

*Mecklenburg County
Public Schools*

Secondary Student Handbook

2015-16

“How Well are the Children?”

Mecklenburg County Public Schools are responsible for setting high expectations for all students and providing the environment, instruction, and support to ensure that all students are learning and achieving as measured by rigorous standards.

School Administrative Directory

Bluestone Middle School

250 Middle School Road Skipwith, VA 23968 (434) 372-3266

Colors: Blue and Gold

Mascot: Trojan

Mission: Bluestone Middle School's mission is to provide every student with the opportunity to maximize his/her ability to learn through cooperation and interaction among teachers, students, parents, and community.

Missy Shores, *Principal*

Assistant Principal
Guidance Director
Guidance Counselor
Attendance Secretary
Athletic Director
School Nurse
Bookkeeper
School Resource Officer

Dominique Sturdifen
Martha Bowlin
Valerie Fowlkes
Sherry Gregory
Dan Powell
Crystal Nehme
Barbara Sadowski
Dep. Brown

Park View Middle School

365 Dockery Road, South Hill, VA 23970

(434) 447-3761

Colors: Blue and Gold

Mascot: Cougar

Mission: Park View Middle School's mission is to provide a challenging program of studies to guide all students for growth academically, socially, physically, and emotionally in an increasingly technological and global society.

Mark Mabey, *Principal*

Assistant Principal
Athletic Director
School Counselor
School Counselor
Bookkeeper
School Nurse
School Resource Officer

Melissa Reese
Elizabeth Owens
Sally Adams
Valerie Fowlkes
Sandy Pitts
Tammy Crews
Dep. Blanton

Bluestone High School

6825 Skipwith Road, Skipwith, VA 23968

(434) 372-5177

Colors: Blue and Gold

Mascot: Baron

Mission: The mission of Bluestone High School is to provide a positive, challenging, supportive, and safe instructional environment where students are held to high expectations in order to become lifelong learners and productive citizens able to compete in a global economy. Using demanding standards, success of the mission will involve collaboration among students, school personnel, parents, and the community.

Pauline B. Keeton, *Principal*

Assistant Principal
Assistant Principal
School Resource Officer
Athletic Director
Guidance Director
Guidance Counselor
Guidance Secretary
Main Office/Attendance
Bookkeeper

Velva Kindley
Wesley Swain
Jamie King
Ed Crowder
David Hale
Whitney Foster
Jacqueline Smith
Margaret Alexander
Kathy Hite

Park View High School

205 Park View Circle, South Hill, VA 23970

(434) 447-3435

Colors: Green and White

Mascot: Dragon

Mission: The mission of Park View High School is to provide a positive, challenging, teaching/learning environment. This environment shall foster quality educational, vocational, and social opportunities that will meet the individualized needs of students. This mission shall lead to the development of educationally, culturally, mentally, and socially productive graduates.

Paige K. Lacks, *Principal*

Assistant Principal
Assistant Principal
School Resource Officer
Athletic Director
Guidance Director
Guidance Counselor
Guidance Secretary
Main Office
Bookkeeper

F. Darnell Carter
Penny Gilmer
Deputy Bowen
Jaimee Elliott
Megan Hendrick
Goldie Settles
Linda Creedle
Lou Farrar
Connie Weaver

▶ STUDENT RESPONSIBILITIES

To be a successful 21st Century future-ready student at Mecklenburg County Public Schools, students are expected:

1. To be on time and present at school each day.
2. To have regular classroom attendance and to be prepared to learn.
3. To be responsible for his/her own behavior -- a student chooses how he/she reacts to different events and situations.
4. To understand that inappropriate/disruptive classroom behavior interferes with teaching and learning.
5. To respect the feelings and rights of others.
6. To refrain from the use of physical force or the threat of physical force.
7. To do what the teacher or adult in the building reasonably requests.
8. To be aware of and follow all school and district rules and procedures.
9. To refrain from using profanity and other offensive language and behavior.
10. To be a student leader.
11. To be an active learner.
12. To prepare for acceptance to a post-secondary institution.
13. To enter a post-secondary institution after graduation.
14. To be *Innovative*, *Creative*, and *Globally Competitive*.

▶ PLEDGE OF ALLEGIANCE

In the spirit of patriotism and respect for the school, community, and nation, students will be given the option of reciting the Pledge of Allegiance at the beginning of each school day. While not everyone may care to participate, it is expected that those who do will be allowed to do so without interference or disruption.

▶ MOMENT OF SILENCE

The school observes a moment of silence at the beginning of each school day. It is important that all students respect this time by remaining seated and quiet during this moment. The moment of silence may be used for any lawful silent activity including personal reflections, prayer, meditation, and/or reading. However, the teacher who is responsible for each class will not influence students in any way to pray or meditate during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

▶ ATTENDANCE POLICY AND PROCEDURES

It is the policy of the Mecklenburg County School Board to do everything possible to encourage all children to attend school with regularity.

It is the legal responsibility of parents and guardians to ensure that students are in regular attendance for the entire school day. Parents or guardians must seek homebound instruction for their children when they are absent for extended periods due to illness. The principal or guidance counselor will assist them in making necessary arrangements.

An “unexcused” absence is an absence where a student does not have a valid excuse.

1. A student who is absent for any portion of the day requires a note from their parent or in the event that there have been excessive parent notes already received for absences, a valid note from physician or other appropriate professional’s office. (“Excessive parent notes”, as determined by the school principal, are no more than three per semester.)
2. A written excuse from a parent or guardian that includes the date(s) and reason(s) for the absence or verified excuses from a phone contact, without having it in writing, is acceptable if the caller can be adequately identified as the actual parent or legal guardian. A written excuse from a physicians’ office or other professionals’ office that includes the date(s) and reason(s) for the absences(s) is acceptable.
3. Students should turn their notes in by the end of the second day of their return to school for it to be counted as excused, but can go as long as five days from the absence if there is a parent-principal conference.
4. The ONLY valid excuses for absences are:
 - a. Illness (if over two days, the school may require a note from the doctor)
 - b. Court appearance
 - c. Death in the family
 - d. Religious holidays
 - e. Extenuating circumstances which are determined by the school administration
 - f. Prior written notice to the school administrator by the parent/guardian is required for consideration of any other absence/reason.
5. Acceptable reasons for arriving late or leaving early are the same as those for any excused absence.
6. Suspensions are unexcused absences.
7. A student will be expected to make up all assignments or to make arrangements with the teacher for any make-up work within five days of return to school. Students on suspensions will be expected to submit their assignments upon return to school and make arrangements with the teacher within two days after the end of suspension period to make up any additional hands-on activities, tests or other schoolwork. Extenuating circumstances may be considered in extending the time limit. Students who do not bring parental notes or who bring in unacceptable excuses shall be corrected through the use of counseling and discipline

procedures, which may include the use of the In-School Suspension Program and other available programs and services.

It is the responsibility of the student to obtain assignments from the teacher/guidance counselor. Zero grades may be assigned only if a student fails to submit or make-up assignments. Any work and/or tests, which have been announced prior to an absence, will be fulfilled by students on date of return to school.

Once a student has arrived on the school grounds, he/she is not to leave before the end of the school day without permission from the principal or his/her designee. Such permission, except in cases of extreme emergency, will be granted only after the request has been received, preferably in writing, from the parent or guardian. (Students are not allowed to leave school at lunchtime and return.) Excessive absence from any class due to arriving late or leaving early will result in denial of future request and/or possible failure of that course.

A student must be present for at least 2 full blocks (or in the event a student has another type of schedule, at least half the class) to be counted “present” for the day.

For a student to receive a “perfect attendance” award, students should be “present” for school 100% of the time. “Present” being based on the above-mentioned criteria for each level.

► **EXCESSIVE ABSENCES**

If a student accumulates more than ten (10) absences during a semester, including days missed because of late enrollment, the student may not be eligible for credit in any class. If credit is denied, the principal’s decision may be appealed to the superintendent in writing within five (5) school days after the decision has been made. Excessive absences will be referred to juvenile and domestic relations court for students who are under age 18.

Only three (3) parent notes will be accepted as excused documentation for a student missing days from school per semester. All absentee notes must be turned into the office prior to 1st block of the day the student returns to school. Failure to do so may result in an undocumented absence. Please see the MCPS Code of Conduct for guidelines regarding excused and unexcused absences.

Absences will be excused for students who miss classes for the purpose of representing the school at a school-sponsored activity. These students will be counted as present and allowed to make-up work in accordance with the general school make-up policy.

► TRUANCY PROCEDURES SCHEDULE

AT EACH ABSENCE: MCPS staff will document their contact in SIS.

At 3rd Unexcused Absence:

- Phone call to parent/guardian
- 3 day letter sent

At 5th Unexcused Absence:

- Phone call to parent/guardian
- 5 day letter sent
- Meeting scheduled for parent/guardian to come in and complete attendance contract
- Complete and sign attendance contract

At 6th Unexcused Absence:

- Phone call to parent/guardian
- 6 day letter sent
- Second parent/guardian conference scheduled
- Truancy conference held

At 7th Unexcused Absence:

- Phone call to parent/guardian
- 7 day letter sent
- Refer to student support services for possible legal action.

► MAKE-UP FOR SUSPENSIONS

Students in grades 6-12 who receive an out-of-school suspension will be expected to keep up with missed class work and submit all assignments upon return to school. It is the responsibility of the student to obtain assignments from the guidance department or his/her teachers. If the parent or student makes a request for assignments, teachers are required to provide the guidance department with student assignments within twenty-four (24) hours of the request. In the case of class assignments that require in-class completion (test, lab assignments, etc.), the student will be expected to make arrangements with the teacher within two (2) days after his/her return to school to make up missed assignments. However, any assignments or tests assigned prior to the suspension will be made up on the day the student returns to school. Due dates for completion of these in-class assignments will be established by teachers. Grades of zero (0) may be assigned only if a student fails to submit or make-up assignments according to these guidelines. Students who receive an out-of-school suspension do not have five more days after their return to complete make-up work.

► EARLY RELEASE OR LATE ARRIVAL POLICY

According to the Standards for Accrediting Schools in Virginia, every student must maintain a full day schedule unless a waiver is granted by the division superintendent. This waiver, in the form of early release or late arrival, is a privilege available only to qualified **seniors**. Requests are not automatically granted. Early release students must leave campus immediately and may not return to campus during school hours unless granted permission by the administration. Regulations and guidelines for early release or late arrival are included in the Mecklenburg County Program of studies. An application is required and may be picked up in either the guidance or main office.

► MIDDLE SCHOOL GUIDANCE DEPARTMENT

The Middle School Guidance Department is determined to help provide a successful and rewarding experience for students and parents. Guidance counselors work with students to schedule electives and determine the best placement for students in classes to ensure academic success. They also talk to students about the importance of taking responsibility for their schoolwork, their behavior and attendance. In addition, they provide support for students who need someone to talk to or who are going through a difficult time and need additional support.

Bluestone Middle School Guidance Counselors:

Ms. Martha Bowlin	Oversees Testing Develops Schedules Provides services for 6 th grade students 1 st semester and 8 th grade students all year Exceptional Programs on Child Study
Ms. Valerie Fowlkes	Exceptional Programs on Child Study's and 504's Report Cards Provide services for 6 th grade students 2 nd semester and 7 th grade students all year Other duties as needed to support the students and staff of Bluestone Middle School Career Exploration/ Character Education

Park View Middle School Guidance Counselors:

Ms. Sally Adams	Oversees Testing Develops Schedules Provides services for 6 th grade students 1 st semester and 8 th grade students all year
Ms. Valerie Fowlkes	Work with the Special Education Department on 504's Report Cards Provide services for 6 th grade students 2 nd semester and 7 th grade students all year

Other duties as needed to support the students and staff of
Park View Middle School
Career Exploration/ Character Education

► HIGH SCHOOL GUIDANCE DEPARTMENT

Guidance services are available for every student in the school and reflect Regulations Regarding School Guidance and Counseling Programs in the Public Schools of Virginia. These services include assistance with academic and career guidance, personal, social, and other counseling services. Complete policy and program materials may be reviewed by contacting the guidance office.

Students wishing to visit a counselor should contact the guidance office to arrange for an appointment. The counselors are as follows:

Bluestone High School

- Ms. Foster: All students in grades 9 and 11 and all classes through SVCC (DE and Associate's Degree).
- Mr. Hale: All students in grades 10 and 12 and testing coordinator.

Park View High School

- Ms. Hendrick: All students with last names beginning with the letters (K-Z)
- Ms. Settles: All students with last names beginning with the letters (A-J)

It is the responsibility of each student/parent to review the student's schedule to make sure that it is correct. Each student should also discuss his/her required credits for graduation with the guidance counselor.

► STUDENT AWARDS AND RECOGNITION

A student must be a member in good standing at the time of presentation to be eligible for any club or organization award. A student must be a member in good standing at the close of the season to be eligible for an athletic monogram.

SENIOR ACADEMIC AWARDS

Seniors who demonstrate exceptional work ethic throughout his/her tenure at Bluestone or Park View High School will be recognized at the Senior Awards assembly in the spring.

ATHLETIC AWARDS

Students who demonstrate exceptional work ethic in the area of athletics will be recognized at the Athletic Awards Assembly.

HONOR ROLL

Students who make all A's and B's each nine weeks will be listed on the honor roll.

▶ EXTRA-CURRICULAR OPPORTUNITIES AND ACTIVITIES

Middle School

A student must not be 15 years of age before August 1 of the school year. Students must pass 4 of 5 classes each nine weeks to be eligible. A student may be removed from the team or denied the privilege of trying out by the coach or administration if his/her behavior is unacceptable. If a student is suspended or assigned to in-school detention, he/she may not participate in school activities and may be removed from the team. Physicals and medical insurance are required before trying out.

ATHLETICS

A. Fall Season

1. Volleyball
2. Cheerleading
3. Academic Bowl
4. Soccer
5. Golf
6. Football

B. Winter Season

1. Basketball
2. Cheerleading

C. Spring Season

1. Track
2. Softball
3. Baseball
4. Forensics
5. Girls' Soccer

CLUBS AND ORGANIZATIONS

A. Vocational

B. Non-Vocational

1. Student Council Association-Student elected representatives to provide student government.
2. Junior Beta Club (8th grade only)-A national organization for students who meet the academic qualifications of a 3.5 GPA.
3. Yearbook-Provides photojournalism opportunities for students throughout the year.

4. Ecology-Environmentally minded students participate in an ecology competition against schools throughout the district.
5. Gifted Arts-An after school art seminar.

Other club offerings for the 2015-2016 school year may include National Junior Honor Society, FFA, Forensics / Debate, Destination Imagination,

High School

Students are reminded that they are required to have three (3) credits from the preceding semester in order to be eligible for any extracurricular activity. Students wishing to participate in the Virginia High School League activities must be enrolled in and pass at least three classes per semester. This policy applies to sports, academic bowl, and forensics.

ATHLETICS

A. Fall Season

1. J.V. and Varsity Football
2. Girls' J.V. and Varsity Volleyball
3. Golf
4. Cross Country
5. Cheerleading

B. Winter Season

1. Boys' J.V. and Varsity Basketball
2. Girls' J.V. and Varsity Basketball
3. Cheerleading
4. Academic Bowl
5. Wrestling (Bluestone Only)

C. Spring Season

1. J.V. and Varsity Baseball
2. J.V. and Varsity Softball
3. Boys' and Girls' Track & Field
4. Boys' Soccer
5. Girls' Soccer

CLUBS AND ORGANIZATIONS

A. Vocational

1. **DECA- (Distributive Education Club of America)-** Co-curricular organization designed to provide activities that will help students learn marketing competencies to prepare them to become skilled workers in the field of marketing. *(For marketing students only)*
2. **FBLA (Future Business Leaders of America)-** Co-curricular organization that promotes and develops leadership qualities in the business world. *(For business students only)*
3. **FFA-** Co-curricular organization that promotes leadership and service opportunities. *(For agriculture students only)*

4. **FCCLA** (Future Career Community Leaders of America)- Co-curricular organization that has as its overall goal to help individuals improve personal, family, and community living; to contribute to employability; and to develop leadership skills.- For students enrolled in Work/Family Studies classes
5. **HOSA** (Health Occupations Students of America) Co-curricular organization designed to help prepare students who seek health related occupations
6. **JROTC** (Junior Reserve Officer Training Corps) Co-curricular organization which teaches students discipline and motivation

B. Non-Vocational

1. **Academic Bowl**- Students participate in academic competition in collaboration with other schools within the district and region. There is a quiz bowl format.
2. **Art**- For students enrolled in art classes
3. **BETA**- National organization for students who meet the academic qualifications of a 3.5 GPA.
4. **Ecology Club**- For environmentally minded students who are interested in participation in the regional ecology meet at John H. Kerr Reservoir's amphitheater area
5. **Key Club**- For students interested in community service projects (PVHS only)
6. **Monogram**- Organization for athletes who letter in a varsity sport
7. **SCA**- (Student Council Association)- Student elected representatives to provide student government
8. **Spanish**- For students enrolled in Spanish classes
9. **Robotics Team**- For all interested students
10. **SODA**- Students Opposed to Drugs and Alcohol
11. **Prom** – Students participate in using their artistic talents to help plan and decorate for Prom
12. **SGA** (Student Government Association) - Student representatives who provide student government to improve the school community
13. **Drama** – Students interested in creativity and performing arts
14. **YOVASO** – (Youth of Virginia Speak Out) – Students interested in promoting traffic safety

DANCES AND PROM

Dances are closed to individuals who are not BHS or PVHS students. Students may invite outside guests to the prom but must follow the rules and procedures as set forth for the prom. First, there will be a charge for BHS or PVHS students and for their outside guests. Second, outside guests attending must be no older than 21 years of age. Picture ID with date of birth must be presented at the door on prom night. Third, BHS and PVHS students must sign their outside guests on the guest list and complete a guest form. Outside guests and those who are former students must not have been expelled from any school system or have a significant criminal background. Current BHS and PVHS

students must not be serving an out-of-school suspension term. Students inviting outside guests will be held responsible for the behavior of their guests.

▶ CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS

The faculty, staff, and administration is dedicated to maintaining a safe and secure learning environment while providing an academically challenging curriculum that will cultivate each student's unique capabilities and talents. Each student is encouraged to model citizenship and appropriate behavioral traits that demonstrated an understanding of respect of him or her and others. In order to maintain this environment, each student must be held accountable for his/her actions with an understanding that there are positive and/or negative choices for such actions.

▶ STANDARDS FOR STUDENT CONDUCT

Please refer to the MCPS division code of conduct manual for specific conduct violations and possible disciplinary consequences.

TARDY PROCEDURE

In Mecklenburg County Public Schools, we emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of MCPS' standard of excellence, which prepares students for success. Please refer to your child's school for the tardy procedure.

CUMULATIVE NATURE OF STUDENT INFRACTIONS

Certain infractions of school rules or School Board policies by students will carry penalties of cumulative nature. They are those, which include those dealing with drugs and alcohol, weapons, and violent disrespect of employees. In these cases, a first offense of a particular type carries a particular penalty. A second or third infraction of a similar type carries more severe penalties. A student's record will accumulate during all of his /her years in a school level; thus elementary infractions will accumulate through all the student's elementary years middle school begins a new accumulation and high school another. Once the student enters high school, a new accumulation record will begin.

Other infractions are not cumulative for the duration of a student's enrollment in a school. These hold a one-year accumulation only, and the student begins anew each year. However, the principal may, at his/her discretion, declare that any infraction will accumulate beyond a school year (that is, accumulate for the duration of the student's enrollment in the school). In such cases, the parent and student will be notified, in writing, of the cumulative nature of the infraction.

VANDALISM AND PROPERTY DAMAGE

This is your school! Each student is expected to take pride in keeping the buildings and grounds neat in appearance at all times. Students who destroy or vandalize school property will be required to pay for losses or damages. If a student willfully destroys school property, suspension and possible expulsion will result as well as legal and financial responsibilities. If a student happens to damage something by accident, he/she should report it to a teacher or the office immediately.

CHEATING

The faculty of Bluestone High School/Park View High School believes that every student should be encouraged to be a responsible, trustworthy individual, capable of excelling to the best of his/her ability without cheating. A positive environment conducive to learning is provided, and students are encouraged to seek assistance from parents, teachers, and peers in an appropriate way when extra help is needed. Cheating, however, is not acceptable at Bluestone High School/Park View High School.

Each cheating episode is an automatic referral to the office with the following consequences:

- 1st offense: Zero grade, parent notification, counseling
- 2nd offense: Zero grade, one ISS, parent notification, counseling
- 3rd offense: Zero grade, two days ISS, parent notification, counseling
- 4th offense: Zero grade, one day OSS, parent notification, counseling

IMPROPER DISPLAY OF AFFECTION

Although we support positive student relationships, we do not support or condone any public display of affection on campus or during off-campus school sponsored events. Public display of affection will be determined by the school administration. Repeated incidents of public display of affection will result in disciplinary actions and a mandatory conference with parents or legal guardians.

HALL PASSES

Students are not permitted in the hall during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students are not to leave class unless dismissed by the teacher.

STUDENT IDENTIFICATION

Each student will be issued an identification badge with his/her picture. This badge must be in the student's possession at all times.

The school staff is responsible for supervision of the building and grounds at all times. Therefore, if a staff member asks a student for his/her name or other identifying information, such as the identification badge, the student shall provide that information. Failure to do so will result in disciplinary action.

UNAUTHORIZED AREAS

Various parts of the campus are off limits to students during all or parts of the school day. Being in an unauthorized area will result in disciplinary action. Unauthorized areas will be identified for students.

BUS TRANSPORTATION

It is the county's goal to transport all children to and from school safely and free from intimidation or fear of harm. All students who ride a school bus are subject to and expected to abide by the laws, rules, and regulations set by the Commonwealth of Virginia and the Mecklenburg County School Board. The driver is in charge of the bus and students who ride the bus. The student must accept the authority of the driver and cooperate with his/her requests. At any time, a parent conference may be required by the principal or his designee before a student can return to the bus. Riding a school bus is a privilege. Abuse of this privilege will not be tolerated.

Fighting, hazing, harassment, intimidations, use of or possession of tobacco products, forgery of bus note, theft, vandalism, use or possession of fireworks or stink bombs will result in OSS and possible loss of bus riding privilege.

The following behaviors will result in disciplinary action.

1. Use of profane, vulgar, obscene, or abusive language or gestures
2. Disrespectful behavior
3. Defacing or damaging bus (financial compensation also required)
4. Unauthorized boarding or exiting a bus

Violation of all other school bus rules will result in the following consequences:

1. Warning by the bus driver
2. Warning by an administrator (if warranted)
3. Loss of bus privilege
4. Loss bus of privilege with recommended loss of privilege for the entire school year

Not every possible act of misconduct may be listed; however, this does not mean that the behavior is acceptable. The administration reserves the right to take disciplinary and/or legal action. Please note: school rules also apply at the bus stop.

► SCHOOL BUS REGULATIONS

All Mecklenburg County School students who ride Mecklenburg County School buses must adhere to the following expectations for conduct and behavior. Failure to comply with these expectations will result in disciplinary actions and may result in the student losing his/her bus privilege for the remainder of the school year.

1. Obey the driver promptly and courteously.
 2. Observe classroom conduct while getting on, off, and riding the bus. This includes but is not limited to throwing objects.
 3. Occupy an assigned seat and refrain from moving around the bus while it is in motion. Remain seated while the bus is in motion.
 4. Do not smoke.
 5. Do not use profanity, vulgar, or inappropriate language.
 6. Keep all portion of one's body inside the bus while it is stopped or in motion.
 7. Keep the bus clean, sanitary, and orderly.
 8. Refrain from damaging or vandalizing the bus in any way.
 9. Remain on the bus when arriving at school unless directed to do so by the driver or an administrator to exit the bus.
 10. Students are prohibited from using the Rear Emergency Door to enter or exit the school bus, unless in the event of an emergency.
- Students who are involved in a physical or verbal altercation (i.e., simple affray, bullying, and horse playing, and verbal confrontations) on the school bus may be suspended from riding the school bus for the remainder of the academic year.
 - Students who use the Rear Emergency Door to enter or exit the school bus in non-emergency situations may lose their bus privileges for the academic year.

▶ **OTHER SCHOOL POLICIES AND PROCEDURES**

VISITORS

All visitors must report to the office upon entering the building, sign in and be issued a visitor's pass. Visitors may be required to show picture identification. All employees of MCPS will direct them to the main office and report to administration.

DELIVERIES

Any flowers, balloons, etc. delivered during the school day will remain in the main office until the close of school. The student will be notified that a delivery has been made and will be responsible for obtaining transportation home. Neither flowers nor balloons can be transported on any public school bus. Valentine's Day deliveries are not allowed.

RESTROOMS

Students are expected to use the restrooms during their breaks and lunch. Only emergency passes will be given during class time. If a medical condition exists requiring frequent restroom visits a doctor's note is required to be on file.

INSURANCE

Neither the school nor the school board has insurance for individual students. Parents and/or students are responsible for their own insurance coverage. Students may purchase at their option a comprehensive accident insurance policy. Information will be provided; however, payment is made directly to the company.

MEDICATION

Students needing to take medication at school must fill out necessary forms in the office and must bring medication and notes from home or from a doctor to the nurse's office. Medication will be kept and dispensed by authorized personnel.

STUDENT INPUT TO THE STAFF

A student with a problem or a concern is encouraged to speak to an administrator, teacher, guidance, counselor, or other faculty member.

DRIVER'S EDUCATION

A certificate of completion of driver training education will be issued only to students who are in good academic standing and regularly attend school.

POSTERS AND OTHER DISPLAYS

The placement of posters must be approved by administration.

LIBRARY

The library will be open from 8:35 - 3:35. Students may enter the library with a pass from a teacher or when accompanied by their teacher. Failure to abide by library rules will result in LOSS OF LIBRARY PRIVILEGES.

SCHOOL RESOURCE OFFICER (SRO)

The SRO works to develop a cooperative and supportive relationship with students and staff. The School Resource Officer assists the administration in investigating situations and has the authority to arrest individuals.

SEXUAL HARASSMENT POLICY

It is the policy of the Mecklenburg County School Board to maintain a working and learning environment for all its employees and students, which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student, male or female, by doing such things as making unwelcome sexual advances or requests for sexual favors, engaging in other verbal or physical conduct of a sexual nature, or

engaging in conduct which creates an intimidating, hostile, or offensive working environment. Anyone who is found after investigation to have engaged in sexual harassment of another employee or student will be subject to appropriate disciplinary action. Sexual harassment complaints are to be brought to the attention of administrator immediately.

► FIRE AND TORNADO DRILLS

When the fire alarm sounds, all students are required to exit the building immediately through the appropriate, designated routes for evacuation. Students should be quiet and must exit in a reasonable, prudent, and orderly manner. Evacuation routes are posted in each classroom. Students and staff may return to the building when the signal to return is given.

When the tornado threat/warning bell sounds, all students are required to move in a safe and orderly manner to pre-determined secure areas in the building. Students and staff should crouch near a wall and away from windows in the designated areas provided. Students should remain in the designated areas until a bell rings and an announcement is made to indicate the end of the drill.

► HALL PASSES

Students wishing to leave class must secure a hall pass from their teacher. The pass should be readily available for examination and verification by all school personnel for accessibility and admittance to the hallways and corridors. This procedure is required for any student to be in the halls while classes are in session. Any student in the halls without proper a hall pass may be sent to the office with a referral.

► LOCKERS

After a student has returned a locker assignment form that has been signed by a parent or a legal guardian the student will be assigned a locker. PVHS and BHS charge a fee for lockers. Lockers should be used to store books, paper, school materials, and school supplies. Money and valuables should be stored in lockers. Each student is responsible for the care of his/her own locker, and each student is liable for any damage done to the assigned locker during the school year. Students must purchase a school issued lock.

Students who are in PE classes should keep their belongings in a locker. Each day the students will place a lock on the PE locker assigned to them by the teacher and, subsequently, they will remove the lock when they leave the class for the day.

*The administration may open a locker without prior permission or notice.
The school is not responsible for lost/stolen items.*

▶ HONOR ROLL REQUIREMENTS

“A” Honor Roll – All A’s

“B” Honor Roll – Overall B or higher average using a four-point scale without rounding, no grade lower than a C

▶ GRADING PROCEDURES AND POLICIES AND GRADING SCALE

REPORT CARDS

Progress Reports: Student progress reports will be sent to parents by students midway during each nine weeks period. However, parents may be contacted at any time during a nine weeks period of a deficiency, which needs correction, is noted.

Report Cards: Students receive a report card at the end of each nine weeks grading period. Final report cards may be mailed to the home depending on year-end scheduling.

100 – 90	A
89 – 80	B
79-70	C
69-60	D
59--0	F
Incomplete Grade	I

▶ PROGRESS REPORTS

Progress reports: Student progress reports will be sent to parents of students midway during each nine weeks period. Progress reports must be taken home, signed by a parent/legal guardian, and returned to the appropriate teachers. However, parents may be contacted at any time during a nine weeks period if a deficiency, which needs correction, is noted.

Parents are encouraged to call teachers and request a progress report, if they would like to check on their child's progress more frequently.

Progress Report Dates:

Middle Schools

September 21, 2015
November 16, 2015
February 8, 2016
April 18, 2016

High Schools

September 17, 2015
November 16, 2015
February 9, 2016
April 18, 2016

A parent can request a progress report at any time. The Bluestone/Park View faculty and staff encourage parents to remain up-to-date with grades, assignments, and course requirements. If you would like to receive a progress report, you may contact your child's teacher or contact the school to get Parent Portal permission form to get access to grades online.

▶ REPORT CARDS

Students receive computerized report cards at the end of each marking period. Students are responsible for getting this information to their parents. Report any errors immediately to the teacher.

Report Card Dates:

Middle Schools

October 22, 2015
January 11, 2016
March 17, 2016

High Schools

October 23, 2014
January 8, 2015
March 19, 2015

Last Reports Card for the year will be mailed home

▶ CHECK IN/CHECK OUT PROCEDURE

Student safety is our **first priority**. In an effort to keep our students safe and to avoid unnecessary disruptions to school-wide activities as well as classroom instruction, the following Check In/Check Out procedures are in place:

- All individuals wishing to checkout a student will need to present either a valid Driver's License or Identification Card and must be listed in SIS express as a parent, legal guardian, or an approved contact.

▶ TRESPASSING

Students are not permitted on any Mecklenburg County School property during a suspension from school without the knowledge and consent of the principal or assistant principal. Students apprehended in violation of this policy will be arrested and prosecuted in accordance to state law.

Parents, legal guardians, and visitors are not permitted in the school building without being accompanied by a teacher or an administrator. All visitors entering Bluestone or Park View must report to the main office and sign in. Also, all visitors are required to obtain and wear a visitor's pass/badge during the duration of their visit. The visitor's passes/badges must be visible at all times and should be returned to the main office when the visitor signs out.

Former students and athletes are not permitted to visit teachers or coaches between 7:30 and 3:45.

▶ MAKE-UP WORK

- Students are expected to make arrangements with their teachers to collect and to complete all class work assigned.
- Students who are assigned to ISS or serving a suspension are also required to complete all class work assigned.
- Students who participate in school-sponsored or community-sponsored athletics are also required to complete all class work assigned.
- All class work missed during an absence should be made up within a reasonable amount of time. Generally, a reasonable time is five days.
- Exceptions and/or special circumstances may arise. Therefore, the teacher will address those situations on an individual basis.

▶ ACADEMIC EXTRA-CREDIT

- Teachers may provide students with extra-credit activities only if those activities are appropriately aligned with the Virginia Standard Course of Study, provide opportunities for academic enrichment, and enhance classroom instruction.
- Extra-credit activities should not be used to replace missing assignments.
- Extra credit is not a requirement in any course nor should it be an expectation.

▶ TEXTBOOKS

Textbooks are issued to each student. Lost or stolen books are the responsibility of the student. The state, county, or school is not responsible for lost, stolen, or damaged textbooks. Students are required to pay for the replacement of lost or stolen books. Replacement books will not be issued until payment is made in full.

Unpaid textbook fees from lost or damaged textbooks will be added to the student's account and must be paid before a diploma is issued to the student and final transcripts are mailed or provided to the student upon graduating from Bluestone High School/ Park View High School.

▶ INDIVIDUAL MEDIA CENTER USERS

Students who need to use the media center materials may do so before and after school, or during the lunch period if they have a pass from one of their classroom teachers or the librarian. A

student being sent from a classroom to the media center is required to have written permission from their classroom teacher. All students need to sign-in and follow all media center rules. Substitute teachers are not permitted to send students to the media center. Students who have early release must obtain permission from an administrator in order to use the media center during a release period.

▶ STUDENT CELL PHONES & MEDIA DEVICES

If a student wishes to possess a cellular telephone while on school property, the student may not turn on or use the cellular telephone during the official instructional day unless instructed by the teacher to use it according to the BYOD policy.

Any student who uses a cellular telephone for unlawful activity while on school property or while attending any school function or activity will be subject to disciplinary action that may include out-of-school suspension or a recommendation for expulsion.

▶ DISCIPLINE CONSEQUENCES

All MCPS students will follow the policies, rules, and consequences as outlined in the *2015-16 Mecklenburg County Schools Code of Conduct*.

DISCIPLINARY ACTION

General Notes:

1. The school board has tried to anticipate possible offenses. Not every possible act of misconduct may be listed. Failure to specify a behavior as an offense does not mean the behavior is acceptable and free from disciplinary action; some offenses may have additional consequences as stated by the Mecklenburg County School Board policy handbook.
2. A student suspended from school may not participate in any school activity from the time of suspension until reinstatement in school activity, nor may they be on school property.
3. A student placed in ISS may not participate in any extracurricular activities, nor may they be on school grounds after hours until they have finished their ISS assignment. This includes athletics, band, club activities, field trips practices, games, etc. A student placed in ISS must serve the whole day. This includes early release students, late arrival, marketing students, etc.
4. Parents will be notified when warranted of their son/daughter's misconduct.
5. Incomplete disciplinary action may be carried over from one academic year to the next. Seniors may be denied the privilege of participating in senior activities and/or graduation exercises.
6. All discipline offenses will be recorded in the student's scholastic record.

▶ STUDENT PARKING

All student vehicles parked on the Bluestone and Park View High School campus must be registered in the principal's office and have an official parking pass. If the student drives more than one vehicle, all license numbers must be registered in the office. All vehicles must be registered by the end of the tenth day of school. Driving and parking regulations are included on the registration form. . A fee will be charged for parking.

While parked on school property, vehicles are subject to search by school officials and/or law enforcement officials if reasonable suspicion exists that a vehicle contains unlawful or contraband items.

PARKING OFFENSES

First Offense-	Warning
Second Offense-	\$ 10.00 fine
Third Offense-	\$ 20.00 fine
Fourth Offense-	Tow or suspension of privileges 10 calendar days-depending on time frame
Fifth Offense-	Suspension of driving privileges 30 calendar days
Sixth Offense-	Towing of vehicle and suspension of driving privileges for the remainder of the school year

Notes: Suspension of driving privileges means the student may not drive or have a car on campus during school hours. Fines are to be paid and receipted by the bookkeeper. He/she will keep records of student offenses on a spreadsheet.

A student may appeal a fine/ticket to the assistant principal. Subsequent appeals may be made to the principal.

Fines are considered late after 30 days. Unpaid fines will result in suspension of driving privileges until fine is paid and/or the student's name will be placed on the unpaid fines list. This may prevent the student from participating in after school extracurricular activities and includes prom/graduation.

▶ DRESS CODE

The Mecklenburg County Public Schools Dress Code will apply for all students in all grades 6 to 12th while at school. Students are expected to dress appropriately and safely for all school activities. Dress that is distracting or disruptive is considered inappropriate and improper at school.

The faculty, staff and administration is committed to ensuring that our students receive an academically challenging education program that ensures their preparation for college and/or the workforce. Parents and students must assume the responsibility of the student's proper attire as outlined in the policy. This policy serves as the warning in reference to the dress code.

The guiding principle of the **Mecklenburg County Schools Student Dress Code** as provided below:

- Using good judgment in dress and grooming is a **Parent/Student** responsibility. A student's appearance should contribute to a safe and healthful environment, without causing any disruption to the educational process.
- If a student's dress or appearance is inappropriate, lacking in cleanliness or is not in good taste, and substantially disrupts class or learning activities, the student will be required to change his or her dress or appearance. In defining a reasonable standard of dress, good manners, and safety, the following code has been developed:
 - Shoes shall be worn at all times.
 - No "Slacking" or "Sagging" of pants or shorts is allowed. All pants and shorts must be worn at the **waistline**. **No underwear may be revealed.**
 - Students should not wear hats, other head covering, or sunglasses during the school day and during school sponsored activities that are held inside of the school building. These areas include classrooms, hallways, restrooms, cafeteria, gymnasium, media center, and any other areas as designated by the school administration. School administrators can make adjustments to the above based on religious beliefs, customs and/or medical reasons per individual student.
 - Mesh-styled shirts and blouses, clothes or jewelry imprinted with suggestive or vulgar language, shirts and blouses exposing the midriff, short shorts, short dresses, short skirts, short shorts, and any clothing over-exposing the body, including razor back shirts, thin-strapped tank tops and thin strapped blouses are not allowed.

Tank tops and sleeveless shirts must be three fingers in width for ladies. Gentlemen are not allowed to wear any tank tops, cut off tops, jerseys (unless a shirt is under it).
 - Students shall not wear clothing so that it shows excess cleavage
 - No gang-related clothing, accessories, or symbols as identified by the **Local Law Enforcement Agencies** (Mecklenburg County Sheriff's Office) will be allowed on any school site or at any school sponsored activity.
 - Curlers, picks, combs, (except for barrette style), or rakes in the hair, hoods, hats, caps, gloves, sweatbands, bandanas, scarves, wave caps, bonnets, or sunglasses

Students who are improperly dressed will be referred to school administrators who will assist the

student in complying with dress code standards.

CONSEQUENCES OF IMPROPER DRESS

- Changing to appropriate attire and call to parent/guardian
- In-school suspension
- Out of school suspension

▶ BELL SCHEDULE

Bluestone Middle School

6th Grade

First Block	8:55-10:25
Second Block	10:28-11:13 (elective)
Third Block	11:15-12:00 (elective)
Lunch	1:05-1:30
Fourth Block	12:03-1:33-2:03
Fifth Block	2:05-3:35

7th Grade

First Block	8:55-9:40 (elective)
Second Block	9:43-10:27 (elective)
Third Block	10:28-12:00
Lunch	12:33-1:00
Fourth Block	12:03-12:33/1:03-2:03
Fifth Block	2:03-3:35

8th Grade

First Block	8:55-10:25
Second Block	10:28-12:00
Lunch	12:03-12:30
Third Block	12:33-1:18 (elective)
Fourth Block	1:18-2:03 (elective)
Fifth Block	2:05-3:35

*On a one hour late schedule student will report to school at 10:00 A.M.

Park View Middle School

REGULAR BELL SCHEDULE

8:30 – 8:45	Homeroom
8:49 – 9:19	Remediation
9:23 – 10:48	1st Block
10:52 – 12:42	2nd Block
10:52 – 12:17	2nd Block (8th grade)
12:46 – 2:11	3rd Block
12:21 – 2:11	3rd Block (8th grade)
2:15 – 3:35	4th Block

Lunches:

1st Lunch (6th)	11:35 – 12:00
2nd Lunch (7th)	12:12 – 12:37
3rd Lunch (8th)	12:50 – 1:15

Bluestone High School

2015-2016 Bell Schedule

Regular Bell Schedule

7:45-8:30	Common Planning
8:35	1 st Load students report to Block 1 or Cafeteria
8:45	2 nd Load students report to Block 1 or Cafeteria
8:50-10:30	Block 1
10:35-12:15	Block 2
12:20-2:30	Block 3
12:20-12:45	Lunch 1
12:55-1:20	Lunch 2
1:35-2:00	Lunch 3
2:35-3:35	Block 4
3:35	Dismissal

One Hour Delay Schedule

8:45-9:30	Common Planning
9:35	1 st Load students report to Block 1 or Cafeteria
9:45	2 nd Load students report to Block 1 or Cafeteria
9:50-10:55	Block 1
11:00-12:15	Block 2
12:20-2:30	Block 3
12:20-12:45	Lunch 1
12:55-1:20	Lunch 2
1:35-2:00	Lunch 3
2:35-3:35	Block 4
3:35	Dismissal

1p.m. Release Schedule

7:45-8:30	Common Planning
8:35	1 st Load students report to Block 1 or Cafeteria
8:45	2 nd Load students report to Block 1 or Cafeteria
8:50-9:55	Block 1
10:00-11:10	Block 2
11:15-1:00	Block 3
11:20-11:50	Lunch 1
11:55-12:25	Lunch 2
12:30-1:00	Lunch 3
1:00	Dismissal

Park View High School

Regular Bell Schedule

7:45-8:30	Common Planning
8:35	Students enter main building
8:45	Report to 1 st Block
8:50	Tardy Bell
8:50-10:30	Block 1
10:35-12:15	Block 2
12:20-2:30	Block 3
12:20-12:50	Lunch 1
12:55-1:25	Lunch 2
1:30-2:00	Lunch 3
2:35-3:35	Block 4
3:35	Dismissal

One Hour Delay Schedule

8:45-9:30	Common Planning
9:35	Students enter main building
9:45	Tardy Bell
9:50-10:45	Block 1
10:50-12:15	Block 2
12:20-2:30	Block 3
12:20-12:50	Lunch 1
12:55-1:25	Lunch 2
1:30-2:00	Lunch 3
2:35-3:35	Block 4
3:35	Dismissal

1p.m. Release Schedule

7:45-8:30	Common Planning
8:35	Students enter main building
8:45	Tardy Bell
8:50-10:00	Block 1
10:05-11:15	Block 2
11:20-1:00	Block 3
11:20-11:50	Lunch 1
11:55-12:25	Lunch 2
12:30-1:00	Lunch 3
1:00	Dismissal

▶ 2015-2016 SENIOR INFORMATION

Seniors who intend to participate in and to attend the Prom, Class Night, Graduation, and other additional Senior Class events held throughout the school year must be in good academic standing and cannot be in violation of the MCPS and BHS/PVHS attendance policy.

▶ STUDENT TRANSCRIPTS

Bluestone and Park View High School recognizes that students periodically need transcripts for completion of scholarship applications, completion of enrichment or academic program applications, and completion of college admissions applications. Students must submit transcript requests at least 48 hours prior to the need for distribution.

▶ ACADEMIC LATE WORK

Students who are present at school but fail to submit their academic work are to refer to the student's individual teacher's syllabus for guidance regarding penalties applied to that late work. The expectation is that students will submit all assignments on the due dates assigned by their teachers.

BRING YOUR OWN DEVICE (BYOD)

Mecklenburg County Public Schools offers an open wireless connection. All individuals that take advantage of this open wireless connection agree to be bound by the Mecklenburg County Public Schools' rules and regulations set forth by the school board. All students and employees of Mecklenburg County Public Schools must submit all necessary forms and receive permission to use this open wireless. All persons that are given access to this open wireless system agree to be bound by the rules and regulations set forth in the BYOD Policy and Guideline Form. Mecklenburg County Public Schools are not responsible for any damage, lost data, upkeep, repair, or security of these devices. Accessing this wireless connection without permission and authentication is a direct infraction of school policy and will be dealt with as such. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device; no personal wireless connections can be used.

DISCLOSURE: The Mecklenburg County School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities or employment and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle questions regarding the nondiscrimination policies: Supervisor of Personnel will be the Title IX Coordinator, who will handle complaints for sexual discrimination and the Director of Exceptional Programs will be designated as the Section 504 Coordinator, who will handle complaints concerning disability discrimination. Please contact the Title IX or the Section 504 Coordinator at 175 Mayfield Drive, Boydton, VA 23917 or by calling 434-738-6111.

For further information on notice of non-discrimination, visit <http://wdcrobc01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves you area, or call 1-800-421-3481.