

*Mecklenburg County
Public Schools*

Secondary Student Handbook

2016-17

School Administrative Directory

Bluestone Middle School

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

Colors: Blue and Gold

Mascot: Trojan

Paige Lacks, *Principal*
Dominique Sturdifen, *Assistant Principal*

Park View Middle School

365 Dockery Road, South Hill, VA 23970 (434) 447-3761

Colors: Blue and Gold

Mascot: Cougar

Mark Mabey, *Principal*
Melissa Reese, *Assistant Principal*

Bluestone High School

6825 Skipwith Road, Skipwith, VA 23968 (434) 372-5177

Colors: Blue and Gold

Mascot: Baron

Pauline Keeton, *Principal*
Velva Kindley, *Assistant Principal*
Wesley Swain, *Assistant Principal*

Park View High School

205 Park View Circle, South Hill, VA 23970 (434) 447-3435

Colors: Green and White

Mascot: Dragon

Darnell Carter, *Principal*
Penny Gilmer, *Assistant Principal*
Amy Wright, *Assistant Principal*



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.

▶ 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. To be counted present a student must attend two complete blocks in an instructional day. For VHSL purposes, a student must be present for 3 complete blocks to participate in sports for that day. (Middle School attendance is 2 blocks) 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. A maximum of 5 parent notes will be accepted during each semester. 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 five per semester.)
2. A written excuse from a parent or guardian should include the date(s) and reason(s) for the absence. Calling the school is acceptable notice if a note is sent upon student return to school. A written excuse from a physicians’ office or other professionals’ office that includes the date(s) and reason(s) for the absences(s) is always acceptable.
3. Students should turn their notes in upon their return to school for it to be counted as excused.
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 three to 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 three to five 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.

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. .

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 requests and possible denial of credit for the 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 VHSL purposes, a student must attend 3 complete blocks to participate in sports that day. Middle School must be present for 2 blocks for VHSL.

For a student to receive a “perfect attendance” award, students should be at school 100% of the time every day. “Not Been absent” applies to being present for a part of each day.

► **EXCESSIVE ABSENCES**

If High school students or middle school students enrolled in high school credit courses accumulate 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. Appointments will be scheduled with building administrators to discuss documentation of absences. If credit is denied, the principal’s decision may be appealed to the superintendent’s designee 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 five (5) 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 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 three(3) to five(5) days after his/her return to school to make up missed assignments. 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.

▶ 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. 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. Weddle	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 8 th grade students and 7 th grade students (last name M-Z) all year
Ms. Valerie Fowlkes	Work with the Special Education Department on 504's Report Cards Provide services for 6 th grade students and 7 th grade students (last name A-L) 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 2016-2017 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. Additionally, 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- (Future Farmers of America)-**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. **Forensics-** A contest between individuals or teams in various arguments and advocacy skills.
6. **Key Club-** For students interested in community service projects (PVHS only)
7. **Monogram-** Organization for athletes who letter in a varsity sport
8. **SCA- (Student Council Association)-** Student elected representatives to provide student government
9. **Spanish-** For students enrolled in Spanish classes
10. **Robotics Team-** For all interested students
11. **SODA-** Students Opposed to Drugs and Alcohol
12. **Prom –** Students participate in using their artistic talents to help plan and decorate for Prom
13. **SGA (Student Government Association) -** Student representatives who provide student government to improve the school community

- 14. **Drama** – Students interested in creativity and performing arts
- 15. **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:

- Guests will pay a charge as determined by BHS or PVHS prom committees
- Guests at the age of 14 must attend high school
- Guests must not exceed the age of 21
- All guests must present valid picture id with date of birth at prom entrance.
- Mecklenburg County student will complete a guest form prior to prom for approval.

Outside guests or 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 at the time of prom. 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 DISCIPLINE

Certain infractions of school rules or School Board policies by students will carry penalties of cumulative nature. Those policies 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

MCPS 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 any secondary 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. PDA includes but not limited to: kissing, hand holding, and hugging. 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.

▶ 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.

Level I Offenses

Offense	Consequences
<ul style="list-style-type: none">Excessive loud noises—students shall not talk loud or scream on the bus so as to distract the driver	1 st offense—Warning by bus driver (contact with student and/or parent)

<ul style="list-style-type: none"> ● Eating and Drinking on Bus—as per instructed by the driver, students are not permitted to eat or drink on any of the buses while being transported to and from school ● Not seating properly—all students must be seated facing forward with both feet on the floor. Students are not permitted to sit sideways with their feet in the aisle or face rearwards in the seat while the bus is in motion. ● Out of seat without permission—students shall not be up out of their assigned seat, standing, or moving around while the bus is in motion. This includes climbing over or under seats. ● Inappropriate or disruptive behavior—students shall not engage in conduct that is or is intended to be disruptive to the driver, sub-driver, or another student. This includes excessive loud noises, mischief, horseplaying, etc. ● Hanging out window: students shall not hang any body parts or limbs or climb out of the bus windows while the bus is moving or stationary. 	<p>2nd offense—1 day bus suspension</p> <p>3rd offense—3 day bus suspension</p> <p>4th offense—5 day bus suspension</p> <p>5th offense—10 day bus suspension</p>
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Level II Offenses

Offense	Consequences
<ul style="list-style-type: none"> ● Riding a bus while on bus suspension—if a student is found riding another bus after being suspended from any MCPS school bus, their suspension days are doubled. ● Gambling—students shall not bet money or other things of values, or knowingly play or participate in any game involving such a bet while on the school bus ● *Profanity, cursing, or abusive language: 	<p>1st offense—2-4 day bus suspension</p> <p>2nd offense—5 day bus suspension</p> <p>3rd offense—10 day bus suspension and conference required with parent, bus driver, administrator, and bus supervisor before returning to the bus</p>

<p>students shall not use written or spoken language, a gesture, or engage in conduct that is vulgar, profane, obscene, or disrupts the bus driver or sub-driver. Note: CONSEQUENCE is automatic 1 day OSS</p> <ul style="list-style-type: none"> ● Throwing objects out the window or at another student or another bus: students shall not throw objects of any kind at another student, bus driver, sub-driver, or another bus. Nor shall the student throw any objects out of any school bus window or door ● *Tobacco: possession and/or use of any tobacco products (includes smokeless) by any student is prohibited. Note: CONSEQUENCE is automatic 3 days OSS) ● Unauthorized material: students shall not possess inappropriate material; included is pornographic or sexual literature, pictures, magazines, videos, or DVD players. No DVD players or video players of any kind are allowed on buses at any time. No Bluetooth speakers allowed. ● Laser lights: shining of laser lights of any kind at the bus driver or sub-driver or other students is strictly prohibited. ● Defiance, insubordination, disobedience, rude and disrespectful behavior: students shall comply with any oral or written instructions of the bus driver or sub-driver while on the bus. ● Verbal arguing with another student or bus driver or sub-driver: students shall not argue with another student or bus driver as this draws attention away from the driver's duties. ● Vandalism. Restitution will be made before the student is allowed to return to the bus. (up to \$50) ● Bullying: students shall not as an individual or as part of a group harass or bully others. This includes but not limited to physical intimidation, taunting, name 	<p>*see school-wide consequence</p>
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<p>calling, insults or any combination of prohibited activities. This also includes verbal conduct consisting of comments regarding race, gender, religion, physical abilities or characteristics of the targeted person.</p> <ul style="list-style-type: none"> ● Aggressive behavior: students shall not engage in pushing, shoving, tripping, slapping, biting, choking, kicking, or spitting at another student, bus driver, or sub-driver 	
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Level III Offenses

Offense	Consequences
<ul style="list-style-type: none"> ● Threatening another student: Students shall not make any verbal or physical threat of bodily injury or use of force directed at another person. ● Destruction of Property: intentionally, deliberately, willfully, maliciously damaging or defacing school buses including writing, painting, marking, burning, tearing, cutting, and/or putting holes in property. Restitution will be made before the student is allowed to return to the bus. (over \$50) ● Fighting: the exchange of any blow(s) (punches) between students with the intent to harm or inflict injury to someone while on the school bus and being transported to or from any school function, activity, or event. (Note: the bus stop is considered school grounds and offenses and consequences apply there as well.) ● Major defiance, insubordination, disobedience, rude and disrespectful behavior: students shall comply with any oral or written instructions of the bus driver or sub-driver while on the bus. 	<p>1st offense— 5 - 9 days OSS</p> <p>2nd offense—10 days OSS and conference is required with parent, bus driver, administrator, and bus supervisor.</p> <p>3rd offense—10 days OSS and referral to the discipline committee</p> <p>Note: In certain Level III offenses, the sheriff's department may be notified.</p>

<ul style="list-style-type: none"> ● Tampering with Emergency Exits (windows or doors) or equipment while bus is moving or stopped 	
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Level IV Offenses

Offense	Consequences
<ul style="list-style-type: none"> ● Possession or Igniting Explosive Device, Fireworks: possession of any explosive device or fireworks that are prohibited by law. Also to include incendiary devices, chemical bombs, fire bombs, hoax explosive devices, or rockets or sparklers while on the school bus and being transported to or from any school function, activity, or event. ● Threatening a Bus Driver or Sub Driver: to include verbal or written threats that indicates harm or injury to an adult ● Gang Graffiti: includes writing, painting, marking, or burning of gang graffiti on school buses. ● Weapons: must not possess, supply, handle, use or transport a weapon, look alike weapon or any object which may be used as a weapon, regardless of whether it is commonly accepted as such, to inflict bodily injury (stabbing, cutting, or wounding) or place fear for their safety in another person, while on the school bus and being transported to or from any school function, activity, or event. ● Firearms: must not possess, handle, use, supply or transport, to include ammunition and/or look-alike ammunition, firearm, or look alike firearm ● Drugs: illegal, controlled or imitations. The sale, purchase, possession, 	<p>1st offense—immediate 10 days OSS and referral to the discipline committee to determine course of action</p> <p>Note: In certain Level IV offenses, the sheriff's department will be notified.</p>

<p>manufacture, use, being under the influence, distribution, or drug paraphernalia while on school buses is prohibited riding the school bus to or from any school function, activity, or event. Prescription or over the counter medication is not allowed as well.</p> <ul style="list-style-type: none"> ● Sexual Activity on the Bus ● Alcohol: students shall not sell or possess alcohol or be under the influence, or attempt to distribute alcohol while riding the school bus and being transported to or from any school function, activity, or event. 	
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▶ **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.

BOOKBAGS

Bookbags will be kept in lockers upon arrival to school.

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. Refer to Student Code of Conduct and Attendance for more information on prescription and over the counter requirements.

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 7:55 - 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.

► DRILLS

Mecklenburg County Public School students participate in various drills. These drills include but are not limited to: fire, tornado, earthquake, and intruder. Schools have crisis plans in place and should be explained to students prior to drills.

▶ 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

All secondary schools charge a fee for lockers. The fee is \$10.00 per year. Lockers should be used to store books, gym clothes, paper, school materials, and school supplies. Money and valuables should be stored in lockers with locks that are locked. Students should be encouraged to not tell others the combination to their locks. Additionally, students should not share lockers or store other students' belongings in their locker. 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 for the locker in the building. The cost of a lock is \$5.00.

Students who are in PE classes should keep their belongings in a locker and buy an additional school lock.

*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.

Grading Scale:

100-90 A

89-80	B
79-70	C
69-60	D
59-0	F
Incomplete	I

► PROGRESS REPORTS

Progress/ Interim reports: Student progress reports will be sent to parents 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:

September 12, 2016 Middle Schools

September 14, 2016 High Schools

November 21, 2016 All Schools

February 06, 2017 Middle Schools

February 08, 2017 High Schools

April 24, 2017 All Schools

A parent can request a progress report at any time. 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:

October 20, 2016

January 9, 2017

March 16, 2017

May 23, 2017

Last Reports Card for the year will be mailed home at the high school level, but sent home with students at the middle school level.

▶ 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.

All visitors 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. Visitors should return to office and sign out.

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

MAKEUP 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 three to 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 cell phone should not be visible at any time. 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. A student should not have a visible phone when entering or exiting their car or bus in the morning or afternoons for the safety of each student in parking lots and loading. unloading areas.

First offense: warning and conference with administrator

Second offense: overnight suspension and parent meeting

Third offense: two days of In School Suspension

Fourth offense: one day Out of School Suspension

Any subsequent offense will result in loss of cell phone privileges and meeting with Superintendent's designee.

▶ DISCIPLINE CONSEQUENCES

All MCPS students will follow the policies, rules, and consequences as outlined in the *2016-2017 Mecklenburg County Schools Student Code of Conduct and Attendance*

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.
4. Every attempt will be made to notify parents/guardians 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

Mecklenburg County Public Schools Dress Code

Parents and students must assume the responsibility of the student's proper attire as outlined in the policy. 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.

This policy serves as the warning in reference to the dress code.

Shoes shall be worn at all times.

Stretch leggings, jeggings, tights may be worn with a shirt, blouse, or dress **IF** the shirt, blouses, or dress is no shorter than 4 inches above the knee all the way around the student.

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. Nor should gym shorts or any other garments underneath outer layer of clothing be visible.**

Students should not wear hats, other head covering, earbuds, headphones, 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 school events(ex: spirit week), religious beliefs, customs, and/or medical reasons per individual student. No fishhooks or any other pins should be displayed on hats.

Mesh-styled shirts and blouses, clothes or jewelry imprinted with suggestive or vulgar language, shirts and blouses exposing the midriff, and any clothing over-exposing the body, including razor back shirts, thin- strapped tank tops and thin strapped blouses are not allowed.

Shorts, skirts, tops to cover leggings, and dresses should be no shorter than 4 inches above the knee all the way around the student.

Tops and sleeveless shirts must be three fingers in width for ladies. **Jerseys with large arm holes are not permitted unless there is a t-shirt worn underneath.**

Students shall not wear clothing so that exposes 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 are not headwear accessories. Scarves may be worn around the neck.

Heavy chains may not be worn or brought to school on belts or wallets.

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

- | | |
|-----------------|--|
| First offense: | hold in ISS until changed/parent phone call |
| Second offense: | one day of In School Suspension |
| Third offense: | overnight suspension/return with parent for conference |
| Fourth offense: | one day Out of School Suspension |

▶ 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.

A fee will be charged for anyone who requests a transcript who is no longer enrolled in MCPS. The fee will be \$3.00 per transcript.

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 located in the Code of Conduct. 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://wdcrocolp01.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.