

SURRY COUNTY HIGH SCHOOL

STUDENT HANDBOOK

2022-2023



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OFFICE HOURS
7:45 AM - 4:00 PM

DIVISION ADMINISTRATION

Dr. Serbrenia Sims - Superintendent

Mr. Giron Wooden - Assistant to the Superintendent

Dr. Airon Grim - Director of Assessment, Career Readiness, and Instructional Technology

Ms. Bertha Thomas – Transportation Supervisor

SCHOOL ADMINISTRATION

Ms. Courtney Ward – Principal

Mr. James Pope – Assistant Principal/Athletic Director

Mrs. Mary Johnson – School Counselor

OFFICE STAFF

Mrs. Nola Carey – Secretary/Bookkeeper

Ms. Candid Washington – Secretary/Registrar

TABLE OF CONTENTS

Headings in the Table of Contents are hyperlinked. Click on a heading to be taken to that section.

SURRY COUNTY HIGH HONOR CODE PLEDGE	7
ACCEPTABLE USE POLICY	8
BUS	8
ADMINISTRATION OF MEDICATION	8
ANNOUNCEMENTS	9
ASSEMBLIES	9
ATTENDANCE	10
AWARDS AND HONORS	13
BELL SCHEDULES	14
BULLYING	14
CAFETERIA	15
CELL PHONES	15
CHEATING/PLAGIARISM	15
CLASS DUES	15
CLASS RANKINGS	16
CLASSROOM VISITATION	16
CLOSED CAMPUS	17
CLUBS AND ORGANIZATIONS	17
CLINIC	17
CODE OF CONDUCT	17
COUNSELING DEPARTMENT	18
DANCES / JUNIOR-SENIOR PROM	18
DELIVERIES	18
DIPLOMA SEALS	18
DIPLOMA TYPES	18
DISCIPLINE	19
DRESS AND GROOMING POLICIES	19

DRIVER EDUCATION	20
EARLY ARRIVAL	21
EARLY DISMISSAL	21
STUDENTS REPORTING TO SCHOOL EARLY	21
STUDENTS LEAVING SCHOOL EARLY	21
EXEMPTION POLICIES (FINAL EXAMS)	22
EXTRA-CURRICULAR ACTIVITIES	22
FIELD TRIPS	23
FOOD/DRINK IN BUILDING	23
FORBIDDEN ITEMS	23
FUNDRAISING ACTIVITIES	24
“GOOD STANDING”	24
GRADE POINT AVERAGE (GPA)	24
GRADING POLICY	24
GYMNASIUM	25
HALL PASSES/HALL SWEEPS	25
HOMEWORK	26
HONOR GRADUATES	26
IMMUNIZATIONS	26
INCLEMENT WEATHER PROCEDURES	26
IN-SCHOOL SUSPENSION	26
LIBRARY/MEDIA CENTER	26
LOCKERS/PE LOCKERS	27
LOST AND FOUND	27
MAKE-UP WORK	27
NATIONAL HONOR SOCIETY	27
NON-CUSTODIAL PARENT RIGHTS	28
NURSE	28
OFFICE HOURS	28
PARKING	28
POLICY MANUAL	30

PRINCIPAL'S ADVISORY COUNCIL	30
PROGRAM OF STUDIES	30
PROJECT STARS	30
PROMOTION POLICY	30
PARENT COMMUNICATION	31
RESTROOMS/LOCKER ROOMS	31
SCHEDULE CHANGES	31
SCHOOL SAFETY	31
SEARCH AND SEIZURE	34
SKIPPING CLASS	35
STUDENTS 18 YEARS OF AGE AND OLDER	35
STUDENT FEES	36
STUDY HALL	36
SMOKE FREE CAMPUS	36
TEXTBOOKS	36
TRANSCRIPTS	36
TRESPASSING	36
WORK PERMITS	37
VIDEO SURVEILLANCE	37
APPENDICES	38
APPENDIX A	39

ALMA MATER

Surry County High School

*Surry County High, we love you so.
Sending forth rays of light
Clearing minds that are closed.
Surry County High, we'll always know
Your ideas of truth and right
Will stand to show.*

*We are striving on to victory
With firm beliefs in mind.
Our goals lead to a destiny
That welcomes all mankind.
United hearts of one accord
With strength and courage true,
Dear Surry County High School
Hail, Hail to you.*

*Surry County High, we love you so.
Surry County High,
Surry County High.*

*Composed & Arranged by
Cecilia B. Mickens*

NONDISCRIMINATION STATEMENT

The Surry 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.

MISSION STATEMENT

Surry County High School will implement a challenging, diverse program of studies that affords students the opportunity to develop intellectually, socially, emotionally, physically, and artistically to their maximum potential. Committed to excellence, we will teach the skills necessary for all students to function productively in a complex, rapidly changing technological society. With the support of the community and parents, our mission can be accomplished in a safe, supportive environment of mutual respect and appreciation for the cultural diversity and individual differences of students.

VISION STATEMENT

The "Vision" for Surry County Public Schools through the combined efforts of students, parents, community, and staff is to provide a safe and healthy learning environment that prepares all students to be competitive and productive citizens in a highly technical and global society.

OUR BELIEFS

- As valued individuals with unique physical, social, emotional, and intellectual needs, all students can learn, achieve, and succeed.
- Since students learn in different ways, instructional practices and assessment of student learning should incorporate a variety of learning activities that take into account the differences in learning styles.
- Students learn best when they are actively engaged in the learning process.
- Teachers, parents, and the community share the responsibility for the support of the school's mission.
- A safe and physically comfortable environment promotes learning.
- Clear goals and high expectations for student achievement should guide the development of the curriculum and the design of instructional strategies and learning activities.
- The commitment to continuous improvement is imperative to the success of our students in becoming confident, self-directed, lifelong learners.

SURRY COUNTY HIGH HONOR CODE PLEDGE

“I pledge to support the Honor System at Surry County High School. In doing so, I will refrain from any form of academic and social dishonesty, deception, or violation of school regulations. Such actions include: cheating, plagiarism, showing disregard for school property, acts of disobedience, and showing disrespect for administrators, faculty and staff members and my fellow students. I will refrain from fighting, bringing weapons to school, and bringing and consuming alcoholic beverages and drugs while on school grounds. I am aware that as a member of the Surry County High School student community, it is my responsibility to report all suspected violators of this Honor Code to a member of the administration, faculty or staff. If summoned, I will report as a witness to assist in the investigative process as related to such instances, thus doing my duty in preserving, protecting, and enforcing this Honor Code of Surry County High School.”
(Student Government Association)

Each student is required to sign a copy of the Honor Code for each enrolled course.

Violations of the Honor Code are extremely serious. Consequences are determined by, but not necessarily limited to, the recommended dispositions of the Surry County Public Schools Code of Conduct.

ACCEPTABLE USE POLICY

All use of the Surry County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines, and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the Internet and any other internal or external network.

Please see Appendix A for the complete Acceptable Use of Technology and Internet Safety Policy instituted for all students in Surry County Public Schools.

BUS

AFTER SCHOOL BUS

After school buses will run for supervised school activities Monday through Thursday 6:00 PM and Tuesday and Thursday at 4:30 PM, unless otherwise notified. Only students who are staying over for a supervised school activity are allowed to ride the activity bus.

BUS PASS

Students are not allowed to ride a bus other than their assigned bus without a written note signed by a parent that has been approved by the main office. Additionally, students are not permitted to ride their regular bus to another residence on the route without a bus pass. The bus pass request must include the complete 911 addresses, date of the request and parent/guardian telephone number to verify the note. The request must be presented to the main office in the morning but no later than 2:00 P.M. for approval. It is very important that you **do not leave voice messages concerning bus passes and/or parent pick-up.**

ADMINISTRATION OF MEDICATION

POSSESSION OF MEDICATION AND PRESCRIPTION DRUGS

All medication must be kept in the school clinic and dispensed by school personnel. No student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use. "Medication" shall mean any drug or other substance used in treating diseases, healing, or relieving pain, including over-the-counter drugs such as aspirin, cough syrups, gargles, caffeine pills, and the like.

A Surry County Public Schools Authorization for Medical Administration form must be secured from the main office and approved by the school nurse, principal, or principal's designee prior to bringing any medication(s) in the building which includes both prescription and non-prescription medication regardless of reason or need.

PRESCRIPTION MEDICATIONS

Surry County Public School personnel may give prescription medications to students providing the following guidelines are met:

- Short-Duration Prescription Medications (Those to be given 10 days or less that must be taken more than 3 times a day)
 1. Provide a written request by a parent or guardian. This should include the student's name, the time of administration and the dosage to be given.
 2. Bring the medication in the original prescription bottle, properly labeled with the student's name, physician's name, and directions. This label will be accepted as the physician's order.
 3. Provide enough medication for the entire time of administration. Students are not to transport medication back and forth daily.

- Long-Duration Prescription Medications (Those to be given longer than 10 days)
 1. Provide a written order from a physician and signed request from parents or guardians.
 2. Bring the medication in the original prescription bottle, properly labeled with the student's name, physician's name and directions.
 3. Provide a required physician's order for each new school year and for any change in medication or dosage.

NON-PRESCRIPTION MEDICATION

Surry County Public School personnel may give non-prescription or over the counter (OTC) medication to students for up to 5 consecutive days, provided the following guidelines are met:

1. Written permission from parent or guardian is provided that includes the name of the medication that is to be given, the required dosage of the medication and the time the medication is to be given.
2. The medication must be unexpired and in the original container.
3. In order for (OTC) non-prescription medication to be administered for longer than 5 consecutive days, written permission from the student's physician shall be required along with permission or request from the parents or legal guardians.
4. Medication should be picked up after 5 days or it will be discarded.

Students who do not follow the above procedure with medication will be disciplined according to the Code of Conduct for possession of medication and prescription drugs.

EXCEPTION FOR POSSESSION OF MEDICATION

VA State Code 22.1-274.2 permits students with a diagnosis of asthma to possess and self-administer inhaled asthma medication to include self-injected epinephrine during the school day, at school- sponsored activities or while on a school bus or other school property.

Surry County High School requires that a physician's note be on file with the school nurse prior to possessing or using the devices.

*If an inhaler is prescribed: a *VA Asthma Action Plan* is required as well.

*If an Epi-pen is prescribed for a known allergic reaction or Life-Threatening Allergy: an *Allergy Health Care Plan* is required.

ANNOUNCEMENTS

Daily announcements will be made at the beginning and end of the school day. Announcements may include but are not limited to adjustments to the daily schedule, scholarships and financial aid applications, after school activities and events, etc.

ASSEMBLIES

Students will assemble in an orderly manner and sit in designated areas. Students who create a disturbance or refuse to follow directions will be asked to leave the auditorium and an appropriate consequence will be given.

ATTENDANCE

School attendance is directly related to academic achievement and the development of good work habits. Any student who is less than eighteen years of age is required to attend school daily for the entire instructional day.

Surry County High School adheres to the Surry County Public Schools policy on Student Absences/Excuses/Dismissals, File: JED-AED. House bill adopted by the 2005 General Assembly – Creates a Class 4 misdemeanor charge for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone.

Note: Parents or guardians enrolling a student must provide a sworn statement as to whether the student has been expelled from previous school for offenses involving drugs, weapon, or willful injury to someone else (VA. Code Ann. Code Section 22.1-3.1).

ABSENCE NOTES

Students are required to bring notes to the main office to the secretary immediately after returning to school. No notes will be accepted after the 5th day of returning to school. The note must contain the dates, reason, telephone number, and signature of parent/guardian or physician. The excuse does not eliminate the absence, but it allows students to make up work. Valid excuses will be determined at the discretion of the administrator. A student is automatically dropped from the class roll if he/she misses fifteen (15) consecutive days.

Students who report to school after 11:00 a.m. or leave before 11:00 a.m. will be marked absent for that day.

HIGH SCHOOL

High school students may not be granted credit for a course if unexcused absences from class total more than four (4) class periods. Any student shall be charged one unexcused absence for every three times he or she is tardy to a class or is dismissed early from class. After the 5th unexcused absence, the student will have his/her grade dropped one letter grade; and one additional letter grade deduction for every 4 days of absence thereafter.

DUAL ENROLLMENT ATTENDANCE POLICY

According to Surry County High School's attendance policy, students are not allowed more than 4 unexcused absences per semester for any course. Any student who violates the attendance policy in a dual enrollment course will have his or her final course grade deducted one letter grade for each unexcused absence over the limit. This policy applies to the Surry County High School grade and the John Tyler Community college grade.

TARDY TO SCHOOL

Students who report to school after 8:05 AM for any reason other than a late bus will be considered tardy and must report to the office.

A parent/guardian must sign-in the student or the student must present a note signed by the parent/guardian. Legitimate excuses for tardiness may include but are not limited to a *doctor's certificate, legal authority, social agency, court summons, mechanical road mishaps*, or parent's note approved by the principal or principal's designee.

A late arrival to school without a legitimate excuse will be considered as cutting the classes missed. The student will be given a consequence for the latter behavior.

Any student shall be charged on unexcused absence for every three times he or she is tardy to class or is dismissed early from class.

STUDENT DRIVERS/RIDERS WHO ARE TARDY TO SCHOOL:

The following procedures will be implemented for students who drive to school or ride with another student who is consistently tardy to school:

- Third unexcused tardy - Parents contact and conference with an administrator.
- Fourth unexcused tardy - A letter will be sent to the parents, reminding them of consequences defined in the student handbook.

- Fifth tardy - The student will be suspended from driving or riding to school for a period of one week. The student cannot ride with another student driver, he or she must be transported by a parent or guardian or ride the school bus. After one week, the student may resume driving or riding privileges after a conference with an administrator.
- Sixth tardy- The student will lose his/her driving and riding privileges for one month. Students will follow the same procedures for getting to school as indicated in the third time. After one month, the student may resume driving or riding privileges after a parent conference.

Attending another class:

No student shall attend another class without permission from his regular teacher or an administrator. If there is a need to change a student's class, all teachers involved will be notified in advance of the change by an administrator.

Tardy to Class:

Time is allotted between classes to change from one location to another, go to the restroom, and locker if needed. Locker visits will also be permitted with the teacher's signature in the agenda. Students are to be in the classroom when the tardy bell sounds.

CHRONIC ABSENTEEISM AND TRUANCY - STATE REQUIREMENTS FOR ACCREDITATION

The Virginia Department of Education (VDOE) has incorporated efforts and requirements to improve school attendance and reduce dropout rates. These new requirements can impact school divisions' accreditation.

"Truancy" means unexcused absence from school. However, there is an important distinction between truants and chronic truants. A student displays truant behavior with a single unexcused absence from school, but a student needs to reach or surpass a certain number of unexcused absences to be considered a chronic truant. Virginia law does not define a truant specifically but does define a child who is habitually and without justification absent from school as a "child in need of supervision" when certain other conditions are met.

Chronic absenteeism, on the other hand, incorporates all absences: excused, unexcused and suspensions. The focus is on the academic consequences of this lost instructional time and on preventing absences before students miss so much school that they fall behind. It recognizes that students miss school for many understandable issues such as asthma or homelessness or unreliable transportation, for which a punitive response is not appropriate. But what helps is working with families to share the importance of attendance and to fix the underlying problems that lead to absenteeism.

Given this broader focus, addressing chronic absenteeism becomes an issue for the entire community. Medical providers can help address health challenges; transit and housing agencies can resolve other barriers to attendance; volunteers from businesses and faith communities can mentor students and support families. These approaches can also reduce truancy.

Like truancy, chronic absence has no common definition, though many researchers and schools monitor how many students are missing 10 percent or more of the school year. That's about two days a month, or 18 days in most school districts. The U.S. Education Department's Office of Civil Rights this spring will release data showing how many students miss 15 or more days.

CONSEQUENCES OF TRUANT BEHAVIOR

SCPS adheres to Virginia's Compulsory Attendance Law (2.1-254) which requires school personnel to make reasonable efforts to contact parents/guardians "whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence. The code also requires that school personnel make reasonable efforts to contact a parent/guardian "whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence."

Failure to adhere to school attendance rules may result in serious consequences for students as well as parents/guardians.

SCPS Truancy Plan:

- First absence - Phone call to parent
- Second absence - Phone call to parent
- Third absence - Phone call and letter
- Fourth absence - Phone call to parent
- Fifth absence - Attendance Plan

After missing five scheduled school days, the school principal, social worker, student and the student's parent/guardian shall jointly develop an Attendance Plan (5 missed days) to resolve and improve student's attendance.

- Sixth absence - Attendance Conference

If the student is absent an additional day after the plan is made and the social worker has not received any indication that the student's parent/guardian is aware of and supports the student's absence, the school social worker may/will schedule an Attendance Conference (6 missed days) with the student, parents/guardians, and possibly other community service providers to assist in resolving issues related to student's non-attendance.

- Seventh absence - Court Referral
Upon the next absence by a student, the school social worker may/will initiate a Court Referral (7 missed days).
- Eighth absence - Considered for Retention

SCPS requires that students missing more than eight days from school may be considered for Retention (8 missed days) in the same grade.

Any student who is absent from school for 15 consecutive days, without excuse, will be officially withdrawn from school, per the compulsory attendance expectations outlined in the Virginia Code 22.1-254. The parent will be notified in writing that the student has been withdrawn from school records. However, these students are still required to attend school every day and will be subjected to measures for violating compulsory attendance laws.

In order to avoid consequences for absences, excused absence notes or other documentation must be presented immediately after returning to school or within 5 days of returning to school for extenuating circumstances. The note must contain the date, reason for absence, telephone number, and signature of parent/guardian or physician. The excused absence note does not eliminate the absence but allows for the student to make-up missed assignments. Valid excuses will be determined at the discretion of the school administrators. A student is automatically dropped from the class roll if they miss fifteen (15) consecutive days.

Students at SCHS may not be granted credit for a course if unexcused absences from class total more than four class periods. After the 5th unexcused absence, the student will have their grade dropped by one letter grade; and one additional letter grade deduction for every 4 days of absence thereafter. Dual enrollment students will have their final course grade deducted one letter grade for each unexcused absence over the limit as described above. This applies to the student's SCHS grade and their John Tyler Community College grade.

SCPS is committed to working with our students and parents to prevent chronic absenteeism. We will continue to diligently work with our community partners to address the underlying factors that may be contributing to student absenteeism.

AWARDS AND HONORS

Students are often recognized by departments and individual staff members throughout the year. Other recognitions may be initiated by internal groups or organizations. However, at the end of the year at an awards assembly/reception, students will be recognized in the following areas:

- **Outstanding Student Award** – given to the student with the highest average in each course taught per semester.
- **Principal's List** – Student with all “A”s for the first three nine weeks
- **Honor Roll** – Student with all As and Bs for the first three nine weeks
- **Most Improved** – Student who has overcome challenging obstacles and shown significant academic growth per semester.

At the first meeting in June of the Surry County School Board, the Lamp of Knowledge Trophy is awarded to students in the following areas:

- **Perfect Attendance** - the student must be counted present everyday consecutively until the established cutoff date. (Refer to *Absences*)
- **Principal's List and Honor Roll** (1st semester-final grade, 2nd semester- 3rd quarter grade)

Dr. Richard McKenzie – Earth Science SOL Award

This award, established in the 2003-2004 school year, is given to three 9th grade students who have the top three scores over 500 in Earth Science Spring Sol End-of- Course test. If there are ties, the students with the highest average in the class will be given the awards.

R. P. Holmes – Senior Student Leadership Award

This award, established in the 2005-2006 school year, may be presented to a senior or seniors who have exhibited leadership skills throughout their high school career, that is, within the entire school and their particular classes. Special emphasis will be placed on their senior year activities. These students are instrumental in providing leadership skills within the Student Government Association with projects and activities. Students may be asked to provide a portfolio of projects and activities.

BELL SCHEDULES

Regular Bell Schedule

8:05 a.m. – 9:39 a.m.	1st Block
9:43 a.m. – 11:14 a.m	2nd Block
11:18 a.m. – 11:40 a.m.	1st Lunch Shift
11:18 a.m. – 12:52 p.m.	3rd Block Class for 2nd Lunch Shift
11:44 a.m. – 1:18 p.m.	3rd Block Class for 1st Lunch Shift
12:56 p.m. – 1:18 p.m.	2nd Lunch Shift
1:22 p.m. – 2:55 p.m.	4th Block

Activity Period Schedule

8:05 a.m. – 9:20 a.m.	1st Block
9:24 a.m. – 10:39 a.m.	2nd Block
10:43 a.m. – 11:03 a.m.	1st Lunch Shift
10:43 a.m. – 12:03 p.m.	3rd Block Class for 2nd Lunch Shift

11:07 a.m. – 12:27 p.m.	3rd Block Class for 1st Lunch Shift
12:07 p.m. – 12:27 p.m.	2nd Lunch Shift
12:31 p.m. – 1:46 p.m.	4th Block
1:50 p.m. – 2:50 p.m.	Activity

Early Dismissal

8:05 a.m. – 8:57 a.m.	1st Block
9:01 a.m. – 9:51 a.m.	2nd Block
9:55 a.m. – 10:45 a.m.	3rd Block
10:49 a.m. – 11:39 a.m.	4th Block
11:43 a.m. – 12:00 p.m.	Lunch
12:00 p.m. – Dismissal	

Two-Hour Delay

10:05 a.m. – 11:08 a.m.	1st Block
11:12 a.m. – 12:12 p.m.	2nd Block
12:16 p.m. – 12:36 p.m.	1st Lunch Shift
12:16 p.m. – 1:21 p.m.	3rd Block Class for 2nd Lunch Shift
12: 40 p.m. – 1:45 p.m.	3rd Block Class for 1st Lunch Shift
1:25 p.m. – 1:45 p.m.	2nd Lunch Shift
1:49 p.m. – 2:50 p.m.	4th Block

BULLYING

Bullying is defined as:

- Any aggressive and unwanted behavior that is intended to harm or humiliate the victim
- Involves a real or perceived power imbalance between the aggressor or aggressors and victim
- Is repeated over time or causes severe emotional trauma.

Bullying includes behavior motivated by a real or perceived differentiating characteristic of the victim and cyberbullying. This may include but is not limited to verbal or written threats of physical harm. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict. (Refer to Code of Conduct for additional information.)

CAFETERIA

All students in Surry County Public Schools are eligible to receive free breakfast and lunch under the Community Eligibility Provision (CEP) program.

Students must attend to the following:

- Students are not permitted to eat food in the halls, or outside.
- Students must report and remain in the cafeteria during their assigned lunch shift.
- Glass containers are not permitted in the school.
- Students are responsible for discarding trash on tables or floors, and pushing in chairs.
- Students are responsible for completing their breakfast/lunches before the end of the shift. If students are late as a result of a cafeteria problem, the student’s agenda must be signed by a school staff member assigned to breakfast/lunch duty.
- The faculty dining area adjacent to the cafeteria is provided for staff members and is off limits to all students at all times.

For additional information, you may contact the Food Service Supervisor at (757) 294-5229.

CELL PHONES

Student cell phones must be turned off and out of sight during instructional time. Students may use their cell phones on buses during the regular route. Students are prohibited from taking pictures or recording video with their cell phones at all times on school property. Students caught taking photos or videos in the restroom or locker room will be prosecuted by law.

Additional information can be found in the Student Code of Conduct.

CHEATING/PLAGIARISM

Cheating and/or plagiarizing are serious offenses. Students are required to sign the Honor Code at the beginning of each school year pledging to refrain from any form of academic and social dishonesty, deception, or violation of school regulations. Students who cheat and/or plagiarize will receive a grade of zero (0) for the assignment and a disciplinary referral to the office. Repeat offenses will become a part of the student's permanent records. Letters of recommendations to colleges/universities for admission and scholarships, as well as for employment may not be provided by teachers or administrators or may include a statement concerning the problem of cheating and/or plagiarizing.

CLASS DUES

Students are required to pay class dues each year. Monies collected from class dues are used to fund several milestone events for students, significantly the prom and other senior celebrations. Class dues are as follows:

Freshmen	\$10
Sophomores	\$10
Juniors	\$35
Seniors	\$10

Class dues should be paid each year of enrollment. If a student repeats a grade, the student will only need to pay the class dues for the first year in said grade. Students that do not pay class dues each year will be held responsible for paying the totality of dues (\$65) before graduation.

CLASS RANKINGS

In Surry County Public Schools, class ranking shall be based upon the grades the student earned in courses for which high school credit is awarded. This includes middle school courses in Algebra, Geometry, and foreign language for which high school credit is awarded.

Class ranking is based on cumulative Grade Point Average (GPA) through the 1st semester of the senior year and determined by assigning the student with the highest GPA a rank of number one (1) in the class; the second highest, the rank of number two (2); etc. In cases where more than one student has the same GPA, the numerical GPA will be used to determine the class ranking. The student with the next highest average assumes the next rank. When the numerical GPA is used, the rank is computed to the hundredth's place. Place value beyond the hundredth's place is considered.

Final grades will be calculated at the end of the school year and will be reflected on the student's transcript as the final grade. In order for a student to be recognized as the valedictorian or salutatorian of the class, the

students must have been enrolled in Surry County High School for three (3) of the four (4) years of their high school career.

CLASSROOM VISITATION

Parents are welcomed to visit their children's classes. Our schools value the concept of parents in education. The support and assistance of parents are vital to the success of the school's program.

Guidelines

The parent must:

- Make the request to the principal at least 24 hours prior to the proposed observation.
- State the purpose of the visit.
- Leave all babies and young children at home as they create a disruption to the learning environment.
- Enter by the front door and report directly to the main office for all reasons.
- Check in at the office and wear a visitor's pass in a place where it is clearly visible.
- Wait to be escorted to the classroom by the principal/assistant principal or designee.
- Stay no longer than one class period at the discretion of the principal.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Return to the office for a brief conference with the principal at the end of the visit. If the purpose of the classroom observation is to observe learning and teaching activities, the parent must be asked to conference with the teacher before or after the observation to enhance understanding of the activities.

Approval of an observation can be withheld if particular events such as testing would be adversely affected by the visit. Also, if a parent's presence becomes disruptive, the principal may withdraw approval. In either case the principal should give reasons for the action. If a dispute arises regarding either the limitation of a visit or the denial of a visit, the parent may take the following actions:

- Meet with the principal to discuss the matter.
- Request a meeting with the superintendent or designee if the matter is not satisfactorily resolved.
- Meet with the superintendent or designee at a mutually agreed upon time and place.

Classroom observations are not a time for parent-teacher conferences. Parents should not expect teachers to conference with them at these times. The regular school program must continue during such visits. Only one parent will be allowed to observe for a given period.

CLOSED CAMPUS

Surry County Public Schools is a closed campus. Once students come on school grounds, they must remain on school grounds until their dismissal time unless an early dismissal request has been approved. Leaving school grounds at any time without permission is a violation of the Student Code of Conduct.

CLUBS AND ORGANIZATIONS

Clubs and organizations will hold regular meetings after school. Such meetings must be approved by the principal and announced through the main office.

CLASS ORGANIZATION/STUDENT GOVERNMENT

Holding office in a class or in the Student Government Association is an honor and a privilege. Students who desire leadership positions must first qualify as candidates and then be able to garner student support for their candidacy. Students wishing to compete for a class or school office must:

- Complete and return to the application to the appropriate sponsor
- Verify at least a 2.5 GPA through counselor signature

- Get unanimous approval from all his /her current teachers
- The prospective candidate must obtain the signatures of 25% of the grade level for a class office and 75 signatures of students to hold an office in the SGA.

A class meeting will be scheduled for the election of officers. In all class meetings, proper parliamentary procedure should be followed and you will discuss and decide matters in a responsible manner.

CLINIC

The school nurses rotate between schools on a schedule; however, they are on call for emergencies at all times.

CODE OF CONDUCT

A copy of the school division's *Code of Conduct* is distributed separately and is available on the school website. It contains a comprehensive description of inappropriate behaviors, language and explains the various levels of disciplinary actions that can be taken by teachers and administrators. The code has been designed to support a safe and secure learning environment.

Parents and students must review these rules and procedures annually and sign an acknowledgment of receipt during electronic registration or on a paper copy. References to penalties enacted by the General Assembly may be found in the *Code of Conduct* as well as the Code of Virginia.

COUNSELING DEPARTMENT

The School Counseling department is established to facilitate total development of students by helping them to prevent and/or overcome problems that impede learning and assist them in making academic, personal, social plans that hold promise for their personal fulfillment as mature and responsible men and women. In this regard, the School Counselor will devote a minimum of 60 percent of the school day to the students. School counselors are certified or licensed professionals who possess a master's degree or higher in school counseling, or substantial equivalent, meet the state certification/licensure standards and abide by the laws of the states in which they are employed.

COUNSELING INFORMATION

Surry County High School respects the rights of each student. A confidential relationship exists between the student and his/her counselor. Consequently, upon the client's request privileged information will not be divulged by the counselor. Access to student records will be properly controlled. A release form must be signed by the parent or eligible student (18 years old) before records are sent to other parties. A standard release form is available from the Counseling Office. This form must be completed and returned before records will be forwarded to the requested school or agency. The major exception to this is that records are sent to public schools in Virginia as directed by the Surry County School Board. Professional staff members are granted access to all records after stating an acceptable reason and signing a log.

DANCES/JUNIOR-SENIOR PROM

All school and student rules and policies are in effect during such functions. The school may not allow re-admittance once a student leaves the premises. Guests of SCHS students must be approved by administration and are required to present a picture ID, including school ID and to adhere to the school policies. The behavior of the guest will be the responsibility of the student who invited the individual.

DELIVERIES

Deliveries of gifts, flowers, etc for students shall be accepted in the main office. Students will be able to pick up items at 2:50 PM. Large packages such as balloons and glass items cannot be transported on the school bus.

DIPLOMA SEALS

- The Governor's Seal
- The Board of Education's Career and Technical Education Seal
- The Board of Education's Seal Advanced Mathematics and Technology
- The Board of Education's for Excellence in Civics Education Seal
- Other Seals or awards defined by the local school board

DIPLOMA TYPES

ADVANCED

To earn an Advanced Studies Diploma, students must earn at least 28 standard units of credit by passing required courses, electives and at least five verified units of credit by passing end-of-course SOL tests or other assessments approved by the Board of Education.

STANDARD

To graduate with a Standard Diploma, students must earn at least 24 standard units of credit by passing required courses and electives, and earn at least five verified credits by passing end-of- course SOL tests or other assessments approved by the Board of Education.

More information about diploma types, alternative routes to graduation, and graduation requirements can be found in the Program of Studies on the school website.

DISCIPLINE

It is our goal to provide a safe and secure learning environment. In matters of discipline, the student will be referred to a school administrator who may suspend the student from school. A student suspended out of school is excluded from all Surry County Public School activities including extra-curricular activities for the period of suspension' not limited to games, prom/dances, and ceremonies. A suspended student may not enter any school building in Surry County Public Schools or come on school property during the period of the suspension except with the prior permission of an administrator.

Disciplinary actions may include in-school suspension, alternative school, suspension, or recommendations for long-term suspension or expulsion. Parents may be required to attend conferences following suspensions. Additional information can be found in the Code of Conduct, which is available on the school website.

DRESS AND GROOMING POLICIES

DRESS CODE

There is a direct correlation between student dress and achievement. In support of the Code of Conduct, we prohibit any clothing that causes a substantial disruption and/or distraction to others from the educational process or poses a serious health or safety concern. We will permit clothing and accessories that are required for bona fide religious beliefs or prescribed medical purposes.

Students may NOT wear:

1. Messages on clothing, tattoos, and personal belongings which pertain to or advertises alcohol, tobacco, or illegal substance, depicts lewd graphics, displays offensive or obscene images or language or is gang-related.
2. Tops which expose the midriff, navel, cleavage, or undergarments. Strapless, backless or blouses with ties in the back, transparent, off-shoulder garments or garments with straps measuring less than two (2) inches wide.
3. Underwear as outer garments or clothing that reveals underwear or being used as underwear; lingerie, swimwear, pajamas, and leotards.
4. Excessively tight/form fitting garments.
5. Inappropriate leggings, jeggings, compression pants, spandex tights, and lycra garments without a mid-thigh top that measures more than (6) inches above the knee.
6. Inappropriate dresses, shorts, or split skirts that measure more than four (4) inches from the top of the knees.
7. Sunglasses indoors unless prescribed.
8. Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including but not limited to, spiked jewelry, chains around the neck, and unfastened belts).
9. Hoods, hats/caps, head coverings or (including, but not limited to, stocking/wave caps, DuRags, scarves or bandanas).
10. Inappropriate torn, ripped, or slashed clothing that reveals bare skin. Pants, skirts and/or shorts that sag below the waistline. Rips above the knee require non-sheer garment underneath.
11. Inappropriate footwear including, but not limited to, bedroom slippers and unfastened shoes or shoes missing appropriate closures.
12. Articles of clothing that are hazardous or distracting to the operation of school including, but not limited to, excessively short or tight miniskirts/dresses.
13. Ear, facial, tongue, or body piercings are prohibited in certain courses.
14. Draping towels, blankets, shirts, or shorts around the neck are prohibited.

Administrators will notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

Recommended Dispositions

Students who violate the dress code will face the following disciplinary consequences:

- First Offense – Warning with opportunity correct dress code violation and parent notification
- Second Offense – One (1) Day In-School Suspension
- Third Offense – One (1) Day Out-Of-School-Suspension

NOTE: Parents will be called to pick up a student or bring a change of clothing if the dress code is violated. To avoid this, remind your child to dress appropriately. Administrators will use discretion to address any and all instances of dress code violations which may not have been identified in the list above.

DRIVER EDUCATION

Driver Education is taught as a part of the Health and Physical Education 10 course. The textbook used in this course is approved by VADETS (Virginia Association of Driver Education and Traffic Safety).

Behind-the-Wheel Requirements:

Students must meet the following requirements to be eligible to take the behind-the-wheel section of driver education:

- Students must be a minimum of 15 years and 6 months of age or older.
- Students must have a valid learner's permit.
- Students must have completed a minimum of 10 hours of the 40-hour driving with a parent before the behind-the-wheel section of driver education. Parents must keep and present the log to the instructor.

Behind-the-Wheel Cost:

- Students who are in the 10th grade and enrolled in 10th grade Health Physical Education will receive the behind-the-wheel instruction at no cost during the regular school year. State regulations require the behind-the-wheel instruction take place only during the student's regular Health/Physical Education class period.
- Students who are in the 10th grade and enrolled in 10th grade Health and Physical Education, but are not eligible to receive the behind-the-wheel instruction because of age (15-6 months) during the regular school year, and therefore cannot get a valid learner's permit, will receive the behind-the-wheel instruction at no cost over the summer and other designated times.
- Students who are eligible to take the behind-the-wheel, but do not pass the course work or fail to get their required learner's permit in time to receive the instruction will have to pay a fee of \$200.00 payable to Surry County High School prior to receiving the behind the wheel instruction.

EARLY ARRIVAL

All students reporting to school prior to 7:45 a.m. must enter the building through the front doors. Student drivers are not to enter the building from the bus parking ramp. Students must remain in the front foyer until the building officially opens at 7:45 a.m. At that time, the second set of doors will open and students will be allowed to enter the building. Surry County Public Schools is not responsible for the safety of students who are dropped off at school in the morning prior to the contractual hours of staff. Thank you for your cooperation in this matter.

EARLY DISMISSAL

Students must have a written note from their parent/guardian, stating the date, time, reason for dismissal and telephone number. This note must be presented to the attendance assistant before 8:30 AM. Students must be signed-out in the main office by their parent/guardian prior to departure. If someone other than the parent(s) is to pick the student(s) up, that person's name must be included in the note and a pictured ID is required.

Students who drive to school must sign themselves out if approved. Upperclassmen who have a shortened schedule may be given permission to leave school early each day, if the student has employment or other responsibility. A signed work release must be submitted for administrative approval.

Prior approval is mandatory before leaving the school grounds regardless of the reason. Leaving school grounds without permission is a suspension offense.

EXEMPTION POLICIES (FINAL EXAMS)

End-of-Course SOL Exemption

The standardized and required testing program prescribed by the Virginia State Department of Education for Surry County School Division will be administered in accordance with state and local regulations.

Students in grades 9-12 taking any high school course with an End of Course SOL test who take and pass the SOL test(s) MAY be exempt from the final examination in that course unless otherwise stated in the course syllabus if the following criteria are met:

1. Student must be passing the course prior to the final exam.
2. Students must take the SOL test during the regularly scheduled administration of the test.
3. Student has not violated the attendance policy.

The following grade conversion will be used for computing student final exam equivalent grades:

<u>SOL Score Range</u>	<u>Grade Per SOL Scaled Score Range</u>
600	100
534-599	93
467-533	86
400-466	73

Students in grades 9-12 enrolled in an EOC class, to include middle school students, may take the final exam but the final grade shall be the higher score from either the converted SOL score or the final exam score.

Classroom Exemption Policy for Final Examinations:

Examinations are scheduled for 90 minutes during the last week of each semester. Students may be exempt from the final examination unless otherwise stated in the course syllabus. All students in grades 9 through 11 will take examinations; however, a student may be exempt from semester exams if they met certain criteria.

- EOC Courses: Students in EOC courses must have maintained a 75/C average, have missed no more than 3 days from that class during that semester, and have taken and passed the SOL test.
- Non-EOC Courses: Seniors who have a grade of 90/A or above in a course, with no grade less than 85 for any nine-weeks period and have missed no more than 4 days from that class may be exempted from taking the examination in that course for the final semester.

EXTRA-CURRICULAR ACTIVITIES

Students who wish to participate in extracurricular activities must pass three (3) out of four (4) classes per semester on the block schedule and earn an overall 2.0 (70) grade point average at the end of each semester.

Any student absent from school may not attend or participate in afternoon or evening school activities on the same day, unless approved by the principal. Students suspended or expelled from regular school attendance are prohibited from attending school sponsored activities, unless authorized to do so by the principal. All school rules are in effect on or off school property at any school sponsored event.

Extra-curricular activities organizations/clubs include the following:

- National Honor Society
- Student Government Association
- Future Business Leaders of America (FBLA)
- Baseball
- Family Career Community Leaders of America (FCCLA)
- Technology Student Association (TSA)
- Scholastic Bowl
- Golf
- Volleyball
- Football
- Basketball
- Softball
- Tennis
- Track
- Theater
- Cheerleading
- Band
- JROTC
- Talent Art
- Soccer

FIELD TRIPS

Written parental permission is required for all students prior to participation. High school students must get signatures from all teachers as well.

Students should remember that while they are on field trips, they represent not only themselves, but they also represent the student body of Surry County High School. All rules of conduct applicable at school shall apply to all students on field trips; therefore, students must be in “Good Standings” to participate in field trips. Parents may be asked to assist with chaperoning.

Field trips that require the payment of a fee are non-refundable once receipted by staff.

FOOD/DRINK IN BUILDING

Surry County High School participates in the federal school breakfast and lunch program. Therefore, we do not sell beverages and snacks during the regular school day. There are no drink machines in the building available for students to use. The only snack machines located in the building are operated by the cafeteria staff. The cafeteria staff may sell beverages and snacks during the lunch shifts. Students who purchase them should consume them there. Open/uncovered beverages and snacks cannot be brought out of the cafeteria into the halls or be consumed in other parts of the building. Students who attempt to do so will have their items confiscated without reimbursement.

The only beverage students will be allowed to have outside of the cafeteria is a professionally labeled clear bottle of water as long as it does not cause any disruption in the classrooms or halls.

Students are not permitted to eat or drink in the classroom. Students may bring clear, non-glass containers for water refill.

FORBIDDEN ITEMS

Students are not to bring items to school which may in any way disrupt the normal operation of the school. These items will be confiscated and returned only to a parent or guardian. Forbidden items include but are not limited to:

- Water guns, water devices, and water balloons
- Noise makers of any type
- Weapons (any type toy including guns or knives with a blade of 2 ½ inches or more)
- CD players, iPods, boom boxes, and Bluetooth speakers
- Matches, lighters, and explosive devices
- Drugs (including tobacco products, including electronic cigarettes, alcohol, prescribed and over the counter medications)
- Laser pointers or laser-style device emitting any color beam, milliwatt output level, intensity class level or any visibility level
- Look-alike explosive/destructive devices or weapons or any object that can be used as a weapon to inflict injury
- Skateboard/roller skates and shoes with rollers

FUNDRAISING ACTIVITIES

All fundraising activities must be approved by the administration. The Fundraising Form must be completed by a sponsor and turned in for approval. Non-school sponsored fundraising activities are not permitted on school grounds.

“GOOD STANDING”

In order to participate in or attend extracurricular activities or school field trips, students must be in “Good Standing” in the school both academically and behaviorally. For the safety of all students, the principal has the authority to prohibit any student from participating or attending any school related activity at any time, including athletic events.

Students lose “Good Standing” status for the following issues:

- Defiant/disruptive behavior
- Excessive tardies to class, excessive absences, or cutting class
- Financial obligations
- Fighting

STUDENTS WHO LOSE “GOOD STANDING” MAY BE DENIED THE OPPORTUNITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS.

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is calculated using the final course grade for all high school credit courses taken in grades nine through twelve. In addition, high school credit for algebra, geometry and foreign language may be earned in middle school. The grade point average is computed at the completion of the school year.

GRADING POLICY

Teachers will use class work, observations, homework, papers, projects, quizzes, tests, and examinations to determine student achievement.

Interim reports are issued mid-way through the nine-weeks marking period. Parent Teacher Conferences (PTC) are scheduled in October and March. However, the staff is available for scheduled conferences during the year at planning periods or after student dismissal. Report cards are issued at the end of each marking period. Please contact the Guidance Department if you have not received the directions to access the Parent Portal along with your Access ID and Password.

9 Weeks	CATEGORIES
40%	Tests: This category includes tests, major projects, performances, portfolios, art portfolios, vocational projects, science projects, research papers, and other assignments as determined by teacher or department.
20%	Quizzes: Short assessments to determine the effectiveness of the daily instruction or to determine preparation for class.
20%	Other: This category is a combination of activities. These activities include but are not limited to: daily work, homework, class work, participation, group activities, projects, notebooks, current events, performances, labs, inspections, skills activities, computer programs, timed writings, conditioning practices and other activities as determined by teacher or department.
20%	Mid-Semester Exam/Final Exam

PROCEDURE: FINAL AVERAGE

- 50% 1st Nine Weeks of Semester
- 50% 2nd Nine Weeks of Semester

GRADING SCALE

- A 90-100
- B 89-80
- C 79-70
- D 69-60
- F 59 – Below

GYMNASIUM

The gymnasium is a restricted area to be used only by physical education classes, by school teams for practice and sanctioned games, and for assembly programs. Students are not permitted to enter the gym during the school day unless enrolled in that gym class.

HALL PASSES/HALL SWEEPS

Students must have a hall pass to be in the hallway. Staff may request to see the pass. According to the 10 Minute Rule, no passes should be given to students for the first and last 10 minutes of class. Periodically, hall sweeps will be conducted. Students will NOT be informed prior to the sweeps. Any student caught in a hall sweep without a signed agenda may receive disciplinary action.

HOMEWORK

Homework counts as 20% of your grade. Homework will be used to practice concepts, prepare for assessments, and activate or extend prior knowledge.

HONOR GRADUATES

An honor graduate is a senior with a cumulative grade point average of at least 3.5. Honor graduate determinations are made at the end of the 3rd marking period.

IMMUNIZATIONS

22.1-271.2. Immunization requirements.

INCLEMENT WEATHER PROCEDURES

In case of severe weather, snow, low temperatures, ice, etc, the official announcement for school closings will be announced by Instant Alert (via telephone) and may be seen on local TV stations or division social media platforms.

Please have an updated phone number and email address on file.

IN-SCHOOL SUSPENSION

The Student Turnaround Opportunities Program, S.T.O.P., provides an alternative to out-of-school suspension for students who exhibit disruptive and discretionary behavior. The student can be assigned to S.T.O.P. by block (block where incident occurred), per day, and for multiple days or blocks. Students who are assigned to S.T.O.P. and participate in extracurricular activities may not be allowed to stay over on the day of the assignment to S.T.O.P.

LIBRARY/MEDIA CENTER

The mission of the Surry County High School Library Media Center is to support the instructional and informational needs of students and staff by promoting reading and supporting research in a digital environment. The LMC staff maintains a website with electronic resources, school events, research tips, and computer tips at:

http://www.surryschools.net/education/staff/staff.php?sectionid=120&sc_id=1178218550

RULES AND REGULATIONS

- The LMC will open at 7:50 AM and close at 3:15 PM.
- Each student entering the LMC must have a signed pass and sign the attendance log at the Circulation Desk.
- Students are assessed a fine of ten cents (\$0.10) per day for each school day that a book is overdue. SPECIAL FINE NOTICE: The Destiny Library Automation System does not calculate fines when school is closed for planned holidays and vacations. Books which have a due date on unplanned closings must be turned in or rechecked on the first day that school reopens following the closing to avoid a late fee. NOTE: No fees will be charged for the unplanned closures.
- Outstanding library obligations (overdue books and unpaid fines) are cumulative and can result in the loss of check out privileges until the debt is cleared.

- Loud talking and eating (snacks, lollipops, gum, etc.) are not permitted in the LMC. Students may bring bottled water in its original container.
- Current newspapers and magazines must remain in the LMC at all times. Back issues may be checked out.

LOCKERS/PE LOCKERS

A full locker with a combination lock is assigned to each student at the beginning of the freshman year and to new students on their first day. The student will retain the same locker throughout their high school career. The combination is issued only to the student assigned to that locker; do not share these combinations or lockers with anyone. Students enrolled in physical education classes are assigned a locker in the locker room. Each student shall be responsible for the lockers and the possession within. The school is not responsible for stolen items. All lockers are the property of Surry County Public Schools (Surry County High School) and are subject to inspection by authorized school personnel. Items left in lockers at the end of the school year or left by students who withdraw from Surry County High School will be removed and discarded.

LOST AND FOUND

Lost and found items should be taken to the main office. Items not claimed after 30 days will be discarded.

MAKE-UP WORK

Students absent for any reason will be required to make up any work missed. It is the student's responsibility to make up their missed work. Students will have 2 days per day absent to complete missed school work after returning to school. Incomplete assignments must be completed during non-instructional time and will become F's within 2 weeks if not completed within that time frame.

NATIONAL HONOR SOCIETY

Students must be in grades ten, eleven, and twelve and have a cumulative average of 3.5 or above to be considered for membership. Members must exemplify four basic qualities and investigation of these qualities will determine selection: (1) scholarship, (2) leadership, (3) character, and (4) service. The Faculty Council meets to assess the candidates on four qualities. For more information, please see National Honor Society sponsors.

NON-CUSTODIAL PARENT RIGHTS

The General Assembly added Code Section 22.1-279.4 to the Code of Virginia which specifically allows non-custodial parents to participate in school related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent-teacher conferences, and extracurricular activities. If there is a court order denying access, it is the responsibility of the custodial parent to provide an up-to-date copy of that order to the school.

State Board of Education regulations concerning management of student scholastic records (8 VAC 20-150-370 {10}), clearly state that data contained in the record

...shall be disclosed to the parent or guardian of the student including a non-custodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access until the student is 18 years of age or is enrolled in an institution of post-secondary education...

NURSE

The clinic is staffed by a Certified Nurse Assistant, Licensed Practical Nurse or Registered Nurse. Students who need to see the nurse for any reason need to obtain permission from the teacher. The nurse will not accept a student in the office for treatment without an agenda or note signed by a teacher, or an escort by a school employee, unless it is an emergency.

OFFICE HOURS

The official office hours for Surry County High School are 7:30 AM to 4:00 PM.

PARKING

Driving to school is a privilege, not a right. Applications and driving permits may be obtained from the bookkeeper. Students must park their vehicles in the parking lot located across from Surry County High School using the first two rows closest to the high school. Decals must be purchased one week after school opens or your vehicle may be towed.

All student drivers must have the following: valid Virginia driver's license, current vehicle registration, completed "Student Parking Application" signed by student and parent, pay all SCHS financial obligations, and pay parking fee (\$25 for the year or \$15 second semester). Students should enter the building by 8:01 a.m. to avoid being marked tardy.

Violating any of the following will cause for disciplinary measures which may result in suspension from school and/or suspension or revocation of privileges or reckless driving charges:

- Failure to display decal on the rearview mirror, with the number facing the windshield. The decal is not to be shared, sold, traded, loaned or given away.
- Failure to yield to all school buses. No one is allowed to cross the street or leave the parking lot while buses are leaving the high school and heading to the middle school.
- Speeding, horse playing or reckless driving to include riding a passenger in the bed of a truck or on the hood of a vehicle.
- Students will not be allowed to go to vehicles during the school day.
- Failure to adhere to Attendance Policy and Tardy Policy.
- Virginia traffic laws are violated
- No loitering or congregating – students must proceed to the building immediately upon arrival and dismissal. Students must vacate the parking lot after the buses leave the high school but before they leave the middle school.
- Any motor vehicle driven to SCHS shall be subject to entry and search while on school property by the administration and law enforcement with reasonable suspicion.

- Vehicles shall not be parked in handicapped spaces or the fire lane unless permitted.
- Students are not permitted to park in the area surrounding the vocational wing.
- Students are to drive carefully on the campus, observe the 10 MPH speed limit, and park cars in such a way as not to block other cars.
- Transport only students who have permission on file to and from school
- Obey the instructions of the security officer, school resource officer, and administration.
- Leaving school without permission (loss of parking for 60 days)
- Tardiness and absenteeism caused by car related problems are unexcused.
- Vandalizing a vehicle
- Failing two or more classes
- Failure to request permission to leave early following the “Early Dismissal” procedures
- Failure to request permission from the main office to move a vehicle due anticipated late arrival from an extracurricular activity.
- Any other rule violation as deemed by administration to be related to the privilege of driving to school.

If your car is vandalized or damaged, it must be immediately reported to administration and the police department. Please note that the school assumes no liability for vehicles or its contents.

In the event that the Surry Nuclear Power Station notifies the school division of an ALERT, students who live within a ten-mile radius of the power station will not be allowed to leave campus until a parent/guardian signs you out. This procedure also applies to student drivers.

POLICY MANUAL

A current copy of the division’s policy manual is available online at www.surryschools.net, in the library of each school and in the Surry Public Library. The manual is available to employees and to the public. VSBA Policy IKF; VA Code 22.1-253.13:7.

PRINCIPAL’S ADVISORY COUNCIL

The Surry County High School Principal’s Advisory Council seeks to establish a strong relationship between students and administration. The council is composed of students in grades 9-12 and seeks to solve school issues from a student’s vantage point. The Council meets with the principal to provide their input on school issues. Students also participate in school-wide events held throughout the year. Students are asked to commit to being a member for one year.

The Council celebrates student diversity, and all students in grades 9-12 who have not previously been on the Council are welcome and encouraged to apply. Students of varying achievement and involvement levels are encouraged to apply. Teacher recommendation is also considered.

PROGRAM OF STUDIES

The Program of Studies is a comprehensive overview of all courses approved for instruction by the Surry County School Board and the Virginia Department of Education. Students and families should reference the program of studies when reviewing student schedules and graduation requirements. Students must qualify for enrollment courses, including meeting prerequisite requirements and adhering to grade level restrictions.

For more information, visit the Program of Studies on the school website.

PROJECT STARS

SCHS provides after school tutoring to increase student performance in the classroom and on SOL tests or show low performance on interim reports and/or report cards. Registration forms will be sent home announcing the days and subjects offered. Students and parents may contact the guidance office or your child's teacher for a form. Project STARS begins immediately after school each day and ends at approximately 4:30 PM. Transportation home will be provided pending availability of funds.

PROMOTION POLICY

Grade level classifications are based on the following requirements:

- A Minimum of 6 units including English 9 is required for promotion to the tenth grade.
- A Minimum of 13 units including English 10 is required for promotion to the eleventh grade.
- A Minimum of 20 units including English 11 is required for promotion to the twelfth grade.

The Individual Education Plan (IEP) committee will make promotion/retention decisions for students who are in a primarily non-academic, functional life skills curriculum provided through the Special Education Department.

Attendance – High school students shall not be granted credit for a course if unexcused absences from class total more than four class periods.

PARENT COMMUNICATION

Parents will be notified of absences, school closings, schedule changes, important events or announcements, etc. by the school using the Instant Alert System. The system will notify you by phone, to include your home, work, and cell numbers. Parents are asked to notify the office staff immediately of changes to any of your phone numbers.

Remind is a free messaging app that keeps families up to date with school counseling events, scholarship and testing deadlines, and other important announcements. Personal contact information stays private. Phone numbers are not exchanged between teacher, students, and parents. To sign up for Remind, please contact the school counseling office, or go to the School Counseling link on the high school's website.

To contact the School Counseling Office, please call 757-267-2211 ext. 372 from 8:00 AM to 3:00 PM Monday through Friday.

RESTROOMS/LOCKER ROOMS

Restrooms are not to be used as gathering places. Report any misuse of the facility to your teacher or an administrator. All restrooms will be monitored on a regular basis throughout the day. The 10-Minute Hall Pass Rule applies.

SCHEDULE CHANGES

Schedules for students are based on the requests made by students during spring registration and the availability of classes. Students will be able to access their schedules through the parent/student portal in PowerSchool.

In spring, students will have the opportunity to drop or add classes for both semesters for a period of one week following the first day of the new school year. **After that date, requests for changes will be subject to administrative approval** and enrollment restrictions, except in classes where a student fails a required subject or fails a prerequisite to a previously chosen class. Every effort will be made to provide the classes selected in the spring. Please be aware this is not always possible.

Students who are enrolled in a course with the Standards of Learning end-of course assessment cannot drop the class after twenty hours of instruction.

SCHOOL SAFETY

School safety is very important to the students and staff at Surry Elementary School. Once the security of the school building is ensured, the education process becomes effective. Safety is one of the priorities at Surry Elementary.

PRINCIPAL'S RESPONSIBILITY

The principal and assistant principal have the responsibility of maintaining security and safety in the school. By implementing appropriate procedures, providing safe conditions, facilities, supervision of staff, and taking actions against those who threaten the safety of the school, the staff and students are able to work and learn in a positive safe school atmosphere.

DOOR AND BUILDING SECURITY

1. All doors shall be maintained in good repair at all times. A regular periodic check shall be made to ensure that the doors are locked.
Defective or damaged doors must be reported to maintenance.
 1. All doors shall be locked to the outside when not in use to admit or dismiss children.
2. Morning and afternoon rounds to check the security of the building shall be made. Teachers will keep windows and door windows free of obstruction at all times.
3. The security guard and teachers in end rooms, near the outer doors to the outside, shall check doors periodically during the day.
4. Bathrooms and lounges shall be checked periodically

B. VISITORS

1. A sign at the main door entrance shall read, "Welcome to Our School
Please Ring Bell For Entrance:

FIRST PUSH THE DOORBELL BUTTON
WAIT FOR SOMEONE TO ADDRESS YOU
THEN PUSH THE TALK BUTTON TO STATE YOUR NAME AND REASON FOR VISIT
AN ID MAY BE REQUESTED
THANK YOU

2. All persons entering the school must report to the main office.

3. All visitors in the building shall be required to sign in and obtain a visitor's pass. The pass will be issued through our Fast Pass System. An ID is required to be entered in the system.

C. SAFE SCHOOL ATMOSPHERE

When the special public address of emergency is announced, instructional assistants, resource teachers, teachers on planning periods, support staff, and custodians shall check for children in halls, gym, bathrooms, playground, and cafetorium. Bring those children to the closest classroom. A second announcement will be given to instruct staff whether to move students to a safer environment or the emergency is clear.

D. FIRE DRILLS

1. Fire drills are held periodically. There are usually 13 drills during the school year.
2. Fire drills are held to practice the safest means of evacuating the school building in the event of fire or disaster without injury or death.
3. Students must be quiet and line up in a single file. They are to walk as expediently as possible to the outside, away from the building, and stay in single file throughout the drill. Teachers will take role and report any issues by signaling to administration/security with a red card. Teachers will fill out an Evacuation Form to be filed in the office. When everyone is accounted for, the bell will ring signaling the end of the drill. Students must re-enter the building in an orderly and quiet manner.
4. Fire drills are considered a serious activity and misbehavior during these drills will not be tolerated.

F. TORNADO DRILLS

The Governor has proclaimed March as Tornado Preparedness Month. The Virginia Department of Emergency Management and the national Weather Service will conduct a statewide tornado drill in March. The purpose of this drill is to provide schools, businesses and residents of Virginia with an opportunity to test their emergency plans for tornadoes. Two tornado drills will be conducted during the school year. The first drill will be conducted in September. The second drill will be conducted in March. Upon receiving notification of a tornado watch, the principal will alert staff members. Upon receiving notification of a tornado warning, students should file out of the classroom in an orderly line. Students will assemble in the hallway, away from windows and doors. They will be instructed to get on their knees, make sure their heads face interior walls, and place their hands over their heads.

G. BOMB THREATS

Bomb threats are to be treated as a serious threat to all persons in the school. The school staff, teachers, and administrators are prepared for this type of emergency. Immediate evacuation of the building and notification of authorities are the standard procedures. The school administration with the advice of emergency authorities will determine whether it is safe to return to the school. If determined that the school building is not safe to return, the students will be taken home on the school busses. Parents who pick up their children will be notified as soon as a phone is secured. Announcement of school closing will be announced through the radio and television media.

H. EARTHQUAKE DRILL

An announcement will be made that the earthquake drill has begun and to Drop, Cover, and Hold On. Drop to the ground. Take Cover under a sturdy table or desk if possible, protecting your neck and head. Hold On until the shaking stops.

I. LOCKDOWN/ACTIVE SHOOTER DRILL

Safety of our students and staff is paramount. Lockdown Drills will be done to prepare students and staff in the event that it is necessary to lockdown the building.

J. TRAFFIC

1. Anyone entering the parking lot must follow the entrance/exit signs.
2. Parents or guardians are asked to please have children ready to be dropped off in front of the building in a safe and expedient manner in the morning. Before allowing your child to exit your vehicle, check that it is safe for him/her to do so. Please refrain from holding up traffic.
3. Please respect the handicapped and reserved parking spaces. Parents are to park in the visitors parking spots.

K. INTRUDERS

Classroom teachers are to use the following steps when an intruder has entered the building:

1. Call the office immediately
2. Principal or assistant principal will investigate
3. If necessary, the investigator will make an all call announcement using the appropriate code. Teachers will secure the children in the classroom by locking the doors. Children are to be away from classroom doors.
4. An all call will be made when the situation is under control.

L. POWER STATION EMERGENCY

Refer to the Surry County Public Schools Emergency Evacuation Procedures located in the Appendix.

M. ASSAULT/BATTERY

Any person who commits battery against a full-time or part-time teacher, principal, assistant principal, or guidance counselor engaged in the performance of his/her duties must receive a minimum of 15 days in jail, two of which cannot be suspended.

N. SEX OFFENDER INFORMATION

The Sex Offender and Crimes Against Minors Registry is located at the following website: [Virginia State Police](#)

O. SCHOOL RESOURCE OFFICER

Educating and protecting our children is a very important mission. The Surry County School System, in partnership with the Surry County Sheriff's Office, will be implementing the School Resource Officer Program, SRO. This program is intended to ensure that every student is afforded the opportunity to be educated in a safe and secure learning environment.

O. VIDEO SURVEILLANCE

As a component of a comprehensive safe school plan, video surveillance with or without audio capability may be used in the common areas of school and on school buses to maintain the security of students, staff members and visitors. Video recordings also may be used for disciplinary purposes. To protect the confidentiality of all students, only school personnel may view video recordings that include more than one student. In a criminal investigation, law enforcement representatives may view video surveillance.

SEARCH AND SEIZURE

Student rights to privacy and freedom from unreasonable search and seizure is balanced by the responsibility of the school to protect the health, safety, and welfare of all individuals within the school community. To maintain order and discipline in the schools, and to protect the health, safety and welfare of students and school personnel, administrators may search a student, student lockers and other storage facilities, or student automobiles, and may seize any illegal, unauthorized, or contraband materials discovered in the search. The locations at which searches of students and student property may be conducted are not limited to the school premises and transportation, but may be conducted wherever the student is involved in a school-sponsored activities or functions.

PERSONAL SEARCHES

School administrators have the right to search any student's person and/or personal effects (e.g., purse, book bag, etc.) when there is a reasonable suspicion to believe that the student possesses an item which violates the law, school policies and regulations, or which may be harmful to the school or its students.

LOCKER SEARCHES

Student lockers are school property and may be subject to inspections by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

AUTOMOBILE SEARCHES

Students are permitted to park on school premises with a parking permit as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

COMPUTER SEARCHES

School computers, software and internet access are school property. School officials may search school computers, software and internet access records at any time for any reason and without student consent. All students must sign the Acceptable Computer System Use Agreement.

CONSENT SEARCHES

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent.

SEIZURE OF ILLEGAL MATERIALS

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

SKIPPING CLASS

Class rolls will be taken at each block and any student who is not in class and not on the absentee list will be in violation of school attendance. Once the student is located, a parent will be notified and he or she will receive appropriate consequences.

STUDENTS 18 YEARS OF AGE AND OLDER

The following procedures will be implemented relative to attendance of students eighteen years of age and older:

- Regular attendance procedures will be followed.
- Absentee notes must be written by the parent or guardian as long as the student is a resident of the family home and is not an emancipated minor (as shown by satisfactory court order) and is living in the school division not solely for school purposes.

STUDENT FEES

Parking Permits	Amount: \$25.00	Student Drivers
Class Dues	Amount: \$10.00	Grades 9, 10, 12
Class Dues	Amount: \$35.00	11 th Grade

STUDY HALL

Study Hall is a non-credit bearing course provided to senior students that have fulfilled all or most of the requirements for graduation. Study Hall provides seniors additional time to complete assignments for other classes.

Seniors enrolled in study hall are permitted to dismiss early, permitting they have administrative approval. Approval will be based on verification of the student's employment or enrollment in post-secondary education programs, including community college, vocational school, technical school, training program, or other related activity. A signed application is required.

SMOKE FREE CAMPUS

Surry County High School is a smoke-free campus.

In accordance with Code of Virginia (§ 22.1-79.5), each school board shall develop and implement a policy to prohibit, at any time, the use and distribution of any tobacco product or nicotine vapor product, as those terms are defined in § 18.2-371.2, on a school bus, on school property, or at an on-site or off-site school-sponsored activity.

TEXTBOOKS

Each student is responsible for all books issued to him/her and will be financially responsible for textbooks lost or damaged. Book checks are conducted during each semester. The Code of Virginia (22.1-276) authorizes local school boards to take action against pupils who fail to return property owned by, or under the control of the school board, and used by the pupil in the course of his or her studies.

TRANSCRIPTS

Transcripts and employment references may be sent to prospective employers and post-secondary institutions by completing the transcript request form and paying the appropriate fee. The cost of each transcript is \$5.00 for post-graduates and will be mailed within five business days. There is no charge for current students.

Transcripts may also be requested online at www.surryschools.net by accessing the school counseling link.

TRESPASSING

Both students and non-students can be charged under Virginia law (Va. Code Ann. Code Section 18.2-128) with trespassing. Virginia Code is clear that it shall be: Unlawful for any person, whether or not a student, to enter upon or remain upon any school property in violation of (i) any direction to vacate the property by a person authorized to give such direction or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Each time such a person enters upon or remains on the posted premises or after such direction that person refuses to vacate school property, it shall constitute a separate offense. Refer to "Discipline" and Code of Conduct.

WORK PERMITS

Students 14-15 years of age are required to secure work permits before obtaining employment. Work permit forms can be found online at http://www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html.

VIDEO SURVEILLANCE

As a component of a comprehensive safe school plan, video surveillance with or without audio capability may be used in the common areas of school and on school buses to maintain the security of students, staff members and visitors. Video recordings also may be used for disciplinary purposes. To protect the confidentiality of all students, only school personnel may view video recordings that include more than one student. In a criminal investigation, a law enforcement representative may view or subpoena video surveillance.

APPENDICES

APPENDIX A

ACCEPTABLE USE OF TECHNOLOGY AND INTERNET SAFETY POLICY SURRY COUNTY PUBLIC SCHOOLS

All use of the Surry County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines, and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the Internet and any other internal or external network.

I. Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:
 - Using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state or local law.
 - Sending, receiving, viewing or downloading illegal material via the computer system.
 - Unauthorized downloading of software.
 - Downloading copyrighted material for unauthorized use.
 - Using the computer system for private financial or commercial gain.
 - Wastefully using resources, such as file space.
 - Gaining unauthorized access to resources or entities.
 - Posting material authorized or created by another without his or her consent.
 - Using the computer system for commercial or private advertising.
 - Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - Using the computer system while access privileges are suspended or revoked.
 - Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - Intimidating, harassing, bullying or coercing others.
 - Threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - Be polite.
 - Users shall not forge, intercept or interfere with electronic mail messages.
 - Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
 - Users shall not post personal contact information, other than directory information as defined in Policy JD Student Records about themselves or others. This includes names, home, school or work addresses, telephone numbers, or photographs, about themselves or others.
 - Users shall respect the computer system's resource limits.
 - Users shall not post chain letters or download large files.
 - Users shall not use the computer system to disrupt others.
 - Users shall not read, modify or delete data owned by others.

5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interfere with any part of the computer system through creating or downloading computer viruses or by other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data or long-distance charges.
9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail can be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of the message's authenticity and the nature of the file.
10. **Enforcement.** Software will be installed on the Division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

II. Internet Safety

The School Division will integrate Internet Safety into the K-12 curriculum and instruction. The Internet is a valuable tool and the Virginia Department of Education and the School Division will take the necessary steps to ensure that the students learn how to use the Internet safely and effectively.

1. **Personal Safety on the Internet**
 - Students should never give out personal information without an adult's permission.
 - Students should understand that predators are always present on the Internet and recognize the various forms of cyberbullying and know what steps to take if confrontedFile:
GAB-R/IIBEA-R
2. **Information on the Internet**
 - Students and parents should discuss how to identify acceptable sites and what to do if an inappropriate site is accessed.
 - Students should be aware of Web advertising and realize not all sites provide truthful information.
3. **Activities on the Internet**
 - Students and parents should discuss acceptable social networking and steps to take when encountering a problem.

- Students and parents should be aware of potential dangers of emailing, downloading files and peer-to-peer computing. These could lead to viruses, legal issues, harassment, sexual predators or identity theft.

4. Protecting Yourself

- Students and parents are required by law to report illegal Internet communication and activities to Internet Service Providers and local law enforcement authorities.
- Students and parents should use caution when visiting chat rooms and using instant messaging (know with whom you are communicating).

5. Resources to help students and parents remain safe on the Internet

- Get Your Web License (PBS KIDS)
<http://pbskids.org/license>
- Tips by Teens for Teens (GetNetWise)
<http://kids.getnetwise.org/safetyguide/teens>
- KeepSafe Internet Safety Coalition
http://ikeepSAFE.org/iksc_statemessage/state.php?abbr=VA
- NetSmartz: National Center for Missing and Exploited Children
<http://www.netSmartz.org>
- Stay Safe Online: National Cyber Security Alliance
<http://www.staysafeonline.org/>

Legal Ref.: Guidelines and Resources for Internet Safety in Schools

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs:	GCPD	Professional Staff Discipline
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct