

Amelia County Middle School 2022-2023 Student Handbook



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ACMS Website: <http://ms.amelia.k12.va.us/>

Administration

Dr. Jennifer Ramey, Principal
Mrs. Sherry Spurlock, Assistant Principal

Dear Parents/Guardians,

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

We look forward to working with you and your child during the 2022-2023 school year. We are proud to share with you in helping to prepare your child for the future.

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

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

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

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

Dr. Jennifer Ramey

Principal, ACMS

Mrs. Sherry Spurlock

Assistant Principal, ACMS

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

AMELIA COUNTY PUBLIC SCHOOLS STANDARDS OF CONDUCT

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

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

STUDENT RESPONSIBILITIES

In fulfilling his/her obligations each student shall:

1. *Comply with all regulations of the Board of Education and of the local school.*
2. *Recognize the authority of all teachers and other school personnel.*
3. *Abstain from gambling, immorality, profanity, hazing, fighting, threats, extortion, narcotics use, intoxicating liquors use, or possession of any instrument capable of inflicting bodily harm.*
4. *Refrain from willfully damaging, defacing, or destroying school property or being on school property except when that property is open to the public.*
5. *Attend school regularly and on time; strive to do one's best in all areas of school life.*
6. *Wear appropriate dress that conforms to acceptable standards of appearance as established by ACPS dress code policy. For health and safety reasons, students must wear shoes to school.*
7. *Abide by regulations set by the school board concerning travel to and from school on school buses and regulations.*
8. *Comply with regular rules and regulations of the school board while attending any activities sponsored by the school.*
9. *Remain on campus during school hours unless authorized by the office.*
10. *Be aware that students' behavior is affected by the presence of unauthorized individuals. Only those persons who have presented themselves to the school office and who have received*

11. approval to visit may do so. It is your responsibility to discourage visitors during school hours and your obligation to immediately inform any visitor of rules concerning visitors. Failure to do so will be considered in violation of School Board Policy and subject to disciplinary action.
12. Assist in the observance of school policy and regulations by reporting any known violations or disruptions to the proper authorities.

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

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

FIRE, INJURY, ILLNESS

Fire

In the event of a fire in our building, students will be escorted out of the building by their teachers. Teachers will follow the primary or secondary routes out of the building by referencing their emergency escape plan. Students will leave their belongings in the classroom and the teacher will lock the classroom door. After arriving outside, teachers will take roll to ensure every student has exited the building.

Injury

If a student is injured, a staff member will stay at the scene and provide help until the person designated to handle emergencies arrives. 9-1-1 will be contacted in instances where the school nurse is not present or when the responding staff member deems it appropriate. The responsible school authority or an

employee will notify the parent or guardian of the emergency as soon as possible to determine the appropriate course of action.

Illness

The school nurse should not give medications unless there has been prior approval by the student's parent or legal guardian and doctor. Parents or legal guardians should be contacted as possible as possible to determine the course of action. If the parent/legal guardian cannot be reached, school staff should notify an emergency contact or the parent/legal guardian substitute and call either the physician or the designated hospital on the Emergency Medical Authorization form, so they will know to expect the ill or injured student. Arrange for transportation of the student by Emergency Medical Services, if necessary.

VIOLENT AND THREATENING BEHAVIOR

At Amelia County Middle School, our top priority is providing a safe and secure environment for every student. All threats and acts of violence from or towards students, inside and outside of the building, will be reported to the school resource officer and handled according to School Board policy. Anonymous reports of violent and threatening behavior can be made using the Action Speaks system on the ACMS website: https://ms.amelia.k12.va.us/for_students/action_speaks.

RAIDER PRIDE

To promote positive behavior in all areas of our school, students are expected to demonstrate Raider PRIDE at all times.

	Classroom	Cafeteria	Restroom	Transportation	Hallway	Assemblies
PRESENT	<p>Arrive on time.</p> <p>Be prepared for class.</p>	<p>Go directly to your assigned location.</p>	<p>Utilize the restroom outside of instructional time.</p>	<p>Be at your assigned stop on time.</p> <p>Arrive at school on time.</p> <p>Go directly to your assigned seat</p>	<p>Obtain and carry your hall pass.</p>	<p>Stay with your class.</p> <p>Remain seated in an upright position.</p>
RESPECTFUL	<p>Respond appropriately to staff and peers.</p> <p>Treat your devices and classroom materials with care.</p> <p>Follow staff directions.</p>	<p>Keep your hands, feet, and other objects to yourself.</p> <p>Use no more than level 2 volume and appropriate language.</p> <p>Follow directions of cafeteria staff.</p>	<p>Keep the facilities clean and undamaged.</p>	<p>Follow driver directions.</p> <p>Keep your hands, feet, and other objects to yourself.</p> <p>Use no more than level 2 volume and appropriate language</p>	<p>Keep your hands, feet, and other objects to yourself.</p> <p>Use no more than level 2 volume and appropriate language.</p>	<p>Keep your hands, feet, and other objects to yourself.</p> <p>Enter the room at a level 1 volume.</p>
INVOLVED	<p>Complete assigned tasks.</p> <p>Ask questions.</p>	<p>Clean up after yourself.</p> <p>Dispose of trash in appropriate locations.</p>	<p>Wash your hands.</p>	<p>Take your personal items with you when you leave.</p> <p>Keep the bus clean.</p>	<p>Walk to the right side of the hallway.</p>	<p>Eyes on the speaker.</p> <p>Respond appropriately when directed.</p>
DETERMINED	<p>Read and respond to teacher feedback.</p> <p>Correct mistakes.</p>	<p>Maintain at least an arms length between individuals in line.</p>	<p>Keep your visits brief.</p>	<p>Remain seated.</p> <p>Wait for transportation in the appropriate location.</p>	<p>Walk directly to your assigned location.</p>	<p>Remain silent unless otherwise directed.</p>
EXCELLENT	<p>Put forth effort daily.</p> <p>Help others.</p>	<p>Enter and leave in an orderly fashion.</p>	<p>Report messes, malfunctions, or graffiti to an adult.</p>	<p>Be a good example.</p> <p>Be kind and courteous to others.</p>	<p>Keep the hallway clean.</p>	<p>Enter and leave in an orderly fashion.</p>

ESSENTIAL INFORMATION AND REGULATIONS

ACADEMIC AND BEHAVIOR INCENTIVES

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

ADMINISTRATIVE/OFFICE AREA

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

ADVANCED PLACEMENT CLASSES

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

MATH

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

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

ARRIVAL TIME

Students are encouraged not to arrive at school before 7:55 a.m. However, students will be admitted to the front hall beginning at 7:45. Students will be released from the front hall and the buses at 7:55. Students will report directly to first period. Breakfast will be “grab and go” along the way. Students are not to roam the building during this time.

ATTENDANCE POLICY**Notification of student absences; excused and unexcused absences**

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

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

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

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

Make-up work following absences

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

Truancy, CHINS petitions, and legal ramifications

Letters will be sent to parents when their child has missed 3 and 5 days. When a student has accumulated 10 unexcused absences, a CHINS petition may be filed.

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

Chronic absenteeism

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

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

BELL SCHEDULES

The bell schedules are posted on the Amelia County Middle School website.

BEVERAGES and FOOD PRODUCTS

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

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

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

BOOKS – LIBRARY AND TEXTBOOKS

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

BULLYING

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

BUS RULES

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

- Students must obey posted bus rules.
- Students must ride the bus designated for their route in both the morning and afternoon. Students are expected to ride the same bus home in the afternoon unless they are staying for a school-sponsored activity.
- It is the responsibility of students to help maintain the cleanliness of the bus.
- Permission to ride the bus may be permanently removed if the student causes any distraction that could endanger the other students or the driver.
- After a student boards a school bus, the student may not leave the bus and/or school grounds without written permission of the student's parent(s)/guardian and approval of the principal or designee.
- Students are not allowed to get off the school bus at the high school unless they are involved in an organized activity at the high school.
- Students shall remain on the school bus until they reach their school of attendance or until they reach their assigned place to make a scheduled transfer.
- School bus drivers shall permit students to get off a school bus only at the school of attendance, unless permission has been approved by the school principal or designee.

BUS RIDER/CAR RIDER CHANGES

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

BRING YOUR OWN DEVICE (BYOD) INITIATIVE

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

CELL PHONES & OFFICE PHONES / COMMUNICATING WITH STUDENTS

Cell phone usage, including charging and use of accessories

All students are required to turn off their cell phones and keep them out of sight at all times during the school day from the first bell to the closing bell, with the exception of teacher-planned instructional uses. The consequence for failure to follow this would be confiscation of the cell phone with a parent-required phone pick up from school. Repeated incidents would subject the students to In School Suspension (ISS) or Out of School Suspension (OSS) and contact with parents.

Office or classroom telephones & communicating with students

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

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

CHANGE OF ADDRESS

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

CHROMEBOOKS

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

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

CLASS CONDUCT

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

CLASSROOM PARTIES

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

CLINIC (Also see MEDICATION AND PRESCRIPTION DRUGS)

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

CLUBS

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

DANCES

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

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

DISABLED STUDENTS and SPECIAL EDUCATION

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

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

classify and place a student are chosen and given in such a way that they are not racially or culturally discriminatory.

DRESS CODE

Amelia County Public Schools
Approved Dress Code
Adopted: December 16, 2013
Revised: June 22, 2021; June 13, 2022

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

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

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

Dress Code:

- Headgear will not be permitted to be worn in the building except for educational, religious, or medical purposes. Headgear refers to a covering for the head including, but not limited to, hats, caps, bandannas, sweatbands, hoodies, and scarves. Hats are not to be worn during the instructional day.
- Pajamas are not to be worn in school. Sunglasses are not to be worn in school. · Appropriate footwear must be worn in the building at all times. Heelies, Bella Ballerinas, bedroom slippers, sock feet, and bare feet are not permitted. In instances when particular footwear is deemed to be unsafe, the principal shall make the decision regarding appropriateness.
- Shorts, skirts, skorts, and dresses must NOT be shorter than three inches above the knee for elementary school students. For Middle School and High School students, the length must NOT be shorter than four inches from the top of the knee.
- Pants must be worn high enough up to not expose undergarments or backsides. · Rips, tears, or holes shall be no higher than four inches above the knee. Spandex or leggings may be worn underneath pants with rips, tears, or holes higher than four inches.

- Shirts and tops must cover the torso. The midriff may not be exposed at any point including while seated or standing.
- Spandex, jeggings, or other form fitting clothing are permitted as long as the material is opaque, does not expose undergarments, has an accompanying top that is lower than the waist, and complies with the requirements in the previous bullet.
- For middle and high school students, necklines shall be modest, not revealing, and shall not allow cleavage to show. Shirt straps must be at least 3 inches and extend to the shoulder. Spaghetti straps or tops not meeting the 3-inch rule are not allowed. For students in elementary school, shirts with straps must be at least one inch in width on the shoulder. Mid-drifts cannot be exposed and long arm holes are not permitted.
- Students’ clothing, haircuts, or tattoos may not display any of the following: weapons, pictures of tobacco products, drugs, alcohol, nudity, vulgarity, obscene, lewd, or profane words, inflammatory racial statements, and/or other prohibited expressions as outlined.
- Any clothing that has a likelihood of causing a substantial disruption of or material interference with school activities is prohibited.

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

Recommended Consequences for Dress Code Violations

Dress code violations should be handled as discreetly as possible. No student should be subject to humiliation in front of the class or other students when making a determination of a violation.

1 st Offense	Warning with opportunity to change clothes to correct dress code violation
2 nd Offense	A second warning with opportunity to change clothes to correct dress code violation and phone call home to parent
3 rd Offense	Administrative consequence

EARLY DISMISSALS

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

- The student must bring a note to school written, dated, and signed by the parent. The note must give the date, time, reason for dismissal, and telephone number where parents may be reached. The note must also state the name of the person picking up the student if someone other than a

parent. The note must be given to the student’s homeroom or first period teacher to be brought to the office. Parents will be contacted if there is a question concerning the note. For student safety, telephone calls will not be accepted for early dismissals.

- No student will be permitted to leave school grounds unless permission has been given by the administration.
- The parent or individual designated on the note **MUST** come to the office to sign out the student. Students will be called from their class at that time. Students are **NOT** allowed to wait in the office. Please arrive a few minutes early if on a tight schedule.
- All persons will be expected to present a valid, government-issued ID when picking up a student.
- Early dismissal ends at 2:30 p.m. After that time, students may be picked up at the regular car rider dismissal time and place.

EQUAL EDUCATIONAL OPPORTUNITIES/NONDISCRIMINATION

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

EXTRACURRICULAR ACTIVITIES

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

FUNDRAISING ACTIVITIES

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

GRADING SYSTEM

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

I = Incomplete

WP = Withdrew passing

WF = Withdrew failing

HEAD LICE

When the presence of head lice is suspected, the school nurse will do an inspection. If the school nurse determines that head lice are present, the parents will be notified immediately and the student must go home and remain at home until properly treated. To be readmitted to school the student must be

re-examined by the school nurse or designee and declared free of infestation. Proof of treatment will be required on return to school. When necessary, other students will be advised and/or examined.

HONOR ROLL

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

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

INCLEMENT WEATHER

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

- An announcement will be made on radio stations WSVS, WFLO and WRVA and television stations WWBT (12), WRIC (8), and WTVR (6). Any changes in these stations will be advertised.
- The school system will issue an electronic alert message.
- A decision will be made whenever possible by 6:30 a.m. Often a definite decision can be made the preceding day and an announcement will be made in the evening.
- Closing school will be announced one day at a time.
- If schools close early after the school day has started, an announcement will be made on the same radio stations listed above and an Instant Alert will be sent.

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

INSURANCE

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

INVESTIGATIONS

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

LOCKERS

Lockers will not be issued to all students during the 2022-2023 school year. However, a locker will be issued to students upon request.

LOST AND FOUND

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

LUNCH AND BREAKFAST INFORMATION

Students will go to lunch according to their class schedule. Students should report to lunch within three minutes of their lunch bell. Students who remain in the hallways after that time will be considered to be in an unauthorized area. Students must remain in the cafeteria area unless permission is given to go to another location. Breakfast and lunch will be provided free to students. Extra items can be purchased.

MAKE-UP WORK & LATE WORK

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

MEDICATION AND PRESCRIPTION DRUGS

Prescription Medications

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

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

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

Nonprescription Medications

Amelia County Public School personnel may give nonprescription medication to students only with the approved authorization form (available online, in the clinic, or the main office) completed by the student's parent/guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the clinic aide or school division designee by the parent/guardian of the student.

PHYSICAL EDUCATION - MEDICAL EXCUSES

All students in Grades 6-8 enrolled in physical education are required participate in gym on assigned days. Students unable to participate because of illness or injury must bring a written excuse. If the duration of the excuse is for three (3) consecutive days or for any continuing problem, an excuse is required from a licensed medical doctor.

PLAGIARISM

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

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

PROMOTIONAL GUIDELINES

A student may be retained for the following reasons:

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

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

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

PUBLIC DISPLAY OF AFFECTION

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

RACIAL SLURS

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

RESTROOMS

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

SALES BY STUDENTS

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

SCHOOL MONIES

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

SCHOOL PICTURES

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

SCHOOL VISITORS

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

reserves the right to deny any visitor entrance to the school. Visitors are not allowed to go to classes unless prior approval has been given by an administrator and the visit is for an instructional purpose.

SEXUAL HARASSMENT/INAPPROPRIATE SEXUAL BEHAVIOR

It is the policy of the Amelia County School Board to maintain a working and learning environment which provides for fair and equitable treatment, including freedom from sexual harassment, for all its employees and students. Sexual harassment under Title IX is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the educational program or activity. The Code of Student Conduct prohibits Sexual harassment under Title IX as well as inappropriate sexual behavior including the distribution of obscene materials, any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

It is prohibited for any student or employee, male or female, to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature. Conditions may include, but are not limited to:

- (1) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
- (2) such conduct creates an intimidating, hostile, or offensive working or learning environment; or
- (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Examples of activities which could constitute sexual harassment or sexual misconduct include, but are not limited to:

- (1) unwelcome leering, sexual flirtations, or propositions;
- (2) unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- (3) graphic comments about an individual's body or overly personal conversation; (4) targeted sexual jokes, stories, drawings, pictures, or gestures toward others; (5) spreading sexual rumors;
- (6) inappropriate or suggestive sexual gestures;
- (7) cornering or blocking of normal movements;
- (8) displaying sexually suggestive objects in an educational environment or online; (9) displaying sexually explicit behavior; or
- (10) stalking, dating violence, or domestic violence based on sex.

The question of whether a particular action or incident is prohibited behavior requires a determination

based on all the available facts in the matter. Any student who believes he or she has been subjected to inappropriate sexual behavior should immediately report their concerns to their Principal. In addition, any student who believes that he or she has been subjected to sexual harassment by another student or employee should immediately contact the Title IX Coordinator. Complaints may be filed with the Title IX Coordinator at any time by phone, email, in writing and in person. The School Board designates a Title IX Coordinator responsible for identifying, preventing, and remedying discrimination as well as receiving complaints under this policy. The name and contact information for the Title IX Coordinator is posted on the division's website. Title IX Coordinator contact information:

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

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

SKIPPING CLASS

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

STUDENT DISCIPLINE

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

- At any time, whether or not under the auspices of school personnel, for acts threatening school personnel or their property.
- Before and after school hours for acts committed upon or within 1000 feet of school property.
- Any other context within the District may lawfully assert jurisdiction to discipline a student.
- When it is warranted every effort will be made to provide alternative programs.
- The principal or designee may use any of the following choices to maintain order and discipline within the school environment:
 - Admonition, warning and counseling will be used where appropriate to assist a student to understand how his/her conduct interferes with his/her educational process, threatens the rights of others, or is contrary to school policy or regulations and needs to be corrected.
 - A student may be detained for a reasonable period of time before and after the closing of his/her last scheduled class and may be required during this time to engage in such activities as may reasonably contribute to better behavior.

- A student may be required to write reports, letters of explanation or apologies, which the teacher or principal may request the student's parent sign and return.
- A student may be excluded from going on field trips if his/her behavior makes this penalty necessary.
- A student may be given special assignments as a corrective measure. This may include, but not be limited to, reasonable assignments for general assistance at the school/facility.
- A student may be assigned to lunch detention.
- A student may be removed from a single class or several classes for a set period of time by being assigned to ACS (Alternate Class Setting).
- A student may be removed from his regular schedule of classes and assigned to ISS.
- A student's privilege to come to school can be denied until a conference is held with the parent.
- A student's privilege to participate in all certain extra-curricular activities and/or school sponsored activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Suspension from extra-curricular activities may be imposed in conjunction with other penalties.
- Being placed on probation is notification that a student's behavior has been unacceptable and must be improved. A student may be placed on probation for a period of time following a conference with his/her parents in whom the terms and conditions of the probation are explained. The principal or designee shall also notify the parent in writing when probation is imposed, including the reasons for the probation. A student may be suspended from school for violations of this policy as set forth in the Code of Virginia 22.1-277. A student's privilege to attend school may be terminated by the School Board in accordance with the Code of Virginia 22.1277.
- Violations of law may be handled by referring the case to law enforcement offices in addition to the use of other disciplinary measures.
- A student may be suspended from riding a school bus for rules violations. The suspension will be for a specific period of time. The parent will be notified in writing.

Appeals

Amelia County Middle School realizes the "Due Process Rights" of all its students and parents. The following procedure will be followed when any decision is appealed. If a parent or guardian disagrees with a decision regarding discipline, they may appeal the decision to the next level of authority. For example, if the assistant principal makes a disciplinary decision, the parent or guardian may appeal to the principal. This will be the final decision regarding the student's disciplinary action. Any appeal must be made in writing by the parent or guardian within five (5) school days of the notice of suspension. Disciplinary consequences will begin immediately unless the parent or guardian gives verbal notice that an appeal will be filed. Based on the circumstances of the alleged misconduct the principal or designee will determine whether assigned consequences will be delayed until a hearing is conducted.

Cell Phone Usage

All students are required to turn off their cell phones and keep them out of sight at all times during the school day from the first bell to the closing bell, with the exception of teacher-planned instructional uses. The consequence for failure to follow this would be confiscation of the cell phone with a parent-required phone pick up from school. Repeated incidents would subject the students to In School Suspension (ISS) or Out of School Suspension (OSS) and contact with parents.

Disruption to Educational Environment

A disruption to the educational environment is defined as intentional behavior that interferes with expected classroom functions and/or a behavior that impedes the learning process.

- A student's first two incidents of disruption to the educational environment shall result in ISS, with the possibility of OSS and parent conference.
- A student's third incident of student disruption to the educational environment shall result in OSS, a parent conference, a functional behavior assessment, and development of a behavior plan for the student.
- A student's fourth or subsequent disruptions, or following a severe disruption, defined by the school principal, result in the parent being required to either:
 - Pick up their child from school for every additional incident, or
 - Spend the remainder of the school day with their child with the expectation of managing their child's conduct.

In-School Suspension (ISS) and Alternate Class Setting (ACS)

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

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

Out-of-School Suspensions (OSS)

Virginia law states that students may be suspended from attendance at school for sufficient cause. A student may be suspended by the administration for behavior which interferes with the education of others, prevents the orderly operation of the school, threatens any individual's physical well-being, or knowingly violates a rule for which the penalty is suspension. Suspended students are not allowed to attend any function in which ACMS is participating or be on school property at any time without administrative permission. These lists are neither all-inclusive nor exclusive. Each offense will be evaluated on an individual basis and judged according to the severity and duration. A single incident of disobedience may be considered a minor problem while a series of disobedient acts by the same student could be a major issue. The parent/guardian of a student who has been placed on OSS may be required to attend a re-admittance conference with administration before the student can return to school.

TARDINESS & PREPAREDNESS

Arrival at school

Students who arrive at school after 7:55 must report to the office and sign in. **The student must be accompanied by a parent or bring a note signed by the parent explaining why he/she is tardy.** Students who arrive due to ACPS transportation (e.g. a late bus) will not be considered tardy. Parents or guardians of students who present a pattern of late arrivals to school will be contacted by the office and scheduled for an administrative conference to increase timely arrival through collaborative problem solving.

Reporting to class

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

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

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

Preparedness for class

Learning to manage time and responsibilities effectively are key components of students' social and professional learning while at ACMS, and this includes learning to arrive at classes and other school functions appropriately prepared. Students are to have all required materials--including, but not limited to, their fully-charged chromebook, pens and pencils, notebooks, or other resources--with them at the start of each class. If students regularly arrive to class unprepared, teachers will make parent contact through email, phone, or a mailed Notice of Concern and parent-teacher conferences may be scheduled to find solutions for the students' lack of preparedness.

WALKING

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