

Amelia County Middle School



2019-2020

Student Handbook

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**Bobby T. Shockley, Principal
Daniel Trump, Assistant Principal**

AMELIA COUNTY MIDDLE SCHOOL

Dear Parents/Guardians,

This student handbook provides you with detailed information on the essential programs, procedures, operations of our school. Please review it carefully with your student.

We look forward to working with you and your child during the 2019-2020 school year. We are proud to share with you in helping to prepare your child for the future.

The mission of Amelia County Middle School is *"to provide educational opportunities for all students to acquire knowledge, skills, and attitudes to enable them to live, learn and work productively in a global society. Providing all students with the opportunity to achieve excellence, self-discipline, and acceptance of cultural differences while creating a smooth transition from elementary to high school"* is a primary goal of the middle school staff. Numerous activities and courses are provided as growth opportunities for students academically, athletically, and socially.

Students at Amelia County Middle School are expected to show PRIDE—to be proactive, to be respectful, to show integrity, to be dependable, and to show excellence—in all areas of the school and in all aspects of their student lives. Together, we strive to promote a positive school environment in which all students may learn and grow.

Input and support from parents and community members is essential to the success of the Amelia Middle School. We encourage each parent to become an active part of our total school program through such activities as joining the PTSA and volunteering to assist at school. The collaboration between home and school is a great tool in ensuring student success. Feel free to contact your child's teachers and/or guidance counselor if problems should occur. Many teachers will make arrangements to give individual assistance upon student request.

The faculty and staff of Amelia Middle School welcome each of you and look forward to a great school year. If you have any questions or concerns, do not hesitate to contact us.

Mr. Bobby T. Shockley

Principal, ACMS

Mr. Daniel Trump

Assistant Principal, ACMS

“Together Everyone Achieves More”

The following standards and responsibilities are derived from the Amelia County Public Schools’ *Expectations of Student Citizenship and Standards of Student Conduct*.

AMELIA COUNTY PUBLIC SCHOOLS STANDARDS OF CONDUCT

As a good Amelia County Public School citizen, the student will:

1. *Treat others as he/she wants to be treated.*
2. *Show respect for others and their property.*
3. *Demonstrate honesty in dealing with others.*
4. *Dress appropriately and cleanly.*
5. *Accept the consequences of actions because the student is the only person responsible for his/her actions.*
6. *Settle differences with others in an acceptable manner.*
7. *Follow the rules of the school, as well as national, state and local governments.*
8. *Believe that life and education are important.*
9. *Help to keep the school building and campus clean.*
10. *Use appropriate language.*
11. *Conduct himself/herself in a manner appropriate to citizenship.*
12. *Recognize the authority of all teachers and other school personnel.*

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 gambling, immorality, profanity, hazing, fighting, threats, extortion, narcotics use, intoxicating liquors use, or 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.*
8. *Comply with regular rules and regulations of the school board while attending any activities sponsored by the school.*
9. *Remain on campus during school hours unless authorized by the office.*
10. *Be aware that students’ behavior is 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.*

Specific ACPS policies regarding the following topics may be found in *Expectations of Student Citizenship and Standards of Student Conduct*:

1. *Arrest of a student*
 2. *Assault and battery*
 3. *Bomb threats, false fire alarms, smoke bombs, stink bombs, fireworks, and self-protection devices*
 4. *Cheating*
 5. *Corporal punishment*
 6. *Cursing and swearing*
 7. *Dishonesty*
 8. *Disorderly conduct*
 9. *Drugs and alcohol policies*
 10. *Gangs*
 11. *Intimidation or threats*
 12. *Property damage and vandalism*
 13. *Search and seizure policy*
 14. *Sexual conduct*
 15. *Harassment based on race, national origin, disability, and religion*
 16. *Smoking*
 17. *Theft*
 18. *Trespassing*
 19. *Truancy*
 20. *Violations of the law*
 21. *Weapons in school*
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RAIDER PRIDE

To promote positive behavior in all areas of our school, students are expected to demonstrate Raider PRIDE at all times. The following matrix outlines student behavior expectations.

	Hallway Expectations	Restroom Expectations	Cafeteria Expectations	Assembly Expectations	Transportation Expectations
be Proactive	Walk directly to your assigned destination.	Utilize the restroom at times outside of classroom instruction.	Get all utensils and condiments before sitting down.	Enter and exit the gym by quietly staying with your group.	Go directly to your assigned destination.
be Respectful	Keep your hands, feet, and other objects to yourself.	Keep the facilities clean and undamaged.	Follow directions given by staff.	Listen to the speaker and interact only when directed.	Keep hands, feet, and other objects to yourself.
show Integrity	Use conversational voices and appropriate language.	Keep visits brief.	Use conversational voices and appropriate language.	Stay focused on the message or activity.	Use conversational voices and appropriate language.
be Dependable	Walk to the right.	Dispose of trash properly.	Stay in your seat.	Follow directions given by staff.	Remain seated. Follow directions provided by driver and staff.
show Excellence	Keep the hallways clean.	Report malfunctions, messes, or graffiti to an adult.	Clean up your table before you are dismissed.	Take your personal items with you when you leave.	Take your personal items with you when you leave.

ESSENTIAL INFORMATION AND REGULATIONS

ACADEMIC AND BEHAVIOR INCENTIVES

Each nine weeks, students will be rewarded for academic achievement and positive behavior. Students may receive and/or participate in incentives based upon the following criteria:

- Earning 2.0 GPA
- Receiving no more than one office referral and/or two ACS referrals

In addition, students may be periodically rewarded for positive behavior as outlined by our PRIDE matrix in all areas of the building and on the buses.

ADMINISTRATIVE/OFFICE AREAS

Students are not to be in the school office area unless they have business in the office and have been called there by an ACMS staff member, teacher, or administrator. Students in need to administrative staff Students are not allowed in the faculty workroom. These rules apply during all hours of the day (before, during, and after school).

ADVANCED PLACEMENT CLASSES

The following criteria will be used to determine student placement in advanced classes:

Math

Grade 5		<u>Math 5A</u> <ul style="list-style-type: none">• B or better in Math 4• 500 or above on Math 4 SOL• Required score on diagnostic test given at the end of 4th grade year
Grade 6	<u>Math 6A</u> <ul style="list-style-type: none">• B or better in Math 5• Score of 450 or above on Math 5 SOL• Required score on diagnostic test given at the end of 5th grade year	<u>Pre-Algebra</u> <ul style="list-style-type: none">• B or better in Math 5• Score of 500 or above on Math 5 SOL• Required score on diagnostic test given at the end of 5th grade year
Grade 7	<u>Pre- Algebra</u> <ul style="list-style-type: none">• B or better in Math 6• Score of 450 or above on Math 6 SOL• Required score on diagnostic test given at the end of 6th grade year	<u>Algebra 1</u> <ul style="list-style-type: none">• Passing score on Pre-Algebra SOL• C or better in Pre-Algebra
Grade 8	<u>Algebra 1</u> <ul style="list-style-type: none">• In order for students to continue on this Advanced Math Track, they must pass the course AND make a passing score on their Math SOL.	<u>Geometry</u> <ul style="list-style-type: none">• In order for students to continue on this Advanced Math Track, they must pass the course AND make a passing score on their Math SOL.

ADVANCED PLACEMENT CLASSES (Continued)

English

Criteria for Advanced Placement in English at ACMS

Students can maintain and/or be placed in the Advanced English class based on the following criteria:

- Maintain an A/B average for the entire year as well as for each quarter
- Teacher Recommendations- with solid evidence (Benchmark scores, work samples, test scores)
- Passing Reading/Writing 8 SOL scores

To be placed in Accelerated English a student must

- Score a Pass Advanced on their Reading SOL test (above 500)
- Maintain an A/B average all year
- Teacher Recommendations- with solid evidence (Benchmark scores, work samples, test scores)

Students in Advanced classes who do not meet the criteria can be removed from that class the next school year. A student can only be removed if the teacher has met with the parent and discussed that the student is not meeting the criteria.

ARRIVAL TIME

Students are encouraged not to arrive at school before 7:55 a.m. However, students will be admitted to the front hall beginning at 7:45. Students will be released from the front hall and the buses at 7:55. Students who eat breakfast will report directly to the cafeteria upon arrival at school. All other students will report to homeroom or first period, depending on the schedule for the day. Students are not to roam the building during this time.

ATTENDANCE POLICY

Notification of student absences; excused and unexcused absences

Valuable lessons are missed and the continuity of instruction is interrupted when students are absent from school and each and every instructional day is significant. When a student will be absent from school, it is the responsibility of the parent to notify the school of their student's absence. When students are absent with no prior notification, the school will contact the home of the student. In addition to the initial parent contact, any student returning to school following an absence must bring a valid note stating the reason for the absence upon return to school. The note must be given to the main office and must include the student's name, date of absence, reason for absence, and parent's signature. The note will be the basis for any indication of a student absence as excused or unexcused. The Amelia County School Board considers the following as examples of **excused absences:**

- court appearance;
- death in the family;
- religious holidays (a list of religious holidays must be presented within ten (10) school days of the student's enrollment and must be those officially recognized by the religion/church to which the parents and student belong);
- field trips and school-related absences;
- illness (if over two (2) days, the school may require a note from a doctor);
- medical appointments verified by a doctor's note;
- pre-arranged absence verified by parental visit, letter to principal or phone call;
- family circumstances/emergencies verified by a parental phone call by 10:00 a.m. on day of absence;
- weather emergencies; and
- extenuating circumstances which are determined by the administration.

The following reasons for student absence are provided as examples of **unexcused absences:**

- personal business;
- car trouble;

- missing the bus;
- oversleeping;
- skipping;
- truancy;
- suspension out of school; and
- working – Virginia state law prohibits the excusal of students for the purpose of work during scheduled school days (22.1-265 Code of Virginia).

Make-up work following absences

Students will be allowed to make-up work missed when they are absent from school; however. The class work must be made up within a specific time period as designated by the student's teachers (not to exceed three days unless there are extenuating circumstances approved by the principal). It is the responsibility of the student to see the teacher about making up missed assignments, and a zero may be assigned for work not made up.

Truancy, CHINS petitions, and legal ramifications

Letters will be sent to parents when their child has missed 5, 7, and 10 days. When a student has accumulated 15 unexcused absences, a CHINS petition may be filed.

Under The Code of Virginia, 22.1-264.1, it is a misdemeanor to make false statements regarding school division or county residency.

Chronic absenteeism

Per Virginia and U.S. Department of Education guidelines, any student absent from school for 10% or more of the assigned instructional days for the school year is considered to be chronically absent, regardless of the excused or unexcused status of each individual absence.

At regular intervals throughout the year, student attendance will be assessed and notification and/or intervention will occur for students on pace to qualify as chronically absent for the year, including, but not limited to, the following: sending a warning letter, holding an attendance conference, developing an attendance plan, or referring the student/family to supportive community services. Additionally, chronic absenteeism is one of several indicators that ACMS considers when making decisions regarding student recommendations for summer school and student retention.

BELL SCHEDULES

5th grade students follow the same schedule each day at ACMS. Our 6th, 7th, and 8th grade students follow an alternating block schedule. Each day, they will have a Pride period for remediation, support, and extension work, and four class periods which alternate between "Green Days" and "Gold Days." On green days, students will go to periods 1, 3, 5, and 7. On gold days, students will go to periods 2, 4, 6, and 8.

Regular Bell Schedule			
Grades 5		Grades 6-8	
Period	Time	Period	Time
<i>Breakfast</i>	7:55 - 8:10 (15 minutes)	<i>Breakfast</i>	7:55 - 8:10 (15 minutes)
<i>Block 1</i>	8:10 - 9:35 (85 minutes)	<i>Period 1/2</i>	8:10 - 9:35 (85 minutes)
<i>Block 2</i>	9:35 - 10:30 (55 minutes)	<i>PRIDE</i>	9:39 - 10:09 (30 minutes)
<i>Recess</i>	10:35 - 10:55 (20 minutes)	<i>Period 3/4</i>	10:13 - 11:38 (85 minutes)
<i>Lunch</i>	11:00 - 11:25 (25 minutes)	<i>Period 5/6</i>	11:42 - 1:35 (113 minutes)
<i>Block 3</i>	11:30 - 12:50 (80 minutes)	<i>1st Lunch</i>	11:42 - 12:07 (25 minutes)
<i>Block 4</i>	12:50 - 1:45 (55 minutes)	<i>2nd Lunch</i>	12:26 - 12:51 (25 minutes)
<i>PRIDE</i>	1:45 - 2:15 (30 minutes)	<i>3rd Lunch</i>	1:10 - 1:35 (25 minutes)
<i>Resource</i>	2:20 - 3:05 (45 minutes)	<i>Period 7/8</i>	1:39 - 3:04 (85 minutes)

BEVERAGES and FOOD PRODUCTS

Maintaining a clean and safe environment for our students is of the utmost importance at ACMS. With this in mind, all beverages brought to school by students must be in sealed cans, cartons, or plastic containers. Glass containers, carry-out drinks, and travel mugs are not permitted, and other container types not listed here may be confiscated at the discretion of administration or school staff as necessary.

Only a student’s parent(s), guardian(s), or emergency contact(s) may bring food to a student while they are at school. Such food will only be released to a student during their designated lunch period for consumption in the cafeteria.

Eating or drinking in classrooms during times other than those designated for breakfast is not permitted, and eating or drinking in the hallway is not permitted at any time. Students are expected to finish, stow, or discard any remaining food before they leave the cafeteria during designated breakfast times or their lunch period. Breakfast items received from the "grab and go" kiosk(s) may not be consumed until a student reaches their initial classroom for that day. Additionally, students may not eat or drink on school transportation, as is outlined in posted bus rules.

BOOKS – LIBRARY AND TEXTBOOKS

Textbooks are provided to students at no cost. Students are responsible for all books issued to them. **If textbooks or library books are lost or damaged while assigned to a student, that student must pay the cost of repair or replacement.**

BULLYING

“Bullying’ means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor(s) and victim; and is repeated over time or causes severe emotional trauma. ‘Bullying’ includes cyber bullying. **‘Bullying’ does not include ordinary teasing, horseplay, argument, or peer conflict.** Verbal or physical bullying may result in the student being suspended from school for up to ten (10) days or referred to the Superintendent.

BUS RULES

Riding the bus to school is a privilege. The privilege to ride a school bus can be suspended if rules are violated, in which case a student’s transportation to and from school will become the parent’s responsibility. All rules governing student behavior during the school day also apply to students on the buses and at bus stops. Additional clarifying points are outlined below:

- Students must obey posted bus rules.
- Students must ride the bus designated for their route in both the morning and afternoon unless . Students are expected to ride the same bus home in the afternoon unless they are staying for a school-sponsored activity.
- 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.
- 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 are not allowed to get off the school bus at the high school unless they are involved in an organized activity at the high school.
- Students shall remain on the school bus until they reach their school of attendance or until they reach their assigned place to make a scheduled 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.

BUS RIDER/CAR RIDER CHANGES

To prevent missed messages and as a safety precaution, it is **REQUIRED** that any changes that need to be made to a student’s transportation arrangements are received by the office no later than 2 p.m. The office must receive notification of the change in writing explaining the reason for the change. Telephone calls will NOT be accepted. The ONLY exception to the 2 p.m. cut-off time will be in the event of an extreme emergency.

BRING YOUR OWN DEVICE (BYOD) INITIATIVE

There are times students may use their electronic devices for instructional purposes. In order to participate in the BYOD initiative, students must complete the user agreement form and follow all established guidelines of the initiative.

CELL PHONES & OFFICE PHONES / COMMUNICATING WITH STUDENTS

Cell phone usage, including charging and use of accessories

All students' cell phones are to be fully powered-off (as opposed to being put on silent, vibrate, or other limited notification mode) and kept out of sight during the school day unless being used for designated instructional activities following established Bring Your Own Device (BYOD) guidelines and as specifically instructed by ACMS staff. Similarly, cell phone accessories such as headphones and chargers must be stowed and kept out of sight at all times during the instructional day unless explicit permission has been given by supervising staff for accessories to be used for instructional purposes (e.g. using headphones to play an educational game, etc.). Students may not charge personal devices in classrooms.

Cell phones and accessories that are used in violation of ACPS and ACMS policies will be confiscated by ACMS staff. In classrooms, staff may keep confiscated devices for set amounts of time, not to exceed the remainder of the class period in which the device or accessory was confiscated. Devices may also be turned in to the office (by the confiscating staff member or by the student when instructed to do so by staff) where a log of cell phone violations for each student will be kept. After the first infraction, a student will be permitted to take their phone with them at the end of the day. After each subsequent infraction, a parent or guardian will be required to retrieve the device from the office, and discipline will be assigned as necessary. The school is not liable for the loss, theft, or misuse of a cellular telephone.

Office or classroom telephones & communicating with students

Students are not permitted to use office or classroom telephones or to receive calls during class time except in an emergency. If a parent or guardian must communicate with a student during the school day, they are to contact the office directly and a message will be delivered to the student in a timely manner. In order to assure that messages are delivered, it is important that a parent or guardian contact the school prior to 2:15 p.m.

Parents and guardians are asked not to call or text students directly during the school day. This creates a significant disruption of the learning environment and will lead students to be in violation of school and division policies regarding cell phone usage during the school day.

CHANGE OF ADDRESS

Changes of address or telephone numbers should be reported to the office immediately so contact information can be updated.

CHROMEBOOKS

Chromebooks issued to students are first and foremost educational devices and remain the property of ACPS. Students are expected to care for their devices appropriately, use them in accordance with all ACPS policies and regulations, and bring them to each class in which they are required in good working order, including ensuring that their device is fully charged at the start of each school day.

Additionally, the responsible use of chromebooks and other educational devices is essential for the smooth operation of the classroom and school environment. When requested, any student is to return an ACPS issued device to any school staff member if that staff member determines that that action would be in the best interest of the classroom or school environment. A student who repeatedly misuses their chromebook (e.g. disrupting class with the device, using the devices for purposes or at times other than those assigned by their teacher, or any using it in any other way

that violates ACPS chromebook and technology policies) may have their chromebook privileges suspended or revoked.

CLASS CONDUCT

Students are expected to conduct themselves in a manner that will enhance a good learning environment. Violations will be handled by classroom teachers. Constant disruptions will be sent to the administration and will be subject to further disciplinary action.

CLASSROOM PARTIES

At ACMS, we recognize that instructional time is valuable, but also recognize that classroom celebrations of student achievement and success contribute greatly to a positive and supportive school and classroom climate. With this in mind, classroom parties during instructional time are permitted, but only with prior written permission from the principal or assistant principal. Students, student groups, teachers, or parents wishing to organize class parties are encouraged to discuss their interests with the principal or assistant principal a minimum of two weeks in advance, and be prepared to present the scope of and rationale for the celebration.

CLINIC (Also see MEDICATION AND PRESCRIPTION DRUGS)

The school maintains a clinic. A clinic aide is on duty during the school day. In the event of student illness, the nurse may call a student's parent/guardian(s) to make arrangements for a student to go home if necessary. A **student who has a fever and/or has vomited at school is required to be picked up from school and must remain fever- or vomit-free for 24 hours before they may return to school.** Additionally, any injury which occurs at school must be reported to the office or clinic immediately.

CLUBS

The administration shall develop guidelines and rules concerning the procedure for scheduling meetings of student organizations and setting the time and facilities for such meetings. Meeting times shall be limited to non-instructional time before or after regular classroom hours or during established activities periods. These guidelines and rules shall be made available to all students. Student organizations wishing to conduct meetings under this policy must make application to the administration for permission in accordance with the division procedures. Our after school activities include but are not limited to ACE, Band, Baseball, Basketball, Cheerleading, Chorus, Debate, Drama, Forensics, Golf, Softball, Track, and Yearbook Club.

DANCES

Only Amelia County Middle School students will be allowed to attend school-sponsored dances. All dances—must have advance approval from the administration. The following dress code applies for dances that require “formal wear.”

- Two-piece dresses are allowed as long as the stomach/midriff area remains covered when arms are raised over the head.
- Dresses should be the proper size (not too tight or too loose).
- No sheer or see-through fabric.
- No cut out area or strip that exposes the stomach or cleavage area.
- No low-cut dresses that expose cleavage.
- Dress length or slits in the dress should be no higher than the fingertips of the wearer.
- The back of the dress should be no lower than mid-back (the bra line).
- Male students should wear dress pants, suits, or tuxedos.
- No tennis shoes permitted, only dress shoes or polished boots.
- No headdress without prior approval.

DISABLED STUDENTS and SPECIAL EDUCATION

The Rehabilitation Act of 1973 ensures that students shall, solely on the basis of their disability, not be excluded from, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance. The Education of the Handicapped Act established the right of a handicapped student to a free, appropriate public education. In order for a student to be considered to be handicapped, tested to determine a handicap, or placed in a special class, the school must:

- First notify the parents that the school plans to change your educational placement.
- Give parents the chance to have an impartial hearing, examine all relevant records and obtain independent educational tests.
- Protect the student's rights by assigning someone to act as a substitute if parents are unknown or unavailable.
- Make sure that the decision from the hearing will be binding, subject only to appeal. Before placing a student into a special or separate class, the administrators must ensure that to the greatest extent appropriate, the handicapped person is being educated with students who are not handicapped. The school must also make sure that testing and evaluation materials used to classify and place a student are chosen and given in such a way that they are not racially or culturally discriminatory.

DRESS CODE

School is a place of business where students are learning both academic and social skills; therefore, the School Board requires that our students dress appropriately.

ACPS approved dress code regulation (adopted December 16, 2013)

The Amelia County School Board recognizes the importance of a division wide dress code in promoting and maintaining an orderly 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.

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 football games, basketball games, other sporting events)

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, headbands, and scarves.
- 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 3 inches above the knee for Elementary School students. For Middle School and High School students, the length must NOT be shorter than 4 inches from the top of the knee.
- Pants must be worn at the waist. No sagging, or "low rise" clothing is allowed.
- No rips, tears, holes or pants made to appear to look torn above the knee are allowed.

- Spandex, biker shorts, or other form fitting clothing may not be worn alone. Form fitting clothing may be worn as an undergarment, as long as the outer garment is in compliance with the dress code when worn alone.
- Shirts and blouses must be of sufficient length, have the capacity to be tucked into the waistband, and must completely cover the upper torso. Tops which expose undergarments or the torso are not allowed.
- For Middle and High School students, shirts must have a sleeve extension past the shoulder seam. Necklines shall be modest, not revealing, and shall not allow cleavage to show. For students in elementary school, shirts with straps must be at least one inch in width on the shoulder.
- Students' clothing, haircuts, or tattoos may not display any of the following:
 - weapons;
 - tobacco products;
 - drugs;
 - alcohol, nudity;
 - vulgarity;
 - obscene, lewd, or profane words;
 - inflammatory racial statements; or
 - 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. Principals may designate days for students to wear particular attire in recognition of school-wide events such as "Dress Up Day," Spirit Week, etc.

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. 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!

Dress code enforcement at ACMS

Instances of students being out of compliance with the student dress code will be addressed through as minimally intrusive means as possible and progressively throughout the year, as outlined below:

- Infraction #1: warning & correction of infraction;
- Infraction #2: warning, correction of infraction, and student contact with parent; and
- Infraction #3 and beyond: correction of infraction and consequence assigned, as multiple repeated infractions of these policies presents willful defiance of school rules and division policies.

Corrective actions may include the adjustment of clothing (in the case of sagging pants, exposed straps, or the like) or the removal of the offending item. In the case of non-essential items (e.g. hats, do-rags, jewelry, etc.), the item will be confiscated. If the offending item is essential (e.g. shirt, pants, skirt, etc.) and the student does not have a suitable alternative item to wear, then the student may be required to change into their gym uniform for the remainder of the day or contact a parent or guardian to request that a suitable alternative be brought to school.

EARLY DISMISSALS

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, dated, 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 name of the person picking up the student if someone other than a parent. The note must be given to the student's homeroom or first period teacher to be brought to the office. Parents will be contacted if there is a question concerning the note. For student safety, telephone calls will not be accepted for early dismissals.
- No student will be permitted to leave school grounds unless permission has been given by the administration.
- The parent or individual designated on the note MUST come to the office to sign out the student. Students will be called from their class at that time. Students are NOT allowed to wait in the office. Please arrive a few minutes early if on a tight schedule.
- All persons will be expected to present a valid, government-issued ID when picking up a student.
- Early dismissal ends at 2:30 p.m. After that time, students may be picked up at the regular car rider dismissal time and place.

EQUAL EDUCATIONAL OPPORTUNITIES/NONDISCRIMINATION

Equal educational opportunities and extracurricular programs shall be available for all students, without regard to race, national origin, gender, ethnicity, religion, disability, marital or parental status. Educational programs shall be designated to meet the varying needs of all students.

EXTRACURRICULAR ACTIVITIES

Students in Grades 6-8 may participate in activities of the Southside Middle School Conference. Students may complete in boys' and girls' basketball, girls' softball, boys' baseball, track, volleyball, golf, and cheerleading. Students who turn 15 years of age before August 1 of the current school year are not allowed to participate (district rules). Students must pass at least 5 subjects per semester to participate in conference activities.

FUNDRAISING ACTIVITIES

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

GRADING SYSTEM

A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 59 and below

I = Incomplete

WP = Withdrew passing

WF = Withdrew failing

HEAD LICE

When the presence of head lice is suspected, the school nurse will do an inspection. If the school nurse determines that head lice are present, the parents will be notified immediately and the student must go home and 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 infestation. Proof of treatment will be required on return to school. When necessary, other students will be advised and/or examined.

HONOR ROLL

Each grading period the school compiles a list of all students who have met the requirements to be on the honor roll:

- All grades of A.
- All grades of A and B.
- All grades of A, B, and only 1 C.
- No incompletes.

INCLEMENT WEATHER

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

- An announcement will be made on radio stations WSVS, WFLO and WRVA and television stations WWBT (12), WRIC (8), and WTVR (6). Any changes in these stations will be advertised.
- The school system will issue an electronic alert message.
- A decision will be made whenever possible by 6:30 a.m. Often a definite decision can be made the preceding day and an announcement will be made in the evening.
- 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 and an Instant Alert will be sent.

Students and parents should NOT call the school since the decision to close is made by the Superintendent's office.

INSURANCE

Accident insurance will be available at no cost to the parent. This insurance does not provide 100% coverage. Also, if the student has other insurance, that company must pay first. The school insurance will pay on any balance. All student athletes must have insurance coverage other than that provided by the school.

INVESTIGATIONS

There are times when it becomes necessary for school officials to conduct investigations to determine the facts about school misconduct and/or crime. Students are expected to be honest when questioned during an investigation.

LOCKERS

Lockers are provided for students in the main school building and in the gymnasium for P.E. classes. Students are to use only the locker assigned to them, and students are to keep their locker in neat condition. Illegal or stolen articles are not to be placed in the locker. Stickers or posters are not to be placed on the outside or inside of lockers. Lockers may be searched by the school administration if there is suspicion of violation of school policies. Students will be responsible for any damage to their locker due to negligence or abuse. Only school-issued locks may be used on student lockers. Students must pay for lost or stolen locks. Replacement cost is \$5.00. Students are cautioned not to give their combination to any other student and to keep their locker locked at all times. Students must assume full responsibility for the security of their lockers and its contents.

LOST AND FOUND

Lost and found articles are kept in the cafeteria. Students should check immediately when they have lost an article. All items that are left in the lost and found are donated to charity every 30 days.

LUNCH AND BREAKFAST INFORMATION

Students will go to lunch according to their class schedule. Students should report to lunch within three 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.

Breakfast prices \$ 1.10 (Reduced 30¢)

Lunch prices \$ 2.45 (Reduced 40¢)

Students are NOT allowed to "charge" a full lunch. If a student finds they are without lunch money, they must first notify the cashier, who will then arrange for a basic, reduced lunch. Parents are to reimburse the school for this amount.

MAKE-UP WORK & LATE WORK

When absent, students will be given adequate time to make-up missed assignments. (See "Attendance" for further detail.) When work is missing and it is not due to a student absence, then the student's ability to submit to "make-up" the missing assignment--through the submission of the work late or the completion of an alternative assignment--will be at the discretion of the teacher. Each teacher's policy for make-up and late work will be included in their syllabi and/or class policies, which will be distributed to their students at the beginning of the year.

MEDICATION AND PRESCRIPTION DRUGS

Prescription Medications

The following guidelines have been adopted from the Medication Policy approved by the School Board concerning medication administration in Amelia County Public Schools:

- Medication is not allowed on the bus, unless allowed by law. This includes empty bottles.
- Medication must be brought to school in the original container with current directions on the pharmacy label.
- Any medication distributed at school by staff must be accompanied by a permission slip signed by the parent/guardian.
- The clinic must be notified of any medication changes and a new permission slip must be signed.
- The parent/guardian should present the orders of a physician for any child requiring daily medications/treatments (e.g. nebulizers, pumps, shots, etc.)

It is the responsibility of the parent/guardian to check on the amount of medication that is available at school. The clinic will send medication notices to parents by the student as a courtesy.

Nonprescription Medications

Amelia County Public School personnel may give nonprescription medication to students only with the approved authorization form (available online, in the clinic, or the main office) completed by the student's parent/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 clinic aide or school division designee by the parent/guardian of the student.

PASSES

A student must have a pass to be in the hallway for any reason while classes are in session. It is the responsibility of the student to ensure that they have a pass prior to leaving their classroom. Any student found to be in the hallway without a pass will be returned to class immediately.

Teachers and grade-level teams establish hall pass policies for their classes. These policies will be included in their syllabi and/or class procedures, which will be distributed to their students at the beginning of the year. Any student with questions about their hall pass policies should contact their teacher to ensure that they understand and comply with those policies.

PHYSICAL EDUCATION - MEDICAL EXCUSES

All students in Grades 6-8 enrolled in physical education are required to change into gym uniforms (ordered through PE classes) and participate on assigned days. 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

While there are many varying forms of plagiarism, the Virginia Department of Education simply defines plagiarism as "the act of presenting someone else's ideas as one's own".¹ This includes submitting work that duplicates or strongly resembles another student's work or duplicates or strongly resembles a source created by anyone other than the student themselves. Responses to plagiarism--which may include academic and disciplinary consequences--will be determined on a case-by-case basis; however, all responses will include at a minimum the resubmission of faithfully completed work (as defined by the teacher) and contact with the offending student's parent before any credit will be awarded. For more information on plagiarism, its definitions, and its various forms, please review the resources below:

- <https://www.turnitin.com/static/plagiarism-spectrum/>
- <http://www.easybib.com/guides/am-i-plagiarizing-advanced-infographic/>
- <https://thevisualcommunicationguy.com/2014/09/16/did-i-plagiarize-the-types-and-severity-of-plagiarism-violations/>
- <https://vccs.libguides.com/plagiarism>
- <http://www.plagiarism.org>

PROMOTIONAL GUIDELINES

A student may be retained for the following reasons:

- Failing math and/or English without attending summer enrichment
- Failing three or more core subjects regardless of summer enrichment attendance
- Violating the school attendance policy by missing more than 20 days of the school year (unless extenuating circumstances can be validated)

Virginia Standards of Learning scores of the current academic year will be considered as one of the multiple criteria for determining the student's promotion, placement or retention. The complete promotion policy is available on the ACPS website.

¹ http://www.doe.virginia.gov/testing/sol/frameworks/english_frameworks/complete/framework_english_k-12.pdf

PUBLIC DISPLAY OF AFFECTION

Physical contact such as hugging, kissing, and fondling will not be tolerated. Students involved in public displays of affection will be subject to disciplinary action.

RESTROOMS

Students are expected to have a pass from their teacher or an adult when released from class for restroom use. Restrooms will be closely supervised and monitored and may be locked if used inappropriately.

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 general office by the school treasurer. 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 from school pictures are a fundraising activity used to support the school. Parents may purchase pictures elsewhere if they so choose. Students may be required to obtain pictures for student identification purposes.

SCHOOL VISITORS

School visitors are welcome and will receive prompt and courteous attention. In order to better protect our students and staff, all visitors must report to the main entrance of the building. In order to gain access, visitors must press the buzzer and state their name and purpose of their visit. Upon presentation of a valid, government-issued ID, visitors will be given a pass to visit in the approved area. The school reserves the right to deny any visitor entrance to 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.

SKIPPING CLASS

Skipping class includes being out of class without permission or reporting to class more than ten (10) minutes late. Students who skip class may face disciplinary action.

STUDENT DISCIPLINE

Virginia law states that students may be suspended from attendance at school for sufficient cause. Students enrolled in the Amelia County Public Schools may be held accountable and thus suspended or expelled for their behavior by school officials in any of these contexts:

- At any time, whether or not under the auspices of school personnel, for acts threatening school personnel or their property.
- Before and after school hours for acts committed upon or within 1000 feet of school property.
- Any other context within the District may lawfully assert jurisdiction to discipline a student.

- When it is warranted every effort will be made to provide alternative programs.
- The principal or designee may use any of the following choices to maintain order and discipline within the school environment:
 - Admonition, warning and counseling will be used where appropriate to assist a student to understand how 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.
 - A student may be detained for a reasonable period of time before and after the closing of his/her last scheduled class and may be required during this time to engage in such activities as may reasonably contribute to better behavior.
 - A student may be required to write reports, letters of explanation or apologies, which the teacher or principal may request the student's parent sign and return.
 - A student may be excluded from going on field trips if his/her behavior makes this penalty necessary.
 - 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.
 - A student may be assigned to lunch detention.
 - A student may be removed from a single class or several classes for a set period of time by being assigned to ACS (Alternate Class Setting).
 - A student may be removed from his regular schedule of classes and assigned to ISS.
 - A student's privilege to come to school can be denied until a conference is held with the parent.
 - A student's privilege to participate in all 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.
 - Being placed on probation is notification that student's behavior has been unacceptable and must be improved. A student may be placed on probation for a period of time following a conference with his/her parents in whom the terms and conditions of the probation are explained. The principal or designee shall also notify the parent in writing when probation is imposed, including the reasons for the probation. A student may be suspended from school for violations of this policy as set forth in the Code of Virginia 22.1-277. A student's privilege to attend school may be terminated by the School Board in accordance with the Code of Virginia 22.1277.
 - Violations of law may be handled by referring the case to law enforcement offices in addition to the use of other disciplinary measures.
 - A student may be suspended from riding a school bus for rules violations. The suspension will be for a specific period of time. The parent will be notified in writing.

Card System

A card system is used prior to sending a student to ACS. This helps give a visual reminder to students that they need to make an adjustment to their behavior. Before sending a student to ACS, teachers must do the following issue three warnings, as outlined below:

- **1st Infraction:** Student explains the infraction, receives a yellow card and the teacher provides a classroom intervention strategy (example - change student's seat)
- **2nd Infraction:** Student explains the infraction, receives a red card and the teacher provides a classroom intervention strategy (example - hallway conversation)

- **3rd Infraction:** Student is sent to ACS and teachers follows up with a phone call to parent/guardian

IN-SCHOOL SUSPENSION (ISS) and ALTERNATE CLASS SETTING (ACS)

At the discretion of the administration, a student may be assigned to In-School Suspension (ISS) rather than Out-of-School Suspension (OSS). This will permit a student to attend school and not lose any credit for work missed in the classroom. Lunch will be eaten in ISS. Assignments to ISS are for whole days, not parts of days. A student who has difficulty in maintaining acceptable behavior or getting work completed will be referred to the administrator who will take one or more of the following actions: (1) have a parent conference with the student's parents; (2) extend the student's time in ISS (not to exceed ten (10) days); (3) place the student on out-of-school suspension (not to exceed ten (10) days); or (4) refer the student to the school board. Students are counted present at school when assigned to ISS. Absenteeism, even if an excused absence, does **not** count as a day served in ISS. The student must complete all assignments and demonstrate acceptable behavior.

At the discretion of administration and teaching staff, a student may be assigned to ACS rather than ISS. This is designed to meet the need of situations requiring a student to be removed from their normal schedule for periods less than a full school day.

OUT-OF-SCHOOL SUSPENSIONS (OSS)

Virginia law states that students may be suspended from attendance at school for sufficient cause. A student may be suspended by the administration 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 ACMS is participating or be on school property at any time without administrative permission. 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. The parent/guardian of a student who has been placed on OSS may be required to attend a re-admittance conference with administration before the student can return to school.

APPEALS

Amelia County Middle School realizes the "Due Process Rights" of all its students and parents. The following procedure will be followed when any decision is appealed. The appeal process begins at the same level at which the decision was made. For example, if the principal or designee assigned a student to ISS, the parent would start the appeal process with the principal. If the parent is not satisfied at this level, the next level is the Superintendent or his designee. If the parent is still not satisfied, the parent may then take the appeal to the Amelia County School Board.

PROCEDURAL PROVISIONS

If you appeal to the Superintendent, the appeal must be made in writing by the 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 the 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 says it is alright for you to do so. Before you get back into school after receiving a suspension or expulsion, you and your parent/guardian must meet with the principal. If you fail to do so, your principal may deny your admission. If you want a public hearing before the School Board, you may request such a hearing. Disciplinary hearings are routinely conducted in 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 expulsion, you and your parent/guardian may be asked to meet with the principal. If you fail to do so when asked, your principal may deny you re-admission.

TARDINESS & PREPAREDNESS

Arrival at school

Students who arrive at school after 8:10 must report to the office and sign in. **The student must be accompanied by a parent or bring a note signed by the parent explaining why he/she is tardy.** Students who arrive due to ACPS transportation (e.g. a late bus) will not be considered tardy. Parents or guardians of students who present a pattern of late arrivals to school will be contacted by the office and scheduled for an administrative conference to increase timely arrival through collaborative problem solving.

Reporting to class

Timely reporting to each class throughout the day is essential to the educational effectiveness of our classrooms, smooth operation of our school, and safety of our students. Students who arrive after the bell has sounded (see "[Bell Schedule](#)" section for specific times) will be considered tardy to class. Teachers will record attendance in PowerSchool each period and hold students accountable for timely attendance to class following the tiered response outlined below:

- Tardy #1: warning & conference with the student
- Tardy #2: warning & parent contact
- Tardy #3: ACS assigned & parent contact (a Notice of Concern may be sent home at this point as well)
- Tardy #4+: office referral & parent contact, with consequences/action determined by administration

Counts of instances of tardiness will be kept independently for each class and will reset each quarter; however, any student demonstrating repeated issues with tardiness in multiple quarters may be addressed more significantly.

Preparedness for class

Learning to manage time and responsibilities effectively are key components of students' social and professional learning while at ACMS, and this includes learning to arrive to classes and other school functions appropriately prepared. Students are to have all required

materials--including, but not limited to, their fully-charged chromebook, pens and pencils, notebooks, or other resources--with them at the start of each class. If students regularly arrive to class unprepared, teachers will make parent contact through email, phone, or a mailed Notice of Concern and parent-teacher conferences may be scheduled to find solutions for the students' lack of preparedness.

WALKING

Written permission is required from the parent/guardian and the school before students will be allowed to walk to and from school or home. Students who walk to and from school are expected to walk directly to their destination (school, home), to use sidewalks where provided and, where there are no sidewalks, walk facing oncoming traffic. Students will be allowed to walk to the high school or elementary school from the middle school with written permission from the parent/guardian and the principal or designee.



Amelianaires Make Change by

being **Proactive**,
being **Respectful**,
showing **Integrity**,
being **Dependable**, and
showing **Excellence**

each and every day!