

CAVE SPRING HIGH SCHOOL 2018 - 2019

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Honor - Knowledge But Greater Is Honor



CAVE SPRING HIGH SCHOOL MISSION STATEMENT

The mission of Cave Spring High School is to promote both honor and knowledge in an educational environment by challenging and guiding students toward their intellectual, academic, physical, emotional, aesthetic, social, and vocational potential.

Dear Students and Parents:

I am pleased and excited to welcome you to the 2018-19 edition of the Cave Spring High School student/parent handbook. This will be an exciting, interesting and challenging year for all of us.

This handbook outlines the policies and procedures that are specific to you. Please understand that the information in this handbook is intended to provide guidance and structure to the many facets of an effective high school. It can in no way address all potential situations that may occur with individual students, families, and the many interactions that occur every day between students, staff, parents, and other members of the Cave Spring community.

On a personal note, I am a strong advocate for safe, civil, tolerant high schools. I believe every student who attends should have support, care, and be challenged as they progress through their secondary education.

The teachers, guidance, support staff and I are excited about working together with you as we explore the educational opportunities that Cave Spring High School has to offer.

On behalf of all the staff at CSHS, I want to wish each of you great success in this special place.

Mr. Steven M. Spangler
Principal

Table of Contents

ADMINISTRATIVE STAFF.....	6
IMPORTANT PHONE NUMBERS	6
QUICK INFORMATION GUIDE	6
WEBSITE ADDRESS.....	6

GENERAL GUIDELINES

ACCIDENT INSURANCE	7
CLUBS AND ORGANIZATIONS	7
DANCES.....	7
EMERGENCY DRILLS	8
FIELD TRIPS.....	8
FINAL ASSESSMENTS & EXEMPTIONS	8
FLOWERS.....	8
GRADING SCALE AND REPORT CARDS.....	9
GRADUATION	9
GUIDANCE AND COUNSELING	9
HOMEWORK MAKE-UP POLICY.....	9
LAPTOP USEAGE/REGULATIONS.....	10
LIBRARY	10
LOCKERS.....	10
LOST AND FOUND.....	11
LUNCH.....	11
MEDICATION – PRESCRIPTION & OTC.....	11
PARKING REGULATIONS.....	11
PAYMENT INFORMATION	12
REMEDICATION	12
SCHEDULING ADJUSTMENT POLICY.....	12
SCHOOL PARTIES.....	12
SCHOOL SOCIAL WORKER.....	13
SELLING	13
SIGNS AND POSTERS.....	13
STUDENT ADVISORY COUNCIL.....	13
STUDY HALLS.....	13

SUBSTANCE ABUSE/STUDENT ASSISTANCE PROGRAM.....	14
TELEPHONE MESSAGES	14
TEXTBOOKS	14
VISITORS	15
WITHDRAWAL PROCEDURES.....	15
WORK RELEASE PROGRAM.....	15

STUDENT CONDUCT GUIDELINES

BURTON CENTER FOR ARTS & TECNOLOGY STUDENTS.....	15
ASSEMBLIES.....	15
ATHLETICS	16
ATTENDENCE OF STUDENT ATHLETES	16
INDIVIDUAL ELIGIBILITY RULES	16
INSURANCE.....	17
SPECTATOR/SPORTSMANSHIP.....	17
CONCUSSION MANAGEMENT	17
SUNDAY RULE	18
TRAVEL.....	18
USE OF GYM/PRACTICE AREA/FITNESS CENTER.....	18
ATTENDANCE OF STUDENTS.....	18
ATHLETES.....	18
GOVERNOR’S SCHOOL STUDENTS	18
HOMEBOUND INSTRUCTION	18
HOME VISITS.....	18
RCS STUDENT ATTENDANCE POLICIES	19
ABSENCES.....	19
LEAVING CAMPUS	19
PRIOR-EXCUSED ABSENCES.....	20
TARDIES.....	20
TRUANCY	20
BULLYING PREVENTION	20
BUS TRANSPORTATION.....	20
DISCIPLINE/DISCIPLINE PHILOSOPHY	21

CHEATING & PLAGARISM	21
COMMUNICATION DEVICES.....	21
CONDUCT IN HALLS	21
CONSEQUENCES FOR SKIPPING CLASSES	22
CRIME LINE	22
DETENTION PROGRAM.....	22
DRESS CODE.....	23
IN-SCHOOL DETENTION	24
LOSS OF PARKING PRIVILEGES	24
SATURDAY SCHOOL PROGRAM.....	24
SECOND CHANCE SATURDAY SCHOOL PROGRAM.....	24
SMOKING AND TOBACCO PRODUCTS	25
TEACHER REMOVAL OF STUDENTS FROM CLASS	25
WEAPONS/FIREWORKS	25

ADMINISTRATIVE STAFF

Principal	Mr. Steven Spangler
Assistant Principal	Mrs. Haley Deeds
Assistant Principal	Mr. Chuck Parker
Dean of Students	Mr. Brian Hall
Athletic Director	Mr. Jon Hartness

IMPORTANT PHONE NUMBERS 562-3900

Front Office/Attendance	x 20000/x 20008
Guidance Office	x 20010
Library, School Nurse	x 20030/x20039
Band/Choral Director	x 20043/x 20044
Hotline	224-8522
Voice-Mail After-Hours	562-3900 + extension

INFORMATION ABOUT: REPORT TO:

Absence/Checking Out/Tardiness	Attendance Office
Academic Assistance.....	Guidance Office
Athletics.....	Mr. Jon Hartness
Detention Room	211 (AM) /102 (PM)
Free Lunch	Mr. Steve Spangler
Illness.....	Nurse
Lockers	Mr. Steve Spangler
Lost and Found.....	Main Office
Medications (Medication Form Required)	Nurse/Main Office
Parking.....	Mr. Chuck Parker
Temporary Parking Permit	Main Office
Textbooks	Mr. Chuck Parker
Use of Library	Librarian

WEBSITE ADDRESSES

Cave Spring High School: <https://www.rcps.us/Domain/14>

Roanoke County Schools: <https://www.rcps.us/>

GENERAL GUIDELINES

Teachers and administrators are employed to educate each student as well as enforce rules and regulations of the school. A student shall comply with directions of principals, teachers, student teachers, substitute teachers, administrative assistants, instructional assistants, bus drivers, cafeteria workers, building operators, or other authorized personnel during any period of time when he/she is properly under the authority of school personnel. This includes authority anywhere in the building, on school grounds, and at school-sponsored activities.

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, and at school-sponsored events.

ACCIDENT INSURANCE

- Accident insurance is available to all students.
- Insurance fees are not collected with other school fees.
- Each student will be given an application with rates and coverage at the beginning of school.

The Roanoke County School Board makes student accident insurance available to students at the beginning of school. Students who participate in extra-curricular activities should seriously consider taking this coverage. Participation in interscholastic football is not covered under this general policy. Special insurance is available for participation in football.

https://www.hsri.com/K12_Enrollment/Main/default.asp

CLUBS AND ORGANIZATIONS

Academic Team	Knight Knotes
Archery Club	Latin Club
Art Club	National Art Honor Society
Band/Flag Team	Newspaper – Knight Letter
Beta Club	OUT Club
Choir	Premed Club
Dance Team	Prevention Club
Debate Club	PTSO-Parent /Teacher/ Student Organization
DECA	Robotics Club
Drama Club	Save The Next Girl
FACES	Student Council Association
Fellowship of Christian Athletes	Senior Class
French Club	Sophomore Class
Freshman Class	Spanish Club
Future Business Leaders of America	Student Helpers
Future Career & Community Leaders of America	Technology Student Association
Green Club	Two Hearts Foundation
Junior Class	Ultimate Frisbee Club
Key Club	Yearbook
Knight and Day Cafe	

HONORARY CLUBS

La Sociedad Honoraria Hispanica (National Spanish Honor Society)
Societas Hominum Eruditorum (National Latin National Honor Society)
La Societe Honorarie de Francais (National French Honor Society)
National Social Studies Honor Society

DANCES

Student clubs or organizations sponsor dances. A club sponsor must secure approval from the administration prior to scheduling a dance or any social function at the school. The following regulations will apply to all dances:

1. Only students, their dates, their parents or guardians, (with approval of the school administration) and members of the faculty may attend.
2. Students with dates from other schools must obtain a guest permission form. This form must be signed and returned prior

- to purchasing a ticket.
3. If for any reason a student wishes to leave the dance and return, he must obtain permission from a chaperone. Students leaving the dance without permission will not be allowed to return to the dance.
 4. All students should make arrangements to have a ride home as soon as the dance is over.
 5. Students must be good standing.
 6. Middle School Students (6th-8th) are not permitted to attend.

EMERGENCY DRILLS

As a safety consideration, students must respond during emergency drills and emergency situations without questioning and with complete cooperation.

FIRE DRILLS:

Signal: Fire alarm shall consist of a continuous sounding of the fire alarm. Fire drills will be conducted at least once a month. Instructions posted in the classroom will give directions for prompt exit from the building. Walk quickly and quietly to assigned places.

TORNADO DRILLS:

Signal: One long sounding of an air horn. Directions are posted in each room with instructions as to where to move. Move quickly to assigned place and remain quiet for further instructions.

LOCKDOWN DRILLS:

Drills will be conducted during the school year. Administration and teachers will provide direction.

FIELD TRIPS

Field Trips sponsored by the school will be indicated by a Roanoke County Public School permission slip (ID.1-400-15). **The permission slip is to be returned to the teacher five (5) days before the trip. Permission slips are to be complete, with parent/student information, signatures, insurance name and policy number. If the permission slip is not into the teacher five (5) days before the trip, you are not permitted to go on the field trip.**

Medication Administration during Field Trips must be in accordance to RCPS Policy - SEE: Medication (Prescription & OTC). "If your child requires prescription/over the counter medication during (a) field trip, the medication administration form must be completed and signed by a parent *and physician if it is a prescription medication*. All medications must be delivered to the school by the parent in original container with only the necessary number of doses needed" (for the field trip day). Information about non-sponsored trips will include the name of the sponsoring group or agency. Should you have any question(s) as to whether a trip is school sponsored, please call the teacher or principal.

Please see RCPS Policy & Regulation Link 6.43

Final Assessments & Exemptions for Full-Year Credit Bearing Courses

Final assessments are teacher-designed assessments given at the conclusion of the second semester in full-year, credit-bearing courses. The purpose of final assessments is to allow the student to demonstrate cumulative mastery of course content and content-related skills. The final assessment may be a traditional test or a performance-based assessment, but should be designed to be completed in class. The grade for the final assessment will be averaged as part of the fourth grading period, and will carry a percentage weight designated by the teacher, but no more than the weight of a major test within the grading period.

No phone calls to release students will be taken during final assessments. These calls are disruptive to the testing environment.

Dual enrollment courses are the only courses whereby a final assessment is administered at the conclusion of 1st semester and 2nd semester with no possibility of exemption.

Please see RCPS Policy & Regulation Link 6.16

FLOWERS

Delivery of flowers for students will be held in the front office until the end of the day. The students will be notified of the flowers, but will not be allowed to take them to their classes.

GRADING SCALE AND REPORT CARDS

In order to inform students and parents of progress made by students in their studies, teachers grade students according to the following grading scale:

A - Excellent	90 - 100
B - Good	80 - 89
C - Average	70 - 79
D - Poor	60 - 69
F - Failure	0 - 59

Incomplete grades are not recorded and the student should complete these grades as soon as possible.

Grades can be found on Blackboard throughout the school year. An e-mail reminder will be sent at the midpoint of each grading period. At the end of each nine weeks grading period, a report card is given to the student to take home. A final report card is sent home by mail.

GRADUATION

For most students and parents high school graduation is a milestone in their lives. Because it is such an important and significant event, they along with the school community demand that the exercise be formal and one of dignity.

Students who have met the requirements set forth by the Commonwealth of Virginia and Roanoke County Public Schools and who are considered "in good standing" by the Roanoke County School Board will be allowed to participate in graduation exercises.

Please see RCPS Policy & Regulation Link 6.51

GUIDANCE AND COUNSELING SERVICES

The purpose of the guidance and counseling program is to help individual students achieve their highest level of academic growth and social/emotional development. Each student is assigned a guidance counselor who helps the student plan an academic program that meets his/her individual needs. All students will be expected to maintain a balanced program of studies.

Please see RCPS Policy & Regulation Link 6.46

The Guidance Office is open from 8:00 AM to 4:00 PM daily. The guidance coordinator, or one of the counselors, will be present to answer questions or help with any personal need. Counseling is offered for vocational and academic planning, employment skills and personal problems by a well-trained staff. Students are urged to talk with their counselors and to use academic materials, which are available in the Guidance Office. Dr. Shawn Hughes serves as Guidance Coordinator.

Students are assigned to their counselors in the following alphabetical sequence:

A – G (10-12)	Mrs. Penny Williams
H - M (10-12)	Mr. Ethan Humphries
N - Z (10-12)	Mrs. Lesley Swartz
9 th Grade Students	Mrs. Christina Bamber
Student Assistance Program Coordinator	Mr. Timothy Hayes

HOMEWORK/MAKE-UP WORK ATTENDANCE POLICY

Make-up Work : Students in grades K-12 are expected to make up all missed work from an absence within 10 school days upon the student's return to school. If the student does not complete the make-up work within that time frame, he/she shall earn a zero for work not completed.

Teachers will follow Roanoke County policy regarding homework/make up work/attendance.

Assignments made prior to an absence are due upon the return to school. Exceptions may be granted by individual teachers.

Teachers are expected to contact parents regarding the completion of make-up work in an effort to ensure that the student completes the work and meets the 10 school day deadline.

- **Excused and School Related Absence:** Students are required to request make-up work on the first day of return to class. Students will be given 10 school days to make up the work. Exceptions for a longer time period for make-up work may be granted by individual teachers.
- **Unexcused Absence:** Students are required to begin to make up all work missed on the first day of return to class. Students will be given 10 school days to make up the work. The maximum grade given for such make-up work shall be a “59” (or higher at individual teacher discretion). Time extensions will not be granted.
- **Incomplete Work:** A grade of incomplete (I) will be entered on a student’s report card when make-up work has not been completed, and the allowed make-up time extends across the end of the grading period into another. After make-up work is completed, a corrected grade will be submitted by the teacher. If make-up work is not completed by the established deadline, the incomplete (I) will be changed to the computed average with incomplete work averaged as a zero.

Please see RCPS Policy & Regulation Link 6.14 & 7.7

LAPTOP USAGE/REGULATIONS

Computers, networks and access to the Internet are valuable resources provided to enrich and support the instructional program. To protect these resources, students shall NOT

- A. Use computers or the Internet in any way that would cause disruption to others.
- B. Use these resources for any purpose not directly related to school activities.
- C. Attempt to bypass any security features on Roanoke County computers, networks or the Internet.
- D. Violate U.S. copyright laws by making or using unauthorized copies of any protested material.
- E. Plagiarize information obtained via the school network.

Additional Administrative Regulations apply to ensure the instructional integrity, maintenance and security of mobile computers issued to students for use both in and out of school. Students and their parents must assume responsibility for appropriate use of the computer at all times and take precautions to protect the computer from loss or damage.

LIBRARY

The CSHS library is evolving into a 21st century learning environment. The library will have maker spaces for students as well as collaborative areas for teachers and students alike to work in cross-curricular assignments and projects. Library hours are usually from 7:45 a.m. to 3:30 p.m. Monday through Friday. The library may be reserved for various functions and events through the librarian.

Loud or unnecessary talking, eating, drinking, or any other inappropriate conduct will not be tolerated. Students not using the library to the best advantage, who are disruptive or refuse to cooperate with the library staff will be sent back to study hall (or class) and their library privileges may be restricted.

LOCKERS

Students may request a locker through their Homeroom teacher during the first week of school. Forms will be given to those students wishing to have a locker. If enrolled in physical education, a gym locker for the school term will be issued. Lockers must be kept locked at all times.

Cave Spring High School cannot be held liable for items not secured in lockers.

If a problem occurs with the locker, the student should complete a blue locker problem form in the front office.

Lockers are the property of Roanoke County Schools. The school administration reserves the right to inspect lockers at any

time according to Roanoke County Public School Board policy.

LOST AND FOUND

Any student finding articles in or around the school area should turn these articles in to the office. Lost items will be retained in the office until the end of the semester and then donated to a local charity.

LUNCH

All students must report to their assigned lunch period. In order to serve the entire student body, three lunch periods are provided. Students who buy lunch should return trays after finishing lunch. Student lunches are \$2.70.

While in the cafeteria, students should observe the following rules:

1. Students should enjoy the lunch period without boisterous conduct.
2. Students are expected to take their places in line and remain there while moving promptly with the line. Anyone leaving the line loses his/her place.
2. There is to be no saving of places in the lunch line, and students may purchase only their own lunch as they go through the line.
3. All food must be kept on the trays.
4. Chairs should not be moved to the table ends, as this causes congestion in the aisles.
5. Students **must** place paper, leftover food, flatware, plates, and trays in the designated areas.

MEDICATIONS

Administering Medication to Students Prescription & Non-Prescription

Medications Prescribed for Individual Students

Employees of Roanoke County School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student. Parents must also deliver the necessary supplies with which to administer medications (ex. syringes, spacers).

Nonprescription Medications

Employees of Roanoke County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal or designee.

Please see RCPS Policy & Regulation Link 7.13

PARKING REGULATIONS

Since bus service is provided by the taxpayers for all students who live over .6 miles from school, the driving of cars to school is unnecessary. Those who wish to drive must observe these regulations:

1. **Seniors** and **juniors** will be considered for parking on school grounds. Parking permits are a privilege and contingent upon remaining in good standing in both academics and attendance.
2. A current decal must be displayed. Students may not park on school grounds without a decal. Decals must be displayed on the lower left driver's side of the rear windshield and will be issued for \$40.00. **YOU MAY REGISTER ONLY ONE VEHICLE.** If you drive a different car to school on a particular day you must come to the office and be issued a temporary tag. If a decal is lost or destroyed, students are expected to purchase a replacement at a cost of \$2.00.
3. Students are to park only in designated spaces. **(Students shall not park in faculty, staff, or visitor parking.)**

- Students who park improperly will be subject to disciplinary action and/or their vehicles may be immobilized or towed. Students with more than one parking violation may have their parking privileges revoked.
4. Students are expected to arrive on time for school each day just as if they had ridden the bus. Students who are tardy six times during a semester are subject to revocation of their parking privileges. **Tardiness due to car problems will not be excused.**
 5. The driver is responsible for the behavior and action of all students in his car while on school grounds. The driver of the car is responsible for the car and its contents, and the car is subject to search at the discretion of the administration.
 6. All speed limits must be observed: 15 mph in the parking lot and 25 mph in a school zone. Reckless driving will cause the loss of parking privileges. The **Roanoke County Police Department has jurisdiction over all school grounds.**
 7. Upon arriving at school, students are to come into the building and not remain in cars or in the parking lot.
 8. Students not complying with these regulations will be subject to administrative disciplinary action and/or revocation of parking privileges. If a student's parking privileges are revoked, the student may not re-apply for a decal until the following semester.
 9. ARBTC/Governor's School students who drive are required to have a Cave Spring High School parking decal.

PAYMENTS

All checks for payments of laptops and class dues, and other materials should be made payable to **CAVE SPRING HIGH SCHOOL**.

Class dues are charged in lieu of class fundraisers. Class dues cover publication and distribution of the student newspaper to all students, homecoming decorations in the school, class floats during spirit week, the Academic Awards Ceremony, prom and other school functions throughout the year. All remaining money is rolled to the student's senior year and is used to cover the expenses of senior day activities such as the senior breakfast, senior lunch, Senior Awards Ceremony and recreation activities provided to all seniors.

REMEDIATION

CSHS offers all students the opportunity to participate in our tutoring program. Students who require additional assistance with daily class work/homework, as well as students who benefit from additional support in preparation for SOL testing, are urged to attend tutoring sessions.

In-school tutorial services for math and English are offered daily, during each study hall period.

After-school tutorial services are offered Monday through Thursday, of each week, in core academic areas. After-school tutoring sessions run from 3:30 P.M. to 4:30 P.M. Please refer to the Tutoring/Remediation Schedule, on the CSHS website, for additional details.

SCHEDULING ADJUSTMENT POLICY

Changes from one course to another will be made under the following circumstances ONLY:

1. Failure of a course/SOL that is a prerequisite for a scheduled course or a graduation requirement.
2. Human or computer error.
3. Change in a program of studies.
4. Grouping adjustments and/or balancing of class size.
5. Recommendation of Child Study Committee and Eligibility or IEP Committee.

SCHOOL PARTIES

Class and club parties of any type shall not be held during school. It is imperative that instructional time be used for instruction. Please plan all parties after school hours.

SCHOOL SOCIAL WORKER

The school social worker assists in the evaluation of the underlying causes of a child's difficulties in the learning process or in social adjustment and provides a personal approach to alleviate the problems in which the school feels it needs assistance.

The school social worker is especially concerned with problems and conditions which influence a child's success in school, such as:

- Irregular or nonattendance
- Poor health
- Emotional disturbances
- Social relationships
- Economic conditions
- Home and family situations

Referrals to the school social worker should be made through the principal. This in no way prevents anyone from talking with the school social worker about issues regarding individual children.

The school has the responsibility to see that basic information concerning student cases is referred to the appropriate school social worker in a timely manner.

Please RCPS Policy Link 6.29

SELLING

No products are to be sold by groups or individuals during class time. The selling of products in the community must be kept to a minimum. Before any individual, club or organization sells any products in the community, at school or at school sponsored events, approval must be obtained from the principal.

SIGNS AND POSTERS

Students must get permission before any materials, posters, or signs may be posted in the school. Sponsors should secure permission from administration.

1. No materials may be posted at any place in the school on painted areas.
2. No posters or signs may be placed on the area above the lockers in the corridors.
3. Only the tiled area of the walls may be used, and these may be posted only with masking tape. Do not put posters or signs on glass doors and windows; they block viewing areas of the school.
4. Individuals and groups posting signs, flyers, etc. **are responsible for removing all materials and cleaning up the area used after the scheduled event.**
5. Students are not allowed on ladders.

STUDENT ADVISORY COUNCIL

The purpose of the Student Advisory Council to the School Board is to act as advocates on behalf of all students of the Roanoke County Public Schools. The students work cooperatively to improve the education and environment in all Roanoke County Public Schools, and to aid in the communication among the students, the school administration, the School Board and the community.

STUDY HALLS

Students may be assigned to study halls for one or two semesters and must remember that this is a legitimate assignment, the same as a class, and that attendance is required. Study halls are to be quiet so each student will have an opportunity to study.

SUBSTANCE ABUSE / STUDENT ASSISTANCE PROGRAM

In order to maintain “safe and drug free schools” and in accordance with the “No Child Left Behind Act,” the possession, distribution, dispensation, use, and/or being under the influence of any form of alcohol, anabolic steroid, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance (as defined in the Drug control Act of Chapter 15.1 of Title 54 of the Code of Virginia and as defined in schedules IV of 21 USC *182), imitation controlled substance, or drug paraphernalia (as described in *18.2-265.1 of the Code of Virginia) is prohibited within any Roanoke County Public School or its property to include school vehicles, at any school-sponsored event/trip, going to and from school, or while participating in school-sanctioned activities. A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana, or synthetic onto school property or to a school-sponsored activity may be expelled in accordance with Policy 7.11 Student Conduct Code. Furthermore, in handling such violations the School Board authorizes the superintendent or designee to conduct a preliminary review of substance use policy violations to determine whether a disciplinary action other than expulsion is appropriate

In order to maintain “Safe and Drug-Free Schools” and in accordance with the “No Child Left Behind” act, schools are mandated to foster a safe and drug-free learning environment by implementing programs aimed at: 1) preventing or reducing violence; 2) preventing or reducing the use, possession of, or distribution of illegal drugs; 3) preventing or reducing delinquency; 4) creating a well-disciplined environment conducive to learning that includes consultation between teachers, principals, and other school personnel to identify early warning signs of drug use or violence; 5) providing behavior interventions as part of classroom management strategies; 6) promoting the involvement of parents; and 7) promoting coordination with community groups and coalitions as well as government agencies. The Roanoke County School Board embraces the ideals underlying “Safe and Drug-Free Schools” within “No Child Left Behind” act. Consequently, a Student Assistance Program will be implemented in each Roanoke County Public School, with the aforementioned goals incorporated in the mission statement.

Please see RCPS Policy & Regulation Links 3.22 & 3.27

TELEPHONES/MESSAGES

Messages for students will only be taken when a parent calls. In order to maintain an optimum learning environment, disruptions to classes to deliver messages must be kept to a minimum. *Please keep this in mind when requesting that messages to be delivered to a student.*

TEXTBOOKS/WORKBOOKS

Textbooks will be distributed to each student at no cost at the beginning of the school year. Students are responsible for the condition of their textbooks and will be charged for loss or damages. Students are responsible for keeping textbooks in good condition.

Fines will be assessed for replacement costs as follows:

Publisher's cover of book removed	\$10 to full cost
Spine damage & torn pages	\$ 5 to full cost
Water damage	Full replacement cost
Writing that cannot be erased	Full replacement cost
Missing pages	Full replacement cost
Lost or destroyed books	Full replacement cost

Workbooks will be issued as regular textbooks and returned at the end of the year. If students want to write in workbooks, they must be purchased.

The classroom teacher records each book issued to the student according to the book number. The student is responsible for returning the same book at the end of the year. Lost and damaged books are to be paid for by the student to whom the book is issued. Books must not be left on windowsills or on the floor.

VISITORS

Roanoke County Schools have installed new visitor sign-in kiosks where visitors to schools will sign-in using either their driver's license or their name and date of birth. That information is then checked against the national sex offender registry to determine if any registered sex offenders are attempting to enter schools.

We are asking parents who are checking out students to first sign-in using this system before going into the school office.

WITHDRAWAL PROCEDURES

Parents are requested to notify the Guidance Department by letter of the student's intent to transfer or withdraw. The letter should state the last day of attendance and transfer destination. On the last day of attendance, the student should report to the guidance office before school starts for official withdrawal instructions from Mrs. Hollins, Guidance Secretary. The withdrawal procedure cannot be completed until all school-supplied materials are returned (i.e. books, library books, etc.). [A student will be withdrawn when he/she has been absent fifteen (15) consecutive days. This does not include those students under an approved program of Homebound Instruction or an educational placement has been decided on by administration or school social worker.]

WORK RELEASE PROGRAM

Any student excused for an early dismissal, COE, Marketing, or OJT, must leave the building and grounds immediately after his/her last class and not return for the remainder of the school day. Failure to follow this procedure will result in consequences. These students must keep an identification card in their possession.

STUDENT CONDUCT GUIDELINES

BURTON CENTER FOR ARTS & TECHNOLOGY STUDENTS

All Burton Center for Arts & Technology students are under the direct authority and control of BCAT and Cave Spring High while attending BCAT. The following rules and regulations will apply to BCAT students:

1. Buses will be provided for BCAT students. Students opting to drive their own vehicles must have an application for driving privileges and current parking permit on file at BCAT and Cave Spring High School. Students driving or riding with another student must have both of the above on file.
2. All BCAT students are to be prompt to the bus and to class.
3. Missing the bus or being late to class will constitute disciplinary action.
4. Signing in at the Attendance office is required or you will be marked absent. After having attendance checked, students should follow their schedules.
5. Students suspended from BCAT are also suspended from Cave Spring High School. A student suspended from Cave Spring High School is also suspended from BCAT.

ASSEMBLIES

Students are required to attend all assemblies unless specifically excused by the administration. If a student can justify that the assembly might personally and individually be offensive, he may ask for permission not to attend. A place is provided for those excused from assemblies.

ATHLETICS

Cave Spring High School is currently classified as a 3A school competing in the 3A West Region D and is a member of the Virginia High School League. The Virginia High School League is a member of the National Federation of State High School Athletic Associations. Any student participating in any inter-school contest (athletics, forensics, drama, debate, etc.), must meet the eligibility requirements of these associations.

VIRGINIA HIGH SCHOOL LEAGUE

In order to represent our schools in certain competitions, middle school or high school students must agree to abide by the rules of the Virginia High School League (VHSL). Events that are governed by the VHSL include all athletic sports contests, forensics, drama, creative writing and publications, and cheerleading. Students are expected to follow all eligibility requirements and conduct expectations of the VHSL. Additionally, all student competitors and their parents must agree to uphold local school board policies regarding personal conduct, on and off the playing field. This expectation includes the awareness of consequences of violations of the athletic/training policy in regard to substance use.

Please see RCPS Policy & Regulation Link 7.06

SPORTS OFFERINGS

Cave Spring offers interscholastic competition in the following Virginia High School League sanctioned sports:

- **FALL SPORTS:** Varsity and junior varsity football, boys and girls cross-county, golf, girls' varsity and junior varsity volleyball and cheerleading.
- **WINTER SPORTS:** Boys and girls varsity and junior varsity basketball, boys and girls swimming, wrestling, boys and girls indoor track, and cheerleading
- **SPRING SPORTS:** Varsity and junior varsity baseball, girls and boys varsity and junior varsity soccer, girls and boys varsity lacrosse, girls and boys track, boys and girls tennis, and girls varsity and junior varsity softball.

ATTENDANCE OF STUDENT ATHLETES

The administration believes that student/athletes should attend school regularly. Some athletes have a tendency to be absent or tardy on the day following a contest. If an athlete is irregular in attendance, the coach, athletic director, and/or principal will take steps to correct this. The penalty for failure to correct irregular attendance could be as severe as dismissal from the team for the remainder of the season.

Athletes who arrive tardy to school after 11:35 a.m. will not be allowed to participate in practice or game activities unless approved by the principal. Athletes who find it necessary to leave school because of illness are not to return to school during the remainder of the day or participate in any school sponsored activity that day without a doctor's or principal's note.

INDIVIDUAL ELIGIBILITY RULES:

To be eligible to represent your school in any VHSL interscholastic athletic contest, you must be a regular bona fide student in good standing of the school you represent.

- Must be enrolled in the last four years of high school. (Eighth-grade students may be eligible for junior varsity.)
- Must have enrolled not later than the fifteenth day of the current semester.
- For the first semester must be currently enrolled in not fewer than five new subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credits on a semester basis. (Check with your principal for equivalent requirements.)
- For the second semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. (Check with your principal for equivalent requirements.)
- Must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. (Check with your principal for exceptions.)
- Must not have reached your nineteenth birthday on or before the first day of August of the current school year.
- Must not, after entering the ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
- Must have submitted to your principal before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an Athletic Participation/Parental Consent/Physical Examination Form, completely filled in and properly signed attesting that you have been examined during this school year and found to be physically fit for athletic competition and that your parents' consent to your participation.
- Must not be in violation of VHSL Amateur, Awards, All Star or College Team Rules. (Check with your principal for clarification.)

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above-listed minimum standards, but also all other standards set by your League, district and school. If you have any question regarding your eligibility or are in doubt about the effect an activity might have on your eligibility, check with your principal for interpretations and exceptions provided under League rules. Meeting the intent and spirit of League standards will prevent you, your team, school and community from being penalized.

INSURANCE

Any participant in the athletic program, whether engaging in practice or interscholastic contests, must be properly covered for accidents that could occur in participation or in travel to and from contests. Participants in all activities must be covered by the student accident policy offered by the school or have on file a form, properly signed by the parent/guardian, stating that their son/daughter has sufficient insurance coverage and that they do not desire to have the policy offered by the school.

SPECTATORS/SPORTSMANSHIP

CSHS and the River Ridge District/Conference 32 have made a concerted effort to raise the standards for good sportsmanship in district play. School teams along with the spectators are evaluated each year. The overall best score is awarded a trophy at their first home football game. Patrons who exhibit poor sportsmanship during an athletic contest will be asked to leave and may be banned from future attendance. Noise makers are not allowed during indoor events. All spectators should realize that all behavior represents the school just as definitely as does the member of the team, and therefore, everyone has an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others. They should always practice the following:

1. Recognize that good sportsmanship is more important than victory, by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
2. Recognize that, since the primary purpose of inter-school athletics is to promote the physical, mental, moral, social, and emotional well-being of the players through the medium of contests, victory or defeat is in reality of secondary importance.
3. Treat visiting teams and officials as guests, extending to them every courtesy.
4. Be modest in victory and gracious in defeat.
5. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

Roanoke County Schools recognizes the value and importance of extracurricular activities in the educational process.

Students, coaches and sponsors involved in School Board approved extracurricular activities are expected to maintain the highest level of integrity and ethics resulting in positive experiences for all participants. The teaching and display of positive values through participation in extracurricular activities enhances the conduct of participants and coaches.

Roanoke County Schools further encourages the development of sportsmanship, integrity and ethics at all levels of the educational process. This extends to the community, parents, booster clubs and fans as well as coaches and athletes.

Coaches, athletes, patrons and students are all held accountable for their actions.

CONCUSSION MANAGEMENT

Each school shall establish procedures for handling concussions and shall make those procedures known to student athletes, parents, coaches, and other appropriate school personnel.

The procedures will enable school administrators to have written documentation available for reference when explaining the appropriate action regarding concussion management, including referral policies, and the return to play (RTP) guidelines. These procedures are to be followed when dealing with an athlete that is suspected to have a head injury. It is the goal to minimize and prevent further injury to the brain, such as second impact syndrome, while allowing student athletes to return to play (RTP) in the healthiest and safest manner.

A concussion policy team that includes, at minimum, a school administrator, athletic administrator, appropriate licensed health care provider, coach, parent *or* guardian of a student-athlete, and a student athlete shall review and revise local concussion management policies/procedures as needed biannually.

Please see RCPS Policy & Regulation Link 7.31

SUNDAY RULE

No member school may schedule or play an athletic contest or engage in regular practice on Sunday.

TRAVEL

The school within the school board guidelines will make travel arrangements to all activities for transporting pupils. Pupils shall not drive a vehicle on a school-sponsored trip nor ride in a vehicle driven by another pupil.

USE OF GYM / PRACTICE AREA / FITNESS CENTER

Students will **NOT** be allowed in the gymnasium, locker rooms, fitness center, or practice area **unless supervised by a faculty member or coach**. The person supervising must be in the same location where students are using the facilities.

ATTENDANCE OF STUDENTS

ATHLETES

Athletes who arrive tardy to school after 11:35 a.m. will not be allowed to participate in practice or game activities unless approved by the principal. Athletes who find it necessary to leave school because of illness are not to return to school during the remainder of the day or participate in any school-sponsored activity that day without a doctor or principal's note.

GOVERNOR'S SCHOOL STUDENTS

All Governors' School students are to report to the Attendance office by 11:35 a.m. each morning for attendance and homeroom information.

HOMEBOUND

Students who cannot attend school due to extended illness documented by a physician should contact your principal or counselor about homebound instruction.

The School Board shall maintain a program of Home-bound instruction for students who are confined at home or in a health care facility for periods that would prevent normal school attendance based upon certification of need by a licensed physician, psychiatrist, or licensed clinical psychologist. When a school receives information that a child may be in need of homebound instruction, The Child Study, 504, or IEP team, as appropriate must meet within ten days.

Please see RCPS Policy & Regulation Link 6.28

HOME VISITS

Home visits by principals and visiting teachers (VT) may be used to address attendance/truancy concerns. If a parent requests that a child be released from compulsory school attendance, it is the responsibility of the parent to write a letter to the visiting teacher with reasons for the request. The visiting teacher will then supply the parent with three copies of the form **REQUEST FOR RELEASE FROM COMPULSORY SCHOOL ATTENDANCE**. When these are completed they must be returned to the visiting teacher, they will be sent to the principal for his/her recommendation.

ROANOKE COUNTY SCHOOL BOARD STUDENT ATTENDANCE POLICY

Daily student attendance is a key factor in student success in school. Being present each day contributes to a student's feeling connected to the school and to the student's learning. Cave Spring High School takes seriously our obligation to provide high quality, engaging, and purposeful learning experiences designed to meet students' needs and prepare them for future opportunities.

This handbook outlines the attendance policies and procedures that are specific; the full version is located in Policy 7.07 and Administrative Regulation 7.07AR under the School board Policies on the RCPS website: www.rcps.us.

ABSENCES

Under the compulsory school attendance law, the school must account for **ALL** absences. Parents should notify the school of their child's absence as soon as possible. Messages may be left on the voice mail (562-3900 X 20008) prior to 8:00 AM. School personnel must be able to verify by contact with the absent student's parent/guardian whether each absence is excused

or unexcused. School personnel will attempt to contact, by phone, each absentee's parent/guardian. After an absence, **all** students must report to the attendance office with a note of explanation for the absence.

EXCUSED ABSENCES include:

- Illness of student (up to 3 days without doctor note)
- Doctor and dental appointments (with dr. or dental note)
- Death in the family
- Legal obligations (with documentation)
- Religious Holidays (nationally recognized and verified by school, with prior approval)
- Hospitalization (with appropriate written documentation)
- Suspension from school
- School sponsored activities
- Other absences approved in advance by the principal (see **Prior-Excused Absences** section)

Absences and tardies that do not meet the criteria for being excused absences or tardies are considered unexcused absences or tardies. Students in grades 9-12 may be denied full credit for assignments missed due to an unexcused absence or tardies. For the purposes of avoiding excessive tardiness to school that results in frequent loss of instructional time, five (5) tardies to school without adequate written documentation will be considered the equivalent of one (1) absence.

Excessive Absences or Tardies Without Adequate Written Documentation

If absences or tardies excused solely based on parent explanation become excessive, the school will require additional documentation in order to ensure compliance with the compulsory student attendance law. Such additional documentation may include written documentation from a physician treating the student for a chronic or extended illness or court documentation resulting from student involvement in a legal matter.

LEAVING CAMPUS

Leaving the school campus during the school day without proper authorization is a violation of the Roanoke County Student Conduct Code. Violators of this rule will be subject to revocation of parking privileges and/or strong disciplinary action as indicated in the Roanoke County Student Conduct Code.

I. EARLY DISMISSAL - LEAVING SCHOOL:

ALL STUDENTS MUST CHECK OUT AT THE ATTENDANCE OFFICE BEFORE LEAVING SCHOOL.

Proper Authorization includes:

- Have written permission from a parent, a subpoena from court, or in the case of a medical/dental appointment, a doctor's appointment slip.
- Present the permission slip or signed parent note **BEFORE 1st BLOCK of the DAY** at the attendance office to ensure that your child is released in a timely manner for pending appointments
- **Last minute phone calls or parent pick-up (without AM note) are disruptive to the learning environment and may delay the release of your child.**
- Upon returning to school, a student must check back in at the attendance office.

II. LEAVING SCHOOL IN CASE OF ILLNESS

- When a student becomes ill in class he must follow the steps listed below. Failure to follow these procedures will result in consequences.
- Notify the teacher and request a green "sick form" and permission to go to the Nurse's Office. THE NURSE (or the Main Office, in the absence of the Nurse) MUST CONTACT A PARENT/GUARDIAN BEFORE THE STUDENT CAN BE CHECKED OUT.
- Students who are so ill that they must leave school are not permitted to return to school that day, including after school activities, practices and games.
- Students with chronic health problems: Parent should contact the school nurse to make arrangements for individual health plans.

PRIOR-EXCUSED ABSENCES

PRIOR-EXCUSED ABSENCES

Only the principal or designee may give permission for planned absences from school (college interviews, family trips, Religious Holidays or illness of immediate family member). A "Prior Notice of Absence" (given by the Attendance secretary) is needed for full day absences. Students should obtain the form from the Attendance Office and have parents/guardians complete. Student should bring the signed form back to the Attendance Office one week prior to absence. Once Principal approval is obtained (may take up to 24 hours), students can take the form to teachers for signatures. Once teachers' signatures are in place, the student **must** return the form to the Attendance Office where the excused absence status is applied in Synergy. The student must make arrangements with each instructor concerning work

that will be missed while he/she is absent from school.

Final Assessment Attendance

Students may not miss more than 13 full days during the entire school year (includes A and B days combined and not counting the days absent for exam exemptions). Student must miss 100% of the school day to consider as absent the full day.

The Director of Secondary Instruction may grant an appeal for excessive absences based on: prolonged illness, hospitalization, doctor visits/directed bed rest, severe injury and bereavement. All absences considered under the appeal process must be supported by medical or supporting documentation.

See policy 6.16 under the School board Policies on the RCPS website: www.rcps.us.

CSHS TARDY POLICY

All students are expected to be in the classroom by 8:20 AM and to be on time to all classes each day. Late arrivals disrupt the learning atmosphere for all students in the classroom. Any student arriving late to school should report directly to the attendance office with a written statement of the cause of the tardiness.

Parents will receive an email or phone call detailing the consequence if the tardy is unexcused.

1 st Unexcused tardy –	Warning
2 nd Unexcused tardy –	2 nd Warning
3 rd Unexcused tardy –	After or Before School Detention assigned
4 th Unexcused tardy –	After or Before School Detention assigned
5 th Unexcused tardy –	Assignment of 2 Detentions
(for the purposes of avoiding excessive tardiness to school that results in frequent loss of instructional time, five (5) tardies to school without adequate written documentation will be considered the equivalent of one (1) absence from class)	
6 th Unexcused tardy –	Assignment of 2 Detentions
7 th Unexcused tardy –	Saturday School or Suspension of parking privilege.
8 th Unexcused tardy –	Saturday School or Suspension of parking privilege
9 th Unexcused tardy –	Scheduled conference with school administrator and school social worker

TRUANCY

Truancy from school or "skipping" assigned classes cannot be tolerated. This not only can hinder achievement, but also can lead to habits of irresponsibility. Those students who wish to attend public school must expect to attend daily unless a valid excuse is presented and must follow the assigned schedule.

BULLYING PREVENTION

Bullying occurs when a student is exposed repeatedly and overtime to negative actions on the part of one or more students and there is a real or perceived imbalance of power. The entire school community is adversely affected when bullying occurs.

Please see RCPS Policy & Regulation Link 6.26

BUS TRANSPORTATION

Students shall follow all posted rules/guidelines pertaining to conduct while on the bus or at the bus stop. A Bus Pass must be obtained from the Attendance Office with a note from a parent/guardian for those students who wish to ride a different bus or get off of their assigned bus at a different stop.

Please see RCPS Policy & Regulation Link 7.15

DISCIPLINE & DISCIPLINE PHILOSOPHY

Consistent discipline supports classroom instruction and creates a positive school atmosphere. Public education involves students from diverse backgrounds. While the school allows for individuality, it must have rules to function effectively and safely. **Our philosophy is that no individual shall be allowed to disrupt the learning environment at Cave Spring High School.**

CHEATING

Teachers will give full attention to all schoolwork including tests and in every possible way eliminate the causes and temptations to be dishonest. The following actions will be taken in cases of cheating:

1. The students will receive a zero on the test or exam.
2. The student may be suspended from all offices of leadership and honor, and may be dropped as a member of any scholastic club, organization and/or athletic team.

PLAGIARISM

Roanoke County Public Schools take a firm stance against plagiarism. We consider plagiarism to be a serious ethical and academic offense which can often carry severe consequences in both post-secondary settings and the workplace. Because of our convictions about the serious nature of plagiarism and our efforts to hold students to the highest academic standards, policies and procedures regarding plagiarism will apply to all Roanoke County Public Schools students. The policy and procedures will be upheld in all courses.

COMMUNICATION DEVICES

Students may possess a cellular telephone, PDA or other communication device on school property, including school buses, provided the device must be "off" and out of sight during class time unless used as an approved part of the instructional process. Disciplinary action will be taken for those failing to comply with this policy.

Consequences:	1 st Offense:	The communication device will be removed from the student and maybe picked up in the office at the end of the school day.
	2 nd Offense:	If your student is found to be in violation of a communication device violation in a Second offense, a parent will be the responsible party to pick up the item in the Office.
	3 rd Offense	The student will be assigned Saturday School.

CONDUCT IN HALLS

To help avoid unnecessary congestion in the halls, students should:

- Keep to the right when walking.
- Cut locker use to a minimum by securing supplies for more than one class.
- Avoid disturbing classes during lunch periods; be as quiet as possible.
- **NOT BE IN HALLS DURING CLASSES.**
- Walk – Do not run. Keep traffic moving. Do not stop to talk.
- Practice courtesy.
- Not display inappropriate forms of affection.

Your cooperation with these rules is essential for convenience and safety. Violations may result in disciplinary action.

CONSEQUENCES FOR SKIPPING CLASSES

Parent/guardian will be contacted; student will face either the assignment of **Before/After School Detention or Saturday School** dependent upon the time missed from class.

Actions for violating school board rules must be included in scholastic records.

CRIME LINE

In accordance with the Code of Virginia, Section 22.1-280.2, Roanoke County high schools will participate in School Crime Line. Students who have information regarding hazards, threats, or crimes may anonymously call Crime Line at 344-8500. Calls could bring cash rewards of up to \$100.

DETENTION PROGRAM

The detention program (time **before and after school**) at Cave Spring High School has been established to assist the student. Those students who assume the responsibility for being on time to classes and school and abide by regulations stated in the Roanoke County Student Conduct Code and CSHS Student Handbook will never be involved in the detention program. We solicit the support of students, faculty, and parents as we attempt to maintain a positive school climate where education can be achieved to its fullest.

1. Detention time is given for unexcused tardiness or absences to school or class and misconduct on school property.
2. Detention time must be **completed within 10 school days** or risk additional consequences.
3. Detention time must be made up prior to attending school activities.
4. Transportation is the responsibility of the students/the parents/the guardians.
5. Detention time given must be made up in 45-minute blocks.
6. Time given for tardiness or discipline referrals will be assigned in 45-minute blocks.
7. Accepted excuses for missing detention time will include excused absence from school, excused tardiness to school or checking out of school due to illness or emergency.
8. Detention time takes precedence over any other school activity. The responsibility rests with the student to inform his/her employer if detention time is assigned after school. **Failure to make up detention responsibilities will result in Saturday School.**
9. If assigned Saturday school is not served, student will be assigned In School Detention.
10. **Second offense:** detention time must be completed in 10 school days, failure to make up detention will result in In School Detention

These rules are established so that no one individual may abuse the established conduct code or infringe upon the rights of other students to a proper education.

The detention is located in **Room 211 (AM)** and **Room 102 (PM)** for those students who need to make up time. Students will be assigned to detention by administrators and teachers for tardiness or misconduct. Before school detention will be held each morning from 7:30- 8:15 a.m. Monday through Friday.

After school detention is from 3:30 - 4:15 p.m. on Monday through Thursday.

Students are to remain quiet and awake while in detention. If a student creates any problems, he/she will be dismissed and will not receive credit for the time in detention.

DRESS CODE

Roanoke County Public Schools Student Dress Code

A dress code is important to...

- prepare students for expectations of appropriate dress in the workplace.
- create an atmosphere of “dress for respect”: self-respect, respect for those around you, and basic modesty.

Clothing

General Guidelines:

- Short/skirt length should be no higher than mid-thigh.
- Undergarments (including bra straps), cleavage, or midriffs should not be exposed.
- Shoes are required at all times

The following should not be worn in school:

- Sleeves with oversized armholes
- See-through garments
- Form-fitted shorts (e.g. biker shorts)
- Cut offs, torn, or ripped clothing that exposes skin above mid-thigh
- Grossly oversized clothing
- Shirts with spaghetti straps
- Tube tops
- Pajamas
- Bedroom slippers

Accessories

The following should not be worn in school:

- Heavy, metal chains
- Any accessories with spikes
- Dog chains or collars
- Sunglasses
- Headgear including hats, caps, sweatbands, bandanas, wave caps, or scarves (except for religious beliefs or documented medical purposes)

Miscellaneous

- Anything considered dangerous, distracting, or disruptive to the instructional environment is prohibited
- Clothing or accessories should not bear messages or pictures that are profane, obscene, offensive to others; or promote gangs, violence, drugs or alcohol.

The administration at each school reserves the right to determine what constitutes appropriate dress.

CONSEQUENCES FOR VIOLATING THE DRESS CODE

- 1st offense – Student receives dress code letter to be taken home to parent/guardian. The letter serves as a reminder of the Roanoke County Dress Code.
- 2nd offense - When a student is found to be in violation of the dress code, they will be placed in In-School Detention until suitable clothing can be brought to school.
- 3rd offense - Should there be a third violation of the dress code, the student will be assigned 1 day of In-School Detention.

IN-SCHOOL DETENTION PROGRAM (ISD)

Students are in school for academic success; therefore, this program was devised to decrease the out of school suspension rate. This program is a disciplinary measure used **only** by the school administration.

In-School Detention is held in **Room 102**.

Students are placed in the program for various disciplinary infractions, and they are responsible for doing class work while being under constant teacher supervision but separate from class activities and involvement.

***Failure to make up detention responsibilities within the 10 day limit will result in Saturday School.**

***Failure to attend Saturday School will result in In of School Suspension.**

LOSS OF PARKING PRIVILEGES

Parents will be notified of major violations of parking lot-related offenses.

Vehicles without parking decals and/or those parked in faculty-parking spaces are subject to being towed.

SATURDAY SCHOOL PROGRAM

Saturday School assignments are made by the principals. These assignments are intended to avoid out-of-school suspension. Students assigned to Saturday School are required to remain busy throughout the Saturday School time frame. Saturday School time is from 8:30am-11:30am. Students who fail to comply with the Saturday School rules will be sent home for the remainder of the day with no credit for the time served.

Students who do not complete their Saturday School assignments may be suspended from school.

SECOND CHANCE SATURDAY SCHOOL PROGRAM

Second Chance Saturday School is an intervention plan designed to assist all students in completing their work and negating 0's. Research has indicated assigning zero for incomplete or late work is ineffective as a punishment and seldom reflects what a student has learned or is actually able to do. One of our expectations is that all students will complete all work assigned them. The assignment of Second Chance is a collaborative effort between the teacher and parent to help hold students accountable and promote good work habits. With cooperation and persistence of both parties this system can help reduce student failure.

Expectations:

- Students are expected to turn in completed work to teacher on or before the assigned time.
- Students who do not turn work in on time or who submit incomplete work will be assigned Second Chance Saturday on the date agreed upon.
- Second Chance Saturday can be cancelled if student work is satisfactorily completed and submitted to the teacher before assigned date.
- The teacher will determine the % of credit a student will receive for the work submitted after the assigned deadline.
- Students who do not attend assigned "Second Chance" will not face disciplinary action from the administration. Academic consequences will result due to their poor decision making and lack of effort.

SMOKING AND TOBACCO PRODUCTS

Virginia law prohibits smoking on public schools grounds. Students shall not possess, use, or transmit tobacco products including JUUL, vapes, pods and other electronic cigarette devices while under the supervision of school personnel (Rule 3, Roanoke County Student Conduct Code). Students violating this rule will be charged by the Roanoke County Police Department for underage use and/or possession of tobacco. Students are referred to a smoking cessation program.

FIRST OFFENSE: Parent contacted, and student will be placed in ISD (In-school-suspension) for the remainder of the academic day and the following academic day.

SECOND OFFENSE: Parent contacted, and student will be placed in ISD for the remainder of the academic day and the following 2 days.

THIRD AND SUBSEQUENT OFFENSES: Parent contacted and student will be placed in ISD for the remainder of the academic day and subsequent 3 academic days to progress as incidents occur.

Please see RCPS Policy & Regulation Link 3.29

TEACHER REMOVAL OF STUDENTS FROM CLASS

Teachers shall have the initial authority to remove students from class for disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.

Please see RCPS Policy & Regulation Link 3.41

WEAPONS & DANGEROUS INSTRUMENTS

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school division is prohibited and is grounds for disciplinary action. The disciplinary sanction for bringing a firearm to school or to a school sponsored activity is expulsion for at least one year or 365 days. Violation of this policy shall require that proceedings for the discipline of the student be initiated immediately by the principal.

ROANOKE COUNTY SCHOOLS MISSION STATEMENT

The mission of Roanoke County Schools is to ensure that all students participate in quality learning experiences necessary to grow, adapt, and meet the challenges of a changing world.