletes

For athletes who receive a scholarship from a Division I university, their initial eligibility will be evaluated under the 16 core course rule. You will need 16 core courses as outlined below:

4 years of English

3 years of mathematics (Algebra I or higher)

2 years of natural/physical science (one must be a lab science)

1 year of additional science, math or English

2 years of social studies

4 years of additional core courses (they can be from any listed above or from nondoctrinal religion or philosophy or foreign language)

For athletes who receive a scholarship from a Division II university, the old 14 core course rule will still apply:

3 years of English

2 years of mathematics (Algebra I or higher)

2 years of natural/physical science (one must be a lab science)

2 year of additional science, math or English

2 years of social studies

3 years of additional core courses (they can be from any listed above or from nondoctrinal religion or philosophy or foreign language)

## NCAA SAT and GPA

The "sliding scale" used by the NCAA now allows a higher core GPA to reduce the SAT component. A 2.5 core GPA will still need a 820 SAT score, a higher core GPA of 2.75 will need a 720 SAT score, a 3.0 core GPA will only require a 620 SAT score, and a 3.55 core GPA will just need a 400 SAT score. The NCAA has stated that their research now indicates that core class grades were the best indicators of academic success during a student-athlete's freshman year.

## **PART VII. SERVICES**

### School Counseling Services

Two school counselors and a secretary are employed to work with students and staff concerning programs and matters that will promote productive school experiences.

Service categories include:

- Counseling: Individual and/or group for educational, academic, personal, social, career, and occupational purposes.
- Testing Programs: Standardized testing programs (Standards of Learning Tests, Preliminary Scholastic Aptitude Tests, Scholastic Aptitude Tests), interest inventories, and career profiles.
- Parent Conferences: Arrangements for meetings between teachers/administrators

and parents/guardians.

- Student schedule changes.
- Transmission of student records and/or transcripts.
- Scholarship programs and financial aid.
- Maintenance of student cumulative records.

Students are encouraged to visit counselors before school, after school, and during lunch. A secretary is located in the school counseling office to make appointments for students. Appointments during assigned class periods will be permitted with the approval of the respective teacher and an appointment card signed by a counselor. Any emergency or crisis will be handled first.

### Library/Media Services

The R-HHS Library provides a wide variety of resources to support the instructional program. The library is open to students from 8:00 a.m. to 3:45 p.m. All students are encouraged to use the library for academic pursuits as well as recreational reading. Students may use the library before school, after school, and during lunches without a pass. A hall pass is required during all class periods. Rules that apply in classrooms also apply in the library. Students are expected to respect the rights of others and to behave appropriately.

#### Library Policies:

1. The library is available before school for quiet study, check-out, and Accelerated Reader tests.
2. Books may be checked out for three weeks and renewed unless someone else requires the book. Students may check out up to four items. Students with overdue books may not check out any additional materials. Students will be placed on the debt list for books more than sixty days overdue.
3. Books required for a project involving several classes will be placed on reserve and may only be used in the library.
4. Students who remove items without checking them out will be subject to disciplinary action.
5. Students must pay either the replacement cost or a negotiated price for lost or damaged materials.
6. Students must have returned the Charlotte County Public Schools Acceptable Use Policy before using the school network. Students are responsible for all activity on their network account.
7. A. The Online Public Access Catalog (OPAC) is available from all networked computers.  
B. There is a link on the left hand side of the Randolph-Henry home page under lists. The library SharePoint page is accessed through the academics tab.
8. The copier in the library is available for school use. Copies are 10¢ each for personal copies. All individuals who use the copier must follow federal copyright guidelines.
9. Students must return materials to the proper place or the circulation desk.
10. The school store is housed in the library.

## Cafeteria

The school cafeteria is maintained as a vital program of the school. R-HHS operates a breakfast and lunch program. Students will be allowed to go to breakfast in the cafeteria between 8:00 a.m. and 8:16 a.m. Students will report to lunch according to the location of their 3<sup>rd</sup> period class.

The cafeteria will not cash checks. Checks to pay for lunch must be made out to R-HHS for the exact amount.

In order to allow the lunch program to expand and to offer a better variety of foods, participation is needed. Menu suggestions are welcomed and should be directed to the cafeteria through SCA representatives. Ice cream may be purchased after lunch has been served.

All students and staff utilize a computerized system in the cafeteria. This system allows students and staff to pay in advance for meals and/or a la carte foods or pay on a daily basis as in the past. Everyone uses a twelve key PIN pad (similar to an ATM) to insert his or her PIN number. A photo appears on the cash register to assure the right number has been used.

## Cafeteria Rules

1. Each student is responsible for returning his/her dishes, silverware, trays, paper, etc., to the disposal area.
2. All students will observe the common rules of courtesy and good eating habits.
3. There will be no eating or drinking in the classrooms other than the school-provided breakfast with teacher approval.
4. Students who do not dispose of breakfast/lunch trash in an appropriate manner will be required to consume their food in the cafeteria.

## **PART VIII. ACTIVITIES AND EXTRACURRICULAR EVENTS**

### General Regulations

Only students in good standing are eligible to participate in R-HHS extracurricular activities. Students will be required to pay any applicable club or class fees in order to participate in the activities of the organization. Any student wishing to participate in any Virginia High School League activity must be enrolled in credit classes for a minimum of three (3) periods per semester. Students involved in VHSL activities must have passed a minimum of three (3) courses during the prior semester to be eligible for participation.

### Student Council Association

The Student Council Association (SCA) is an organization through which the

students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council tries to promote leadership, initiative, and self-control among its members.

Each year, a president and supporting officers are elected to oversee the activities of the council, and these officers serve as a Student Advisory Committee to the principal. Student representatives will also be elected. It is the duty of the representatives to bring to the council's attention complaints and suggestions from their classmates and to take to their classes the actions of the council. A membership fee of \$1.00 may be charged to each student wishing to participate in the organization's activities.

### Assemblies

Assemblies of general interest to the school are held throughout the year. Depending on the event, students may be assessed an admission charge to cover the cost of the program. Study hall will be held for students not attending the paid assemblies. The administration and faculty expect all students to conduct themselves in an acceptable, courteous, and refined manner. Students will sit in assigned seats unless otherwise instructed. Students who display unacceptable behavior will be removed and will be subject to disciplinary action and/or revocation of future assembly privileges.

### Class Activities

Each class elects officers to lead them during the year. Activities and projects may be conducted by classes under the direction of appointed faculty sponsors. Any fund raising drives are to be conducted with administrative approval. Class representatives are elected to conduct business for the class.

### Seniors

There are certain privileges associated with being a senior.

#### Seniors:

- Are scheduled for classes first in order that they might get the courses needed to graduate.
- Receive their yearbook prior to underclassmen.
- Are given the opportunity to plan a class trip pending school board approval.
- Are given first choice of parking spaces.
- Begin second semester exams early, enabling them to complete their course work one day before school ends.
- Are assigned reserved seats in the auditorium for all assemblies.
- Receive top recognition at the Awards Assembly or Senior Banquet.
- Are allowed to march in and out of assemblies.
- Are dismissed four minutes early for lunch.
- Receive the top locker locations.

## Clubs

Each student is encouraged to participate in at least one extracurricular activity. A variety of clubs are offered for all who desire some outside interest or activity. Clubs will meet according to a schedule established by the club sponsor.

Clubs, executive committees, and/or planning boards may meet before school, after school, or on designated club meeting days. Students who serve in a leadership capacity as an officer, representative, or planning board member will be expected to attend the scheduled meetings to represent the students who elected them to the positions. If a student misses two scheduled meetings for any reason, the student will be warned. If the student misses again, making a total of three meetings of nonattendance, the student will be dismissed from the leadership position and a replacement elected. Clubs are:

BETA Club  
Blog Club  
Gaming Club  
Student Council Association (SCA)  
Spanish Club  
Senior Planning Board  
Junior Planning Board  
Future Farmers of America (FFA)  
Future Business Leaders of America (FBLA)  
HOSA – Future Health Professionals  
Library Club  
Teachers for Tomorrow  
Literary Arts Club

## Athletics/Activities

Students are encouraged to participate in the athletic or activities program as a means of promoting school spirit, self-discipline, physical fitness, character, and sportsmanship.

In order to participate in the athletic program, the minimum Virginia High School League requirement is that a student takes and passes at least three courses the previous semester. Therefore, eligibility in the fall and winter seasons is based on the previous spring's grades. Eligibility for the spring will be based on the grades from the fall semester of this year. Students must also pass a physical examination and receive parental consent.

***For more information concerning specific eligibility requirements, please refer to the RHHS Athletic/Activities Rules Agreement or see the***



### *Athletic Director.*

The following sports will be offered:

Fall Sports: Football (Varsity and JV), Girls' Volleyball (Varsity and JV), Golf, Cross Country

Winter Sports: Boys' Basketball (Varsity and JV), Girls' Basketball (Varsity and JV), Wrestling

Spring Sports: Baseball (Varsity and JV), Boys' and Girls' Tennis, Boys' and Girls' Track, Softball (Varsity and JV), Boys' and Girls' Soccer

Year Round: Varsity and JV Cheerleaders (tryouts in spring)

### Scholastic Bowl

A Scholastic Bowl Team will be selected each year to represent R-HHS, and to participate in the James River District Scholastic Bowl Challenge. Eligibility requirements are the same as for the athletic program; however, a physical is not required.

### Drama/Forensics

R-HHS participates in the Virginia High School League competition in drama and forensics. These activities provide opportunities for students to excel in research, writing, public speaking, and dramatic and theatrical presentations. Students are encouraged to participate in these rewarding and beneficial activities both for personal gain and school recognition.

### Publications

Each year, the students at R-HHS prepare the yearbook as a publication project. The yearbook, a creative work in design and literary aspects, serves to record the events and activities of the school year. Students enrolled in Advertising Design I and II will have assigned duties in publishing the yearbook.

### Other Activities

- Marching Band/Concert Band/Jazz Band
- Color Guard Squad
- Flag Corps

**Any student acting in an unsportsmanlike manner, including derogatory cheers and actions, at athletic events will be subject to suspension and/or will be barred from attending extracurricular activities. Additional sportsmanship rules have been developed for VHSL activities and are a part of the student's contractual agreement.**

### Parties/Dances

Parties of any type are not allowed at Randolph-Henry unless previously approved by the administration. School sponsored dances may be permitted after hours as fundraisers for various clubs and organizations. All school rules and regulations remain enforceable during any school activity.

### Fund Raising

Tickets or articles of any kind other than those associated with school-sponsored activities are not to be sold on school property by students or outside agencies or organizations.

## **PART IX. TRANSPORTATION**

### Cars

Driving an automobile is a privilege, and safe driving is the student's responsibility.

Students who drive a motor vehicle to school must know and obey the following rules:

- Each student must register his or her vehicle each school year and purchase a parking tag at the cost of \$20.00. Registration forms may be obtained in the office. Tags must be displayed on the vehicle's rear view mirror while on school property. Drivers without proper parking tags will be fined \$20.00.
- Weapons, drugs, alcohol, or tobacco products that are present in vehicles are subject to the same discipline as they would receive if they were possessed in the school building.
- Driving from the school grounds during school hours is not permitted without permission from an administrator. Violators will have their driving privilege revoked.
- Once a student arrives at school, he/she is expected to park in their assigned parking space and immediately leave the vehicle.
- Speeding or careless driving on school grounds, parking lots, and streets bordering the school will result in loss of privilege to drive to school.
- Students entering the parking lot during the day must have

permission from an administrator.

- Seniors will be given priority in parking due to the limited parking area.
- Students who have riders without proper authorization from the administration will have driving privileges revoked for a specified period of time.
- If safe driving practices are not followed, a student's driving privilege will be revoked for a specified period of time.
- Any vehicle may be searched at any time while the vehicle is parked on school property.
- Students parking in prohibited areas during school hours will have their vehicles towed at the owner's expense.
- Any students with more than three (3) unexcused tardies to school during a nine- week period may lose their privilege to drive for a specified period of time.

### Buses

Riding a school bus presents a unique atmosphere for students not experienced in many other areas of their daily lives. The close contact of 40 to 50 children in a school bus with transportation as the only purpose requires the child to function with great personal responsibility and maturity. Randolph-Henry High School will enforce all bus rules established by the Charlotte County Public Schools transportation department.

## **X. DISCIPLINE**

We believe that in order for students to do their best possible work, they must exercise self-discipline, cooperate with their teachers, and conduct themselves properly.

Students who exhibit good conduct and citizenship will be rewarded. It is our hope that personal and school pride will be the guiding forces in one's behavior. When punishment becomes necessary, several forms may be used:

1. Reprimands and/or classroom-based discipline
2. Demerits

3. Work detail
4. Parent Conferences
5. Overnight suspension
6. In-school suspension (ISS)
7. Bus suspension
8. Out-of-school suspension
9. Alternative School
10. Expulsion
11. Civil action
12. Criminal charges

Each situation will be considered individually and a decision will be made considering both the individual student and the necessity of running a school that is orderly and productive. All students are guaranteed due process before any punishment is administered. In certain instances, corrective measures will be uniform; and students should be aware of these cases.

## **ALTERCATIONS**

Verbal and physical altercations serve as a major disruption to the student body and the school. This behavior also poses a safety threat for students and staff. We do not tolerate this type of behavior, and as a result, students who are involved in such activity will be suspended from school. Verbal altercations will result in up to a three (3) day suspension and physical altercations will result in up to a ten (10) suspension.

### **(1) Reprimands and/or classroom-based discipline (Level One)**

In many cases, warnings and reprimands may serve as punishment. Teachers may feel that they can handle problems by talking with the student or parent or prescribing a suitable punishment within the classroom. If these measures are not successful or the infraction warrants more serious discipline, the student may receive a demerit or be sent to the office. If a student is sent out of the classroom for misconduct, he/she must report to the office immediately.

### **(2) Demerits (Level One)**

The teacher and/or administrators may issue demerits for various behavioral offenses. The following offenses will warrant students receiving one (1) demerit:

Offense:

1. Class disruption (minor)
2. Tardiness to school, to individual classes, or any scheduled activity

during the day

3. Consuming food in restricted areas
4. Excessive noise
5. In hall without permission
6. Hall disruption
7. Throwing objects
8. Loitering
9. Cafeteria disruption
10. Sleeping in class
11. Unprepared for class
12. Other infractions as deemed by the administration

After three (3) total demerits the student will receive lunch detention. After six (6) total demerits have been received in any semester, one day of in-school suspension will be assigned. An additional accumulation of six (6) demerits [twelve (12) total] will result in one day of out-of-school suspension (OSS). Further accumulation of six (6) demerits or repeated occurrences of the same offense will result in two days of OSS. Demerits will be counted per semester.

- Work Detail

Students whose actions merit restitution to the school, who habitually have problems in a particular class, or who the administration feels may benefit from such discipline may be assigned work detail either during a non-academic class or after school.

- Overnight Suspension

Students who receive an overnight suspension must have a parent conference with an administrator the following day in order to be readmitted to school. Students receiving overnight suspension are prohibited from participating in or attending any extracurricular activities on the day/night such suspension is assigned.

### (3) In-school suspension (ISS) (Level two)

In-school suspension is a corrective form of discipline where students are assigned from one (1) to four (4) days depending upon the offense, and are able to complete regular assignments. Failure to report to ISS on the day assigned without a valid reason, tardy to ISS, or coming to ISS without proper materials will result in additional time being assigned for ISS. An official school day constitutes a day of ISS. ISS may be used for the following infractions of school regulations:

(4) Suspension (removal from bus or school for a specified time)

A. Suspension from the bus [a minimum of five (5) days if school personnel have to go and remove a student from the bus for discipline]

School rules and regulations also apply to bus behavior. Students are under the authority and direction of the bus driver. While waiting at an elementary school, students are under the regulations of that school and its personnel. Failure to obey regulations and/or continued misconduct will result in bus suspension. During the bus suspension, the student is not allowed to ride any bus and the parent or guardian is responsible for getting the student to and from school. If the student does not attend school, the absences will be unexcused.

B. Suspension from school (Level Three)

Suspension from school may be used when other corrective measures have been exhausted or in the case of a serious infraction of school rules. Parents will be notified and a conference requested. Teachers shall refer students immediately to the office if a suspendable offense has occurred or if they suspect a suspendable offense has occurred. Suspension may be used for the following infractions of school regulations:

1. Fighting
2. Physical Assault I
3. Sexual Offenses
4. Sexual Harassment
5. Threats/Bullying
6. Theft
7. Extortion
8. Severe Disrespect/Defiance or Profanity to an Adult
9. Unsuccessful in ISS
10. Possession, using, selling, or otherwise being under the influence of any alcoholic beverage or narcotic, including anabolic steroids – with possible recommendation for expulsion
11. Accumulation of twelve (12), eighteen (18), and more demerits
12. Repeated Level Two offenses
13. Other offenses as deemed by the administration

## Illegal Use of Tobacco, Alcohol and Other Drugs

The use or possession of tobacco, electronic cigarettes, or vapor products by students on school property during regular school hours is prohibited. Disciplinary action will be taken when students violate the stated policy and/or applicable guidelines, and violations will result in discipline according to the Code of Conduct.

Use, possession, distribution, intent to sell, selling or attempting to sell a controlled substance, “imitation controlled substances”, marijuana, illegal drugs or intoxicants, alcoholic beverages, anabolic steroids, or drug paraphernalia on school property or while engaged in or attending a school activity is strictly prohibited. This regulation also extends to being present on school grounds within a reasonable time after having consumed or used a controlled substance, anabolic steroids, marijuana, illegal drugs or intoxicants, or alcoholic beverages. Individuals who violate the above guidelines shall be subject to suspension and/or expulsion from school, criminal charges, and/or revocation of the privilege to participate in and/or attend extracurricular school activities.

### (5) Alternative School (Level Four)

In addition to its academic functions, Charlotte County Alternative School may be utilized as an alternative placement for students in violation of the following offenses:

1. Fraternities/Gangs/Secret Societies
2. Physical Assault II
3. Dangerous behavior
4. Threats to adults
5. Repeated Level Three offenses
6. Other offenses as deemed by the administration

This program will provide an alternative education for students who commit major discipline offenses and/or repeatedly create school disruptions. The duration of a student’s stay in the program will be determined by his/her performance once enrolled. For some offenses, out-of-school suspension and/or criminal charges may accompany enrollment in the program. Failure to successfully complete this program may result in further alternative placement and long-term suspension.

Lunch, detention, after-school detention and/or Saturday detention may be considered as disciplinary options.

### (6) Expulsion from school (permanent removal from school) (Level Five)

Students may be recommended for expulsion from school for continued and gross misconduct in line with the regulations set forth by the Charlotte County School Board. Such a recommendation may be made after the second suspension or in the case of conduct severe enough to warrant such action. Students involved with drugs, weapons, and violent behavior may be recommended for expulsion on the first offense.

The following are designated Level Five offenses:

1. Destructive Devices
2. Weapons
3. Firearms/Explosives
4. Drug Offenses
5. Assault of School Personnel
6. Sexual Offense II

#### (7) Search and Seizure

When reasonable suspicion exists, school officials may search students and property belonging to students. Reasonable suspicion requires circumstances that would lead a reasonable person to conclude that the person or persons to be searched are the most likely individuals to be in violation of a law or a school rule. Property belonging to students includes items that can be connected to a student, carried by a student, or stored by a student in an area made available to the student by the school.

These areas may include lockers, desks, automobiles, parking lots, and other locations. Prior to initiating a student search, school officials should inform the student of the reason for the search and may request consent to search. If consent is not granted, the search may be conducted anyway if the standard of reasonable suspicion is met. Students' rights will be respected at all times.

#### (8) Civil /Criminal Law

If a student violates civil/criminal law at school or at any school function, the police will become involved in addition to school district action.

#### (9) Appeals

Any appeals for a suspension must be made within forty-eight (48) hours of receiving notification of the disciplinary action. The appeal form may be picked up in the main office.



## **PART XI. SVCC Inclement Weather Procedures**

### **SVCC Inclement Weather Policy**

- If the SVCC site (Alberta or Keysville) is closed or opens at 10 a.m., GSSV, Nursing, Welding, and Automotive students do not report for the day. This means that a GSSV site may be open while the other one is closed. Parents and students are encouraged to sign up for [Southside Alert](#), GSSV's Remind, and monitor their website ([www.southside.edu](http://www.southside.edu)) during questionable weather situations.
- If your home school is closed or on a two-hour delay, do not report to SVCC.
- If your home school is delayed one hour and the SVCC site is opening on time or is delayed one hour, you should report to SVCC.
- The Keysville site opens according to Lunenburg County Public Schools. If Lunenburg County is closed or on a two-hour delay, do not report to SVCC.
- Please listen to local radio stations, television stations, and websites for closings and delays. There will be no announcements specifically for GSSV or SVCC nor will GSSV's website provide closing information.
- Keysville—Lunenburg County Public Schools closing information:
  - Radio—
    - WSVS 800 AM
    - WSVS 97.1FM
    - WFLO 95.7 FM
    - WSKK 101.9 FM
    - WSHV 96.7 FM
  - Television—
    - WTVR TV 6
    - WRIC TV 8
    - WWBT TV 12
    - WSET TV 13