HALIFAX COUNTY HIGH SCHOOL

STUDENT HANDBOOK

2018 – 2019
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I. INTRODUCTION TO HALIFAX COUNTY HIGH SCHOOL

SCHOOL ADMINISTRATION/DIRECTORY INFORMATION

Superintendent of Schools       Mr. Mark Y. Lineburg    Central Office
School Principal               Mr. Michael W. Lewis  Main Office
Associate Principal            Mr. Kelvin A. Davis    Second Floor, C202
Assistant Principal            Mrs. Martha R. Chandler Second Floor, B200
Assistant Principal            Mr. Ryan Russell        Third Floor, B311
Assistant Principal            Mr. Frank L. Shealy     Second Floor, A208
Athletic Director              Mr. G. Allen Lawter     Main Office
CTE Coordinator                Dr. Debra Waltz         First Floor, A106
Guidance Director              Mrs. Michaeleen H. Palmore Guidance Department
Student Activities Contact     Mrs. April Miller       Third Floor, B205

School Office Address          Halifax County High School, P. O. Box 310, South Boston, VA  24592
School Office Telephone        (434)572-4977
School Fax                     (434)572-2675
School Offices Hours           8:00 A.M. – 4:30 P.M. Monday through Friday

PHONE DIRECTORY
If you have question about:

Academics, Instruction, or Textbooks call 575-2031
Athletics call 575-2011
Attendance, Check-Ins, or Check-Outs call 575-2042
Colleges, Transcripts, or Counseling Call 575-2017
Freshmen Transition (9th Grade) call 575-2014
11th and 12th Grade Discipline, School Lunch Program, or Graduation call 575-2028
10th Grade Discipline, Special Education Programs, Academic Referrals, or Attendance call 575-2029
STUDENT HOLIDAYS
Labor Day: September 3, 2018
Columbus Day: October 8, 2018
Thanksgiving: November 21-23, 2018
Winter Break: December 20-31, 2018 (Christmas: December 25)
New Year’s Holiday: January 1-2, 2018 (New Year’s Day: January 1)
Lee-Jackson: January 18, 2019
Dr. Martin Luther King, Jr.: January 21, 2019
President’s Day: February 18, 2019
Spring Break: April 15-19, 2018 [Easter: April 21]

Planning/Professional Development Days (Students do not attend)
(8:00 a.m.-3:30 p.m. for teachers)
New Teachers Only (July 30-31, 2018)
Professional Development (August 3, 2018, November 12, 2018, January 4, 2019, February 1, 2019, and March 15, 2019)

Teacher Workdays (August 1-7, 2018, January 3-4, 2019)
Teacher Work afternoon (September 13, 2018, October 16, 2018, December 19, 2018, February 14, 2019, March 20, 2019, April 24, 2019, and May 24, 2019)

Parent/Teacher Conferences
(1:30 p.m. – 6:00 p.m.)
September 13, 2018 - HS/MS
October 16, 2018 - Elementary
February 14, 2019 - HS/MS
March 20, 2019 - Elementary
Early Dismissal Days
September 13, 2018 (1:00 p.m.)
October 16, 2018 (1:00 p.m.)
November 20, 2018 (1:00 p.m.)
December 19, 2018 (11:30 a.m.)
February 14, 2019 (1:00 p.m.)
March 20, 2019 [1:00 p.m.]
April 24, 2019 (1:00 p.m.)
May 24, 2019 (11:30 a.m.)

Interims & Report Cards Issued
First Quarter
September 14, 2018 (interim)
October 17, 2018 (report card)
Second Quarter
November 20, 2018 (interim)
January 7, 2019 (report card)
Third Quarter
February 15, 2019 (interim)
March 21, 2019 (report card)

**Fourth Quarter**
April 30, 2019 (interim)
May 24, 2019 (report card)
May 25, 2019 Halifax County High School Graduation
March 20, 2019 Kindergarten Registration

**DAILY BELL SCHEDULE**
8:00         Office opens and Teacher’s arrival time
Prior to 8:21 Students must remain in the lobby or report to the cafeteria
8:21         Students report to 1st block
8:29         Tardy bell – 1st block/homeroom
(8:29-8:30) Moment of Silence
10:00        Class Change – 2nd block
10:05        Tardy bell – 2nd block
11:35        Class change – 3rd block or “A” lunch – (11:35 – 12:00)
11:40        Tardy bell – 3rd block
12:00        “A” lunch report to class
12:05        Tardy bell
12:05        “B” lunch
12:30        “B” lunch reports back to 3rd block
12:35        “B” Lunch Tardy bell
12:45        “C” Lunch
1:10         “C” lunch reports back to 3rd block
1:15         “C” Lunch Tardy bell
1:15         “D” Lunch – (1:15 – 1:40)
1:40         Class change – 4th block
1:45         Tardy bell
3:15         End of school day for students
3:30         End of school day for teachers
4:30         Office closes
“A” Lunch – STEM Center, A wing 1st floor, C wing 1st and 2nd Floors
“B” Lunch – B wing 1st, 2nd, and 3rd Floors
“C” Lunch – A wing 3rd Floors excluding A318, A319, and A322, C Wing 3rd Floor
“D” Lunch – A wing 2nd Floor, Physical Education classes A318, A319, and A322

Students should report to 4th Block after “D” Lunch

Within 5 minutes of the dismissal of school, students are to report to their buses, their cars, or the lobby.

PRINCIPAL’S STATEMENT
This handbook serves as a guide for our students. Students are encouraged to review and refer to the policies and procedures outlined in this handbook. Students are also encouraged to ask any faculty or staff member questions or concerns relative to information in this handbook.

MISSION STATEMENT
Our mission at Halifax county High school is to provide a safe, positive learning environment which fosters an optimum level of achievement, good citizenship, and respect for others. This environment will enable students to prepare for the world of work and will guide students toward realizing their academic, aesthetic, and physical potential as well as fostering their social and emotional well-being.

BELIEF STATEMENTS
Our beliefs at Halifax County High School are encompassed in the following statements:

1. Each student can set goals and reach his/her optimum level of achievement.
2. A positive setting with rules and regulations administered equitably will promote learning and good citizenship.
3. An environment of mutual respect among students and staff encourages learning.
4. Parents, the school, and the community must share in providing a caring and nurturing environment that enhances learning.
5. Students can develop a work ethic and can take pride in and responsibility for their own work.
6. Curriculum and instruction should be organized so as to engage student’s actively in the learning process.
7. The health and nutrition of students affect their readiness and ability to learn.
ACCREDITATIONS
Halifax County High school is fully accredited by the Southern Association of Colleges and Schools (SACS) and fully accredited by the State Department of Education.

EXPECTATIONS AT THE HALIFAX COUNTY HIGH SCHOOL
1. THE ADMINISTRATION IS EXPECTED TO:
   a. Apply school rules and regulations consistently without regard to race or sex.
   b. Employ qualified teachers who are endorsed in the subject area in which they are teaching,
   c. Provide a well-planned instructional program on a daily basis in a safe, secure, environment.
   d. Promote school activities and programs which provide opportunities for students to exhibit special talent and interests.
   e. Prepare students for employment, higher education, or military service through the implementation of a variety of courses, programs, and activities.
   f. Model, promote, and recognize good character.

2. THE FACULTY IS EXPECTED TO:
   a. Adhere to the provisions of their contracts.
   b. Manage classrooms efficiently and effectively.
   c. Communicate with students and parents.
   d. Maintain appropriate relationships with students, staff, colleagues, and community.
   e. Cooperate with administration and staff.
   f. Model, promote, and recognize good character.

3. THE STUDENT IS EXPECTED TO:
   a. Follow all school rules, civil laws, and common practices of courtesy.
   b. Attend school on a regular basis and work to the best of one’s ability.
   c. Be seated at the beginning of each class period, prepared for instruction, and remain seated until class is dismissed by the teacher.
   d. Be quiet and attentive when being instructed by a teacher, coach, school staff person, bus driver, or administrator.
   e. Be on time to classes, meetings, and all other school-related activities.
   f. Demonstrate good character.
## II. ACADEMIC INFORMATION

### STANDARD DIPLOMA – Class of 2019 through 2021

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits (English 9, 10, 11, and 12)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits (This requirement shall include at least two selections from among:</td>
</tr>
<tr>
<td></td>
<td>- Algebra 1, Geometry, Algebra II, or Algebra Functions and Data Analysis (AFDA)</td>
</tr>
<tr>
<td></td>
<td>- Mathematics courses above the level of Algebra And Geometry)</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits (Earth Science, Biology, and one from Chemistry, Physics, Ecology, Anatomy, DE Biology, DE Chemistry, and Meteorology)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4 credits (World Geography, World History A or B, US History, and Government) (Student will take Geography or World History A and B)</td>
</tr>
<tr>
<td>Finance</td>
<td>1 credit</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2 credits</td>
</tr>
<tr>
<td>Fine or Practical Arts/CTE</td>
<td>1 credit</td>
</tr>
<tr>
<td>Electives</td>
<td>4 credits (2 sequential electives), and an online course through the Finance class</td>
</tr>
<tr>
<td>Certification</td>
<td>Industry certification</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22 credits</strong></td>
</tr>
</tbody>
</table>

*Credits** Must include the following 6 VERIFIED CREDITS (SOL’s): 2 English, 1 Math, 1 Science, 1 Social Studies/History, and 1 student choice. SOL classes are listed in italics

### ADVANCED STUDIES DIPLOMA – Class of 2019 through 2021

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits (English 9, 10, 11, and 12)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits (Algebra I, Algebra II, Geometry, College Algebra, or Pre-Calculus)</td>
</tr>
<tr>
<td>Science</td>
<td>4 credits (Earth Science, Biology, Chemistry, Physics, Ecology, Anatomy, DE Biology, DE Chemistry, or Meteorology)</td>
</tr>
<tr>
<td>Subject</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>History/Social Studies</td>
<td>4 credits (World Geography, World History A or B, US History, and Government)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3 or 4 credits (three years of one or two years each of two)</td>
</tr>
<tr>
<td>Finance</td>
<td>1 credit</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2 credits</td>
</tr>
<tr>
<td>Fine Arts or Career and Technical</td>
<td>1 credit</td>
</tr>
<tr>
<td>Electives</td>
<td>3 credits – an online course will be taken through the Finance class</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>26 credits</strong></td>
</tr>
</tbody>
</table>

Credits** Must include 9 VERIFIED CREDITS (SOL’s): 2 English, 2 Math, 2 Science, 2 History/Social Sciences, and 1 student choice. The SOL classes are in italics

STANDARD DIPLOMA – Class of 2022 and Beyond

<table>
<thead>
<tr>
<th>Subject</th>
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</tr>
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<tbody>
<tr>
<td>English</td>
<td>4 credits (English 9, 10, 11, and 12)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits (This requirement shall include at least two selections from among:</td>
</tr>
<tr>
<td></td>
<td>• Algebra 1, Geometry, Algebra II, or other</td>
</tr>
<tr>
<td></td>
<td>• Mathematics courses above the level of Algebra And Geometry</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits (Environmental Science, Earth Science, Biology, and one from Chemistry, Physics, Ecology, Anatomy, DE Biology, DE Chemistry, and Meteorology)</td>
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<tr>
<td>Social Studies</td>
<td>4 credits (World Geography, World History A or B, US History, and Government) (Student will take Geography or World History A and B)</td>
</tr>
<tr>
<td>Finance</td>
<td>1 credit</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2 credits</td>
</tr>
<tr>
<td>Language/Fine Arts/CTE</td>
<td>2 credits</td>
</tr>
<tr>
<td>Electives</td>
<td>3 credits (2 sequential electives, and an online course through the Finance class)</td>
</tr>
</tbody>
</table>
Subject | Credits
--- | ---
| Must complete an Industry certification OR successfully complete a honors, AP, or Dual Enrollment class |

**Total** | **22 credits**

Credits** Must include the following 5 VERIFIED CREDITS (SOL’s): 2 English, 1 Math, 1 Science, and 1 Social Studies/History. The SOL classes are in italics.

### ADVANCED STUDIES DIPLOMA – Class of 2022 and Beyond

<table>
<thead>
<tr>
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<tr>
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<tr>
<td>Mathematics</td>
<td>4 credits (Algebra I, Algebra II, Geometry, College Algebra, or Pre-Calculus)</td>
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<tr>
<td>Science</td>
<td>4 credits (Environmental Science, Earth Science, Biology, Chemistry, Physics, Ecology, Anatomy, DE Biology, DE Chemistry, or Meteorology)</td>
</tr>
<tr>
<td>History/Social Studies</td>
<td>4 credits (World Geography, World History A or B, US History, and Government)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3 or 4 credits (three years of one or two years each of two)</td>
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<td>Finance</td>
<td>1 credit</td>
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<tr>
<td>Health and Physical Education</td>
<td>2 credits</td>
</tr>
<tr>
<td>Fine Arts or CTE</td>
<td>1 credit</td>
</tr>
<tr>
<td>Electives</td>
<td>3 credits – 2 sequential and 1 industry Certification</td>
</tr>
<tr>
<td></td>
<td>An online course will be taken through the Finance class</td>
</tr>
<tr>
<td></td>
<td>Must complete an Industry certification OR successfully complete a honors, AP, or Dual Enrollment class</td>
</tr>
</tbody>
</table>

**Total** | **26 credits**

Credits** Must include 5 VERIFIED CREDITS (SOL’s): 2 English, 1 Math, 1 Science, 1 History/Social. The SOL classes are in italics.

### DUAL ENROLLMENT/COLLEGE LEVEL COURSES

- Accounting
- Advanced Accounting
- Advanced Anatomy/Physiology
- Advanced Computer Information Systems
- Advanced Engineering
Students are required to take and pass the VPT test (Community College Placement Test) prior to enrolling in a dual enrollment (DE) course at Halifax County High School.

There is an agreement between community colleges and other Virginia colleges to accept credit for dual enrollment courses.

PROMOTION REQUIREMENTS
To enter the tenth grade, a student must have earned at least four units, including English 9 credit.

To enter the eleventh grade, a student must have earned at least ten units, including English 10 credit.

To enter the twelfth grade, a student must have earned at least fourteen units, including English 11, two math, two sciences, and two social studies credits.

A student will be permitted to carry only one of the required English courses during a semester. English courses must be taken in their proper sequence. For example, English 9 must be successfully completed before a student is eligible to take English 10.

STUDENT IN GOOD STANDING
Students participating in any school activity must be in “good standing” as defined below.

- Good academic standing is defined as passing three subjects and earning three units of credit toward graduation in the semester preceding participation in the school activity.
• A student in good standing must comply with the school’s Code of Conduct for Athletic/Activity Participants.
• A student in good standing is defined as a pupil who is actively attending school and is not subject to any type of suspension or assignment to an alternative education site.
• Seniors will not be allowed to participate in the graduation ceremony if all of the graduation requirements have not been met.

HOMEROOM
All students are assigned homeroom through their first block classes. During the homeroom portion of first block, school business is conducted.

CREDIT INFORMATION
One unit of credit may be earned for each subject pursued for one semester. Students are permitted with the principal’s approval to attend and receive credit for appropriate community college courses. Community college courses will be transferred to a student’s high school academic record for high school credit only. A student’s college transcript will reflect the college credit. College transfer credit is converted as follow: six (6) semester hours of community college credit equals one (1) unit of high school credit.

GRADING SYSTEM
All grading is done on a numerical basis. The following grades are used at Halifax County High School:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>86-93</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>78-85</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>70-77</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>69 and Below</td>
<td>Failure</td>
</tr>
</tbody>
</table>

The school year is divided into two semesters. First semester will end on December 19, 2018 and second semester will end on May 24, 2019. Each semester is composed of two nine-weeks grading periods. Interim reports will be send home midway through each grading period. Final evaluations will be given in all classes at the end of each semester. This evaluation will be 20% of the semester average.

INFINITE CAMPUS and GRADING GUIDELINES
All teachers must use Infinite Campus (IC) for calculation of grades. Parents have constant access to the student’s grades and assignments through Campus Portal. It is important that grades and assignments
are recorded on a regular basis. Assignments should be posted in IC prior to the due date. Major assignments (test, projects, research papers, etc.) should be posted at least five (5) days prior.

1. Computing the Nine-Weeks Grade
   a. High School Academic: 67% - Tests and 33% - Classwork/Homework.
   b. High School Vocational: 33% - Tests and 67% - Classwork/Homework.
2. Comments are required on interims and report cards for any student receiving a D or F.
3. Grade Reporting Procedures
   a. Each teacher’s grade book must document a minimum of twelve (12) graded assignments for each grading period. Grades should be recorded in each category. Three grades should be from major assignments such as chapter test, unit tests, or projects. Grades are to be recorded within three (3) days after an assignment is due, unless it is a major project or assignment. A parent or guardian’s signature on an assignment cannot be counted as a grade.
   b. All assignments will be based on a 100 point scale.

COURSE WITHDRAWALS
Consideration will be given to allow students who have parental permission to withdraw from a course with no penalty prior to the completion of the first thirty days of the semester. After this time, students withdrawing from a non-SOL course will receive a failing semester grade of a 50. Students will not be allowed to withdraw from an SOL tested course after the first thirty days of the semester. For students experiencing academic difficulties, the classroom teacher should contact the guidance department and telephone the parent indicating the student’s classroom performance prior to the student requesting withdrawal.

WEIGHTED GRADES
A two tier weighted grading system is used whereby Advanced Placement, Honors/Advanced, and Dual Enrollment/College Level courses are weighted. A complete classification of courses is listed in the student registration booklet.

RELIGIOUS HOLIDAYS
Students shall be excused for the observance of traditional holidays. The parent is responsible for notifying the child’s school of the religious holiday(s) to be observed, and should prearrange absences. Notes from parents shall specify:

1. The date(s) of the absences(s);
2. The name of the religious holiday; and
3. A statement that the absence is due to the exercise of the student’s bona fide religious beliefs

If the parent is unable to prearrange the absence, a request for exemptions must be received no later than the second (2nd) day after the student’s return to school from the absence occasioned by the
religious observance. Students are responsible for contacting teachers for missed work within three (3) days of the absence(s).

FLIGHT-TIME / ENRICHMENT
Flight Time is an in-school program built into the regular school day that is designed to improve opportunities for academic enrichment, including tutorial services to help students meet state and local academic achievement standards in core areas - reading, mathematics, history, and science.

FRESHMAN TRANSITION
The freshman year of high school has been identified as pivotal time for students. To address the needs of ninth grade students, Halifax County High School has established a “Freshman Hall” which is located on the second floor of the “A” Wing. English 9, World Geography, Math, and Spanish 1 are taught on the Freshman Hall for ninth grade students. In addition, a separate lunch period is assigned to students with a third block class on the Freshman Hall.

The ninth grade Guidance Counselor is located in the Guidance Department on the first floor A-Wing. To assist teachers in meeting the needs of the freshmen, the Guidance Counselor will address a combination of personal/social, educational, and career life skills. The ninth-grade Assistant Principal’s office is located in A208. Parents may contact the Assistant Principal by calling 575-2014 or 575-2038.

Any ninth grade student that does not pass Algebra 1A in the fall semester will be required to take the Pre-Algebra class in the Spring for remediation. This class is a non-credit course.
III. SCHOOL SERVICES

GUIDANCE SERVICES

The Guidance Department of Halifax County High School is located on the first floor, A-wing. The department is staffed by five Guidance Counselors, a Coordinator of Dual Enrollment, and a testing coordinator, each with a separate office and one full-time secretary. The counseling assignments are as follows:

- **Head of Guidance**: Mrs. Michaeleen Palmore
- **9th Grade Counselor**: Mrs. Caren DeJarnette
- **10th Grade Counselor**: Mrs. Kimberly Thomasson
- **11th Grade Counselor**: Ms. Kristin Aitken
- **12th Grade Counselor**: Mr. David Hale

Guidance services by professionally trained counselors are an integral part of the school program. These services include: counseling, student appraisal, referral, educational and occupational planning, and research.

Through interest inventories, ability testing, and other resources, students learn about themselves, and to accept their individuality.

Counselors aid students in planning for future education, careers, or the job market. Guidance counselors work with parents, teachers, specialists, employment services, vocational rehabilitation, clubs, organizations, and industries to help students become responsible contributing citizens.

The guidance department will provide two copies of students’ transcripts to be mailed to a college, employer, or other appropriate person free of charge. Each additional transcript costs $2.00. Prior to a transcript being mailed, a parental release form must be signed and all fees must be paid. Work Force 2000 transcripts are requested by employers at no cost.

When a student needs to see a counselor a “Guidance Referral” form should be completed. These forms are available from classroom teachers. Once the form is completed, it should be returned to the classroom teacher and the student will be called to guidance. Emergency situations will be referred to counselors immediately.

MARRIED AND PREGNANT STUDENTS

1. Married students should notify their guidance counselor about name change.
2. Pregnant students should consult their doctors relative to participation in school activities and should remain in school until the doctor advises them otherwise. A physician’s note is required before any alteration will be made in the schedule of a pregnant student.
DROPOUTS AND TRANSFERS
Dropping out of school for any reason is possibly the gravest error a high school student can make because of the effect on his/her future. No one under the age of eighteen is allowed to drop out of school as it is in violation of the Virginia Compulsory Attendance Law. Any student under the age of eighteen dropping out of school will be referred to the court system (exception health reasons). Students withdrawing must comply with the following:

- Complete withdrawal forms with your guidance counselor.
- Return all books and other property belonging to the school before leaving.
- Pay any fine or fee owed.

CHANGE OF ADDRESS
Inform the guidance office secretary immediately if there is a change your address or telephone number.

NEW STUDENTS
Any student enrolling at the high school must be accompanied by his/her legal guardian and legal residency in the county must be established before attendance is permitted in any high school classroom. An official transcript and conduct report must be received prior to or at the time of enrollment. In order to enroll at Halifax County High School, a student must be eligible to return to his/her former school.

SCHEDULE CHANGES
Schedule changes for first semester should be completed prior to the beginning of the school year. Schedule changes for second semester must be made during the last five days of first semester. All changes must be approved by the student’s guidance counselor by completing a drop/add slip and having it signed by the teacher whose class is to be dropped and the teacher whose class is to be added.

SCHOOL LIBRARY MEDIA CENTER
The school library media center is centrally located on the second floor of the building and is open daily from 8:00 A.M. to 3:30 P.M., including all four lunches. An Online Public Access Catalog (OPAC), debased subscriptions to various electronic databases and internet access are provided for students ‘educational use. All students using the internet in the library media center must have a Halifax County Acceptable Use Policy Form on file in the school. Students are required to abide by the procedures of this county policy. A book depository is located outside the library media center for the return of materials. A school store, where a variety of school supplies may be purchased, is operated in the library media center.

Students who use the library media center should know their student ID number. Food and drink items are not allowed in the library media center. When a student is using the library media center from a
class, **the student must have a note from the teacher stating the reason for use, the time the student left, and the length of time the student must stay.**

Students must have their student ID number to check out materials. Student are responsible for their own materials and may not check out materials for other.

Books are circulated on a two-week basis with unlimited renewals. Special overnight books, pamphlets, and periodicals are circulated on a daily basis. Reference materials are not circulated.

Students are required to pay for lost or damaged materials. Failure to pay library media center fines and return materials will result in the suspension of library media center privileges until the student’s record is cleared. Failure to return the book security card will cost $5.00. The cost to print personal materials from the network is fifteen cents per page.

To reduce the loss of library media center materials, a book detection system is installed. Students enter the library media center from the side corridor and exit through the security gate into the front corridor. If materials have not been properly checked out, an alarm will sound, the red light will flash, and the turnstile will lock. The student will be asked to step out of line so that the student may check his/her possessions for materials that may have been taken accidentally. Violations or vandalism of the system will result in disciplinary action.

**ANNOUNCEMENTS/MESSAGES**

All announcements should be cleared through the main office and approved by the principal or an assistant principal. General announcements will be shown on Channel 1 throughout the day.

Messages to students from parent/designee should be relative to emergencies or unexpected appointments. While the school will do its best to deliver this information to students at the appropriate time, the administration is not responsible for the student’s acceptance or compliance with the message.

**PARENT/TEACHER CONFERENCES**

Conferences between parents and teachers are encouraged and should be arranged before or after school or during the teachers’ planning period. Appointments may be arranged through the student’s guidance counselor, an administrator or with the individual teachers.

**FUNDRAISING ACTIVITIES**

All school-related fund raising activities must be approved by the principal and School Board prior to the beginning of the activity. Forms are available in the main office. Students participating in fund raising activities are responsible for products received and/or monies collected. Students are not allowed to sell food items during any of the designated lunch periods.
IV. SCHOOL POLICIES

ATTENDANCE POLICY

Mission Statement
Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

All students are expected to attend school regularly and to be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between attendance and academic performance. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

Attendance Policy Definitions

Attendance conference means a face-to-face meeting, or an interaction that is conducted through the use of communication technology, at a minimum, after the third undocumented absence among school staff, parents, and student. The conference may include community representatives to participate in resolving issues related to non-attendance and revisions to the current attendance plan, if necessary.

Attendance plan means a plan developed jointly by a school representative, such as a school principal or his designee or attendance officer; parent; and student to resolve the student’s absences and engage the student in regular school attendance. The plan shall identify reasons for absences along with positive strategies to address such reasons and impedances and support regular attendance. This plan may include school-based activities or suggested referrals to community supports, or both.

Chronic absenteeism means when a student misses 10% (18 full school days - 9 days per semester) or more of the school year, for any reason, including suspension.

Court referral means filing a complaint to the Juvenile and Domestic Relations Court after the student’s seventh undocumented absence. Documentation of interventions regarding the student’s undocumented absences, such as copies of the attendance plan and documentation of conference meetings, and compliance with section 22.1-258 of the Code of Virginia will be provided to the intake worker.

Instructional school day means the length of a regularly school day for an individual student.

Attendance Advisory Committee means a school-based team that may be convened to review student records and to participate in prevention, early intervention, and provision of support services to address undocumented absences, including school-based case management. The services should address academic, social, emotional, and familial issues in order to improve regular school attendance. Team members may include, but are not limited to the following: an administrator, school counselor, social worker, or psychologist, student assistance specialist, special education and regular education teacher, and attendance social worker.
Official documentation means documentation presented on behalf of a student regarding an absence that is generated by a professional, such as a physician, court official.

Parent means the parent, guardian, legal custodian, or other person having legal control or charge of the student.

Tardy means the student is expected to be on time to class and to participate in the entire school day. In order to benefit from the instructional program, students should develop habits of punctuality, self-discipline and responsibility.

Truancy is any intentional, unjustified, and unauthorized absence from compulsory education. It is absence caused by students of their own free will, and usually does not refer to legitimate excused absences, such as ones related to medical conditions.

Types of Absences
Absences may be defined, but not limited to the following categories:

A. Unexcused
B. Excused
C. Check-ins and Check-outs
D. Tardies
E. Skipping
F. Athletics/school sponsored events
G. Total absences

A. Unexcused Absences – “Truant Policy” or “Truancy Policy”
1. Daily attendance is counted as an accumulation of time missed from school. Therefore, 361 minutes of accumulation time equals one day of absence. Daily attendance is reported throughout the school year and does not start over at the beginning of second semester.
2. An attempt will be made to contact the parent or guardian after each absence.
3. After the 3rd unexcused absence, a letter will be sent to the parent or guardian.
4. After the 5th unexcused absence, a letter will be generated to request parent conference with either an administrator or the Attendance Liaison.
5. After the 6th unexcused absence, a letter will be generated to request parent conference with the Attendance Advisory Committee.
6. Parents who fail to contact the school will receive a telephone call or a home visit by the Division Attendance/Truancy Officer
7. After the 7th unexcused absence, the student will be referred to Juvenile and Domestic Relations Court.
8. The following absences will be excused only for Truancy:
   a. Doctor/medical note
   b. Court appointment/subpoena
   c. Funeral service of immediate family member
   d. Parent notification of illness with approval of principal or his designee
B. Excused Absences – “Documented Absences”

The table below shows the official documentation required for an absence to be considered documented/excused.

<table>
<thead>
<tr>
<th>Absences</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal illness or exposure to a contagious disease</td>
<td>Statement from attending physician</td>
</tr>
<tr>
<td>Medical/therapist appointment</td>
<td>Statement from attending professional</td>
</tr>
<tr>
<td>Severe illness in the immediate family</td>
<td>Statement from attending physician or parent note</td>
</tr>
<tr>
<td>Death in the immediate family</td>
<td>Memorial from funeral or parent note</td>
</tr>
<tr>
<td>Religious observance</td>
<td>Prearranged – contact school administrator</td>
</tr>
<tr>
<td>Prearranged college visits (maximum of 2 per semester for Juniors and Seniors only)</td>
<td>Verification letter on college letterhead</td>
</tr>
<tr>
<td>Student court appearance</td>
<td>Subpoena with student’s name</td>
</tr>
<tr>
<td>Other extenuating circumstances</td>
<td>Prearranged – contact school administrator</td>
</tr>
</tbody>
</table>

Any evidence that the reason offered for an absence is untruthful or misleading renders the absence undocumented. Disciplinary action will be taken.

A parent should contact the principal to secure advance permission for absence due to special trips whenever possible; however, all work must be made up as directed by the individual classroom teacher.

C. Check-in and Check-outs

1. Students checking in or checking out must have a parent come into the Attendance Office on the day they desire to check out except for emergencies; written notes will not be accepted. All students must check out through the Attendance Office. Students checking out, but who did not drive must remain in class until the parent or guardian arrives at the school and reports to the Attendance Office. All students are to leave the school building and grounds immediately following their checking out from school. Students are not to return to school grounds before 3:15 unless they are checking in.

2. Any student who checks in without proper documentation will be given an unexcused tardy.

3. Any student the checks out without being authorized by school personnel to do so will received a discipline referral. Proper check out procedures through the attendance desk must be followed.
D. Tardies
1. A student must be inside the classroom prior to the sounding of the tardy bell.
2. After 4 Tardies the teacher will contact the parent
3. The next 4 Tardies the teacher will contact the parent and schedule a conference with the parent, child, and the administrator.
4. The next 4 Tardies the teacher will issue a behavioral referral
5. < 10 Minutes = TARDY
6. 10+ Minutes = SKIPPING

E. Skipping
1. Any student who misses ten (10) minutes of a class period will be counted officially absent.
2. If the student is present at school and misses 10 minutes or more of any class, they are subject to disciplinary action based on skipping class.

F. Athletics/school sponsored events
1. Students who are absent from school may not participate in any extracurricular activities of the school which occur on that same day without written permission of the administration. Students must attend a minimum of three (3) classes to be counted present for the day and eligible to participate in any extracurricular activities.
2. Absences from classes due to school sponsored activities (e.g. field trips and athletics) are excused since students are considered present in school when participating in these activities.

G. Total absences
1. As a measure to prevent chronic absenteeism and to avoid credit forfeiture for Halifax County High School students, consequences for total absences (documented and undocumented) are:
   a. Day 1: An automated notification will be made to contact number on record after each absence.
   b. Day 5: An attendance conference shall be held with student and parent (conference call or face-to-face) by Guidance Counselor/School Attendance Liaison.
   c. Day 8: A conference call or face-to-face attendance conference shall be held with student, parent, and administration.
   d. Day 10: A face-to-face attendance conference shall be held with student, parent, and the Attendance Advisory Committee.
   e. HCHS students who accumulate more than seventeen (17) absences (documented or undocumented) through the course of the semester must file for a waiver with the principal or associate principal in order to retain credit for the course. Prior to submitting the waiver application, the student must have completed all makeup work. Discipline, attendance documentation, grades and extenuating circumstances will be considered for credit retention.
2. Chronic absenteeism is calculated by time missed from school; whether a check-in, check-out, or total days missed. A student is chronically absent when their accumulated time equals to 10 absences. Equation for calculated time: 361 minutes = 1 day absent
Procedures

1. When a student has a telephone and is absent, the parent is asked to contact the school on the day of the absence (434-472-4977).
2. Student absences will be recorded on a daily basis in each block - missing 10 minutes or more of a block is counted skipping in that block and a referral will be written.
3. A written note along with the official documentation shown in Table 1 (below) should be sent to school not later than the third (3rd) day after the student’s return to school from the absence(s).
4. The note should be sent by the parent or guardian to the student’s first block teacher whenever a student is absent, checks in late, or checks out early. The contents of the parent’s note must include the following:
   - The student’s full name
   - The date(s) of the absence(s)
   - The specific, verifiable reason for the absence, tardiness, or early dismissal
   - The signature of the parent
   - A daytime phone number where a parent can be reached to verify the note
5. Those students with whom parental contact has been made concerning the absence will receive an admission slip from their first (1st) block teacher; this form must be secured before returning to any class. Each teacher will initial the form and the fourth (4th) block teacher will turn the form to the Teacher’s Lounge at the end of the school day.
6. Students whose parents could not be contacted by the school must report to the first block teacher with a note from their parent explain the absence. The first (1st) block teacher will then issue an admission slip or send the student to the appropriate administration office. An absence will be considered unexcused if not verified by a parent/guardian by note or phone call. Students arriving late must check in through the Attendance Office in the Lobby.

MAKE-UP WORK POLICY

1. Students are expected to make-up work missed due to absences. Teachers will notify students of missed work, provide, and schedule make-up work.
   a. Make-up work must be completed within three (3) school days after the student returns.
   b. Assignments, including tests, due the day of the absence and announced prior to the absence are to be completed the day the student returns to school unless scheduled later by the teacher.
   c. Tests and quizzes should be made up before or after school or as scheduled by the teacher.
   d. A zero must be given for any work not made up.
2. When a student misses three or more consecutive days, individual arrangements should be made with teachers to schedule and complete make-up work assignments.
3. Upon their return to school, students will be allowed to complete make-up work resulting from absences due to suspensions.
4. Any student who is absent and unable to attend school may be entitled to homebound instructions and should contact his/her counselor in the guidance office for more information.
5. Supervised opportunities for make-up work will be available after the regular school day.

6. Athletic Activity Participants Homework Policy: Students participating in after-school extracurricular activities that result in returning to Halifax County High School after 9:30 P.M. must be given additional time to deal with assignments (homework as well as tests) made on the day of the activity. Assignments made several days/weeks in advance (example: term papers or major projects) should not receive extra time. A test assignment made several days in advance could be accommodated.

**DRIVER'S EDUCATION POLICY**

1. Priority for scheduling Behind-the-Wheel will be given to students who have reached the age of fifteen (15) years and six (6) months and are in good academic standing.

2. **Good academic standing** is defined as **passing three (3) subjects and earning three (3) units of credits toward graduation in the semester preceding participation in Behind-the-Wheels instruction.**

3. Students who have successfully completed the classroom part of driver education and the Behind-the-Wheel part of driver education with a passing score on the road skills test, and have possessed a learners permit for nine months will be issued a Driver Education Certificate Authorization Card (DEC-A). Upon reaching the age of sixteen (16) and three (3) months, this card and the instruction permit will be the driver’s license until the student receives the permanent license from the Juvenile and Domestic Relations Court Judge.

4. Behind-the-Wheel training hours: Before the juvenile can qualify for a driver’s license, his or her parent must certify that the juvenile has forty-five (45) hours of Behind-the-Wheel driving experience, at least fifteen (15) hours of which must be after sunset.

5. Students who fail the road skills test will be given a thirty (30) day grace period to practice the necessary skills with their parent/guardian. After thirty (30) days, a form must be completed and signed by the student and the parent/guardian requesting an opportunity to retake the test. The Behind-the-Wheel instructor will schedule the test as quickly as possible.

6. If a student loses the DEC-A certificate, they should report to DMV.

7. A copy of the student road skills test will be placed in each student’s permanent record.

**ACADEMIC REFERRALS**

Students who are experiencing academic problems (failure to bring books or needed supplies, failure to participate in class, refusing to do work, etc.) are to be sent to the appropriate administrator’s office after the teacher has referred the student to guidance, contacted the parent, and made every effort to correct the problem. These students may be placed on academic dismissal and a parent conference will be required prior to the student returning to school. Academic referrals will be issued for instances of plagiarism and cheating. Ninth grade academic referrals should be sent to A208 and tenth, eleventh, and twelfth grades should be sent to C202.

**AFTER SCHOOL INTERVENTION (ASI)**

After-School Intervention will meet on Monday through Thursday. Students will be assigned to After-School Intervention as indicated in the discipline procedures. When ASI is assigned, parents will be
notified and at least one day will be allowed for transportation arrangements to be made before ASI begins. Students must report to the ASI Center by 3:25 P.M. and remain there until 5:00 P.M.

**ASSEMBLY CONDUCT**
1. Observe all rules of public courtesy.
2. Students will be required to attend administrative assemblies. Students attending any assembly must refrain from talking or disorderly conduct.

**ATHLETIC/ACTIVITY ELIGIBILITY**
1. A student must pass three subjects and earn three units of credit in the semester proceeding the sports season in which he/she wishes to participate.
2. A student must have a grade classification in order to participate on any High School Athletic Team.
3. A student must meet the standards outlined in the Code of Conduct for athletic/activity participants and must submit a signed copy to their coach/sponsor at the beginning of the season/activity.

**ATHLETIC CONTESTS AND SPORTSMANSHIP**
Halifax County High School is a member of the Piedmont District of the Virginia High School League and is governed by the rules of these groups regarding participation, sportsmanship, and ticket prices. While the highest degree of school spirit is desired, district rules prohibit fans from using noise makers and signs at indoor contests.

**BUILDING AND GROUNDS**
1. No glass bottles are permitted in the school building.
2. Refrain from chewing gum anywhere during the school day.
3. Eating and drinking is limited to the titled cafeteria area.
4. Use the building only for school-scheduled activities supervised by a teacher or approved adult.
5. Depart from the building promptly at the end of the school day or supervised activity.
6. Students are not permitted to play cards or gamble in the building.
7. Non-school sponsored activities may not be announced or advertised in the school building or on the grounds without the Principal’s/designee’s approval.

**BULLYING**
Bullying is repeated negative behaviors intended to frighten or cause harm. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, insults, and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding the race, gender, religion, physical abilities, characteristics, or associates of the targeted person. A
student, either individually or as a part of a group, shall not harass or bully others. Instances of bullying must be submitted in writing and reported to an administrator.

BUSES

1. Buses are provided for transporting students to and from school and should be utilized by students.
2. Students riding busses shall:
   a. In approaching the stopping place for the bus, walk toward the traffic.
   b. While waiting for the bus, do not play on the street, sidewalk, or highway. Never throw rocks, pebbles, or anything at homes, passing vehicles, or animals.
   c. Get on the bus in an orderly manner. Avoid crowding and disturbing others.
   d. Students and the driver share the responsibility of keeping the bus clean. The driver should see that it is clean when the morning trip begins. Pupils should do their part to keep it clean in route.
   e. Do not “shout” at passing vehicles.
   f. Except to relieve overcrowding, pupils should stay in the same seat during the entire trip. “Moving about “on the bus is dangerous.
   g. Normal conversation is all right; however, students should not engage in boisterous and loud talk.
   h. A minimum of three students must sit on each seat when bus is loaded.
   i. Students shall never “save” seats.
   j. No student will be allowed to leave a school bus from the point at which he normally gets on the bus until he is discharged at the school in which he is enrolled nor will the student be permitted to leave the school bus from the time he leaves school until he is discharged at the point he normally gets off to go home unless approved by the Principal.
   k. Students must keep their heads, arms, and hands inside the bus at all times.
   l. Students are not permitted to talk to the driver while the bus is in motion.
   m. Eating, drinking, and littering are not permitted at any time.
   n. Smoking on the bus is prohibited at all times.
   o. Profanity, vulgar language, inappropriate display of affection, and indecent exposure are not permitted at any time.
   p. The rear door is designed to be used for exit in an emergency only. It must remain closed at all other times.
   q. No one is permitted to sit in the bus after it has been parked on the school property.
   r. The bus has a definite schedule and cannot wait for students. (School Principal or teacher in charge may hold bus in an emergency).
   s. Students are required to pay for any willful damage to the school bus and its equipment. Payment must be made immediately in accordance with rates set by the School Board.
   t. Students are not permitted to have objects that may be used to damage school property or cause bodily harm.
   u. Beepers, pagers, walkie talks, and laser pointers are strictly prohibited. If cell phones, MP3 players, PSP’s, IPod’s, video games, or headsets are used in a disruptive manner on a school bus, they will be confiscated and turned into the main office, for pick up by a
parent or guardian. Refusal to comply with the bus driver’s request will result being written a discipline notice.

v. Students are not permitted to play cards or gamble.

w. **Students are prohibited from boarding or exiting the school bus at the Middle School.**

**BUS DISCIPLINE**

Bus discipline will accumulate for the entire school year (180 days). When discipline notices are issued by bus drivers, the student will report to the appropriate Administrators’ office; the discipline system may be as follows:

- **First Bus Discipline Notice** – Student **warned** about misconduct – parents notified.
- **Second Bus Discipline Notice** – Student **placed on probation** for misconduct-parent notified.
- **Third Bus Discipline Notice** – Student **is suspended from the bus for one day**-parents notified.
- **Fourth Bus Discipline Notice** – Student **suspended from the bus for three days**-parents notified.
- **Fifth Bus Discipline Notice** – Student **suspended from the bus for five days**-parents notified.
- **Sixth Bus Discipline Notice** – Student **suspended from the bus for three days** –parents notified.
- **Seventh bus Discipline Notice** – Student is **recommended for long-term suspension from the bus.**

- Student **suspended from the bus for one to three days** for the following:
  - Vulgar Language, Obscene gestures, Inappropriate acts of conduct, Rude and disrespectful to bus driver not including vulgar language directed to the bus driver.
  - Student **suspended from school for tone to three days** for vulgar language directed to the bus driver.
  - Student **suspended from school for three to ten days** for fighting.

**CARS AND PARKING**

Students may park their vehicles on school property only in areas designated for student parking. A permit must be purchased from the main office and must be displayed in the vehicles windshield at all times while on school grounds. The standard rules of proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles will be denied parking privileges. **NO STUDENT IS TO USE THE AREA SET ASIDE FOR FACULTY PARKING. STUDENTS ARE PROHIBITED FROM PARKING BEHIND THE VOCATIONAL WING AND DESIGNATED VISTOR PARKINGS AREAS.**

- All students who drive to school must register their cars and display a school parking tag.
- Students shall leave their cars in the parking lot at the designated place from the time of arrival until school is out.
- Students are not allowed to return to their cars during the day or sit in cars after parking. Students are not permitted to park in the area surrounding the vocational wing.
- Students are to drive carefully on the campus, observe 10 MPH speed limit, and park cars in such a way as not to block other cars.
- Driving privileges may be suspended for the violation of any of the above regulations.
- At the end of the school day, all students should leave the school grounds by 3:35 P.M. if not involved in a supervised school activity.
• Handicapped parking is permitted for those who have the proper permit.
• A student’s privilege to drive may be revoked due to excessive tardiness to school.
• When buses are exiting school grounds in the afternoon, students are prohibited from pulling into bus traffic unless directed to do so by an administrator. Violators will have parking privileges suspended.
• Students that park on school grounds without proper permits and in designated areas are subject to having their vehicle towed at their expense

CELLULAR PHONE POLICY
HCHS administration recognizes that student access to cellular phones and other electronic devices is common in a 21st Century society; however, it is imperative that students and parents understand that there are appropriate and inappropriate times for the use of such devices.

In order for a student to be in compliance with the recommended school board regulation JFC-R concerning the use of cellular phones during the school day, the following must be adhered to:

1. All cellular phones are to be turned off prior to entering the classroom and remain off during instructional time. Students are permitted to use cellular phones before the instructional day begins at 8:29 a.m., during class changes, during lunch, and after the instructional day ends at 3:15 p.m.
2. Students are not permitted to use a cellular phone for personal conversations in any location on campus at any time between 8:21 AM and 3:15 p.m.
3. Students that have an emergency in which a conversation on a cellular phone is needed must request permission from their grade level administrator. (Parents are asked to refrain from calling their child during the instructional day. If there is an emergency, parents should call the main office and the student will be notified).
4. Cellular phones are not allowed to be in use in the hallways or bathrooms during instructional time.
5. Cell phones and other electronic devices are not permitted during assessments. This includes Standards of Learning (SOL) testing administrations and classroom assessments. Test administration procedures are developed in order to help reduce measurement error and to increase the likelihood of fair and reliable assessments. Procedures that protect the security of the assessment help maintain the meaning and integrity of the score for students: therefore:
   a. Any student using an unauthorized electronic device during testing shall be deemed to have violated the Test Administration Procedures.
   b. Any student found in breach of the Test Administration Procedures, by using an unauthorized device, shall receive a zero on the assessment. The device being used will be confiscated by the testing personnel and turned in to the student’s grade level administrator with a written referral in accordance with the Code of Student Conduct. Violation of this policy during SOL testing will automatically result in a one day suspension.
6. Students should not use cellular phones or other devices to record anything or anyone without authorization while on school property or at school events.
A cell phone violation occurs when these regulations are not followed. The student in violation will be required to give his/her cell phone to the teacher and/or administrator when requested. **In all cases, the cell phone is turned in to the main office and may be picked up by the parent/guardian between 3:30 and 4:30 p.m.**

Corrective actions: Dispositions will be assigned as follows:

1. **1st Offense --- Warning**
2. **2nd Offense---After School Intervention (ASI) two days**
3. **3rd Offense---In School Intervention (ISI) two days**
4. **4th Offense and subsequent offences ---Short term suspension (1 to 10 days)**

**If a student refuses to turn cell phone in to the teacher, the teacher should write a discipline notice and send the student to the appropriate administrator. Refusal to turn in cell phone when directed to do so by an administrator will result in suspension from school.**

**Failure to attend ASI or ISI as assigned will result in out of school suspension for one day.**

**CLASS PARTIES**
All parties connected with school must be approved by the Principal a week in advance.

**CLASS RINGS/SCHOOL PICTURES**
Class rings may be ordered by sophomores in the late fall to be delivered in the early spring of each year. Juniors and seniors may also order if they did not do so in the tenth grade. As with school pictures, a percentage of the profit resulting from the sale of class rings is returned to the school. **Yearbook pictures must be uniform.** No “glamour shots” or non-standard poses will be used in the yearbook. No one is compelled to do anything more than to sit for a **free** yearbook picture taken by the school photographer if he/she wishes to be included in the yearbook.

**COMPUTERS AND TECHNOLOGY**
School computers and related technologies are operated by students and faculty for the mutual benefit of all concerned, and all users are expected to assist in the successful operation of the facilities. Students should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of others. The following guidelines are intended to help students understand appropriate use. Improper access/use of school computers may result in disciplinary action.

1. School related files are the only files to be saved on your network account, diskette, or school computer. Storing commercial software, utility programs, games or hidden files to your account is not permitted.
2. Playing computer games on the school’s computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
3. Files saved on the classroom diskettes and network accounts are private. Use only your account/password. Do not give your password to other students. Other students should not have access or rights to your account or directory.
4. Reading, renaming, modifying, or removing programs, systems, or personal files owned by other users, is not allowed.
5. The school must own a valid license for any software used on systems in the school.
6. Copying the school’s software from the computer systems is considered theft and is a violation of federal copyright laws.
7. Modifying school software and/or borrowing software from labs is not permitted.
8. Personal diskettes must be scanned for viruses prior to using in school computers.
9. Report equipment problems immediately to instructor.
10. Vandalism or defacing equipment will not be tolerated and students will be disciplined according to the Code of Conduct.
11. Access to remote computers including the Internet is a privilege, not a right, which may be revoked at any time for abusive conduct. Student use is limited to educational information; however, the school will not be able to totally control materials accessed from remote sites. Students and parents must sign the Halifax County Acceptable Use Policy prior to a student accessing the Internet at school.

**Misconduct will include:**

a. The placing of unlawful information on a system.
b. The use of abusive or otherwise offensive material in either public or private messages.
c. The sending of “chain letters” or “broadcast” messages to lists or individuals.

12. Graphing calculators are provided for student use in most math classes. In some instances, a graphing calculator is assigned to a specific student for use in school and at home. If this calculator is lost or destroyed, the replacement cost is $90.00.

**CORRIDORS**

**STUDENTS ARE EXPECTED TO:**

- Walk to the right, keep at a steady pace, and go promptly to class.
- Refrain from acts of discourtesy such as blocking traffic, being noisy, and tampering with lockers.
- Students should use exterior stairwells during class changes in addition to the main stair tower.
- Students should use the main stair tower only during lunches.

**DANCES**

- Dances must be sponsored by the school.
- Students wishing to bring a guest to a school dance must secure a pass from the school administration.
- Guests are subject to all dance rules, and the host is responsible for his/her guest’s behavior.
• When presenting a visitor’s pass at the door, the student who obtained the pass must be present with his or her guest.

DELIVERIES TO STUDENTS
• Deliveries of nonessential items to students are prohibited by School Board policy.
• Food deliveries from fast food restaurants, pizza, subs, or other foods are not permitted to be delivered to students during the instructional day without prior written approval from the principal.

DISCIPLINARY PROCEDURES/APPEALS
• Students and parents are responsible for reading and following the Halifax County Public Schools Code of Student Conduct which is applicable for the school year. Conduct rules for summer school are attached to the summer school application.
• Procedural due process rights are observed at all times.
• Students may appeal an Administrator’s decision to Mr. Lewis only when the incident results in suspension from school, and may appeal Mr. Lewis’ decision to the Division Superintendent/designee. In instances where question arise involving suspension or the expulsion and what special services are available, students should contact Mr. Frosty Owens at the School Board Office (434-476-2127).
• Discipline notices (referrals/yellow slips) are issued by school personnel to students when misconduct is observed. Juniors and seniors receiving discipline notices must report to (B311), sophomores should report to (C202), and freshmen must report to (A208). Failure to do so for any reason will result in a one-day suspension.
• Discipline notices issued for the following offenses will be processed according to the guidelines as stated in the Halifax County Public Schools Code of Student Conduct:

  Dress Code, Truancy, Tardiness
  Being in an unauthorized area
  Disruptive Conduct
  Profane, Obscene, or Abusive Language
  Threats or Intimidation
  Assaults/Battery and Fighting
  Bullying
  Gambling
  Use and/or Possession of Alcohol, Tobacco, and Drugs
  Vandalism
Theft
Defiance of Authority or Disrespect of School personnel
Behavior on the School Bus
Trespassing
Gang Activity
Harassment
Possession of Beepers, Cellular Phones, Personal Digital Assistants (PDA), or Similar Devices
Laser Pointers – Possession/Abuse
Acceptable Use of the Internet
Bomb Threats
Other conduct not listed
Sexual Misconduct
Report of Conviction or Adjudication of Delinquency Pursuant to 16.1 – 305 – 1
Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell
Possession or Use of Weapons or Other Dangerous Articles

The police must be notified in cases relating to the following:
Weapons/Dangerous Objects
Drugs/alcohol
Sexual Misconduct
Hazing
Gang Related Activities
Bomb Threats/False Fire Alarm
Criminal Violations occurring on Campus
Other instances deemed necessary by the Administration

Police Charges which result in alternate placement:
Firearm Offenses
Homicide, Felonious Assault, or Bodily Wounding
Criminal Sexual Assault

Manufacture, Sale, Distribution or Possession of Controlled Substances

Arson and Related Crimes

Manufacture, Sale, or Distribution of Marijuana

Burglary, Robbery, and Related Offenses

*Discipline notices will accumulate through the end of each semester; student discipline records will indicate zero discipline notices at the beginning of each semester.

- Student is subject to being assigned to ISI for skipping, vulgar language, and related offenses.
- Student is subject to being **suspended one (1) to ten (10) days** for the following:
  1. Disrespectful or rude to teacher or administrator, including vulgar language
  2. Directed to teacher or administrator (1 – 10 Days)
  3. Refusing to take discipline notice to the discipline office (1 day)
  4. Underage use or possession of tobacco products (1 – 3 Days)
  5. Being in an unauthorized area (1 – 3 days)
  6. Forging school-related documents (1 – 3 days)
  7. Creating a disturbance (3 – 5 days)
- Student is subject to being **suspended three (3) to five (5) days** for safety violation/endangering self or others.
- Student is subject to being **suspended for five (5) to ten (10) days** for the offense of fighting and/or may be recommended for long term suspension
- Students suspended from school may be placed in the STUDENT TIME OUT PROGRAM. This program is an in-school program held at the Halifax County Education Center in Halifax. Students are provided educational services by the staff at STOP and will receive their work from their regular teachers at the high school
- If a student is charged with a crime (distribution, assault) as listed in the Code of Virginia 16.1-260G off school grounds that makes him a risk to himself or others, the Principal will reassign the student to an alternative setting. If the student is found not innocent or is convicted of an offense as indicated above, the student’s assignment to alternative placement will continue for at least the remainder of the year.
- Students suspended are not permitted to be on the school grounds, in the school building, or participate in any school sponsored activity during the suspension.
- A student found guilty of cheating will be given a zero for the assignment, test, report, etc. on which he/she cheated. The incident will be noted on the student’s report card during the nine weeks period in which the cheating occurred.
- Students will be referred to the juvenile court system following the third (3rd) offense of skipping school.
DINING HALL
Student behavior in the dining hall should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to find it. Students will go through the cafeteria line and pay for their choice of food. Students are to remain in the cafeteria until they have finished eating. Students are not allowed to take food or drink outside the cafeteria. During their schedule lunches students are not allowed in areas where classes are being held. Students are expected to:

- Stay in the cafeteria during lunch except to visit the authorized bathrooms on either side of the cafeteria next to the elevators on the A and C wing second floor
- Students are not allowed in any other area of the school during their lunch except the library (All food must be kept in the cafeteria).
- Stand in line and wait their turn.
- Keep the table areas clean.
- Return trays and trash to designated areas.
- Use good table and eating manners.
- Refrain from running when going to and coming from the cafeteria.
- Students may not save seats for other students.
- Loud talking and loud noise should be avoided in the cafeteria.

DRUG USE AND ABUSE POLICY
- Students shall not consume, deliver, or have in their possession alcoholic beverages/drugs while in school or on school property or while attending a school activity. No student shall be on school grounds or attend a school activity while under the influence of alcohol/drugs. Violation of this policy will result in appropriate disciplinary action. In every instance of sale, possession, or attempt to distribute on school property and in certain instances of being under the influence, the police and parents will be notified.
- Disciplinary action as prescribed by the Halifax County Public Schools Code of Conduct will be imposed in the event that a student sells, purchases, possess, uses, is under the influence of alcohol/drugs, distributes or possess drug paraphernalia as prohibited by the Code of Virginia, in school or when attending or participating in school events. In addition, such activity will result in the institution of legal proceedings which includes contacting the police and parents. It is required that a student found in violation of this policy enroll in an appropriate rehabilitation program. A student who takes medication prescribed by a physician is required to bring a note from a parent to the nurse and the nurse will administer the medicine in the clinic. Prescription medication and/or over-the-counter medications from one student to another.
- Students suspected of being under the influence of drugs/alcohol may be required to submit to lab testing at the discretion of Principal/designee prior to returning to school. Cost will be the responsibility of the student/parent.

ELECTRONIC DEVICES
Beepers, pagers, walkie talkies, and laser pointers are strictly prohibited. Students will not be allowed to use MP3 players, PSP’s, iPod’s, video games, or “Gaming” headsets during the instructional day. These
items will be confiscated and returned to parents. The school assumes no responsibility for the replacement or return of the items listed.

ELEVATORS
- Elevators are to be used by designated persons only. They are not for general use.
- Refrain from tampering with elevator controls at all times.
- Passes must be secured from the Nurse (A103) for students needing to use the elevator.

EMERGENCY MEDICAL PROCEDURES
If a student has a sudden medical emergency in the classroom or hallway (i.e. seizure, asthma attack, or unresponsiveness) or a serious injury occurs (i.e. significant fall, severe lacerations, burns, broken bones, head/spine injuries), please implement the following steps:

- If the student appears to be injured in any way, DO NOT MOVE HIM/HER.
- The teacher or designated person/student should immediately contact the main office and request that an administrator report to the room. Please identify the problem that the child is experiencing.
- The teacher or adult supervisor should not leave the ill or injured child. He or she may designate a student or ask another faculty member to go for assistance.
- Personnel in the main office will notify the administrator of the emergency situation and then notify the school nurse.
- If the school nurse is not in the building, the administrator will notify Mrs. Joncie Slate if necessary.
- Once a CPR trained faculty member or school nurse has arrived on the scene, assessment of the student may begin. If emergency services are required, 911 should be dialed.

MEDICATION PROCEDURE
Long-Term Medications: Prescribed for more than two weeks.
- A written statement shall be require annually
  - From the physician, who will indicate the name of the medication the route, the dosage, frequency and time frame of administration, the reason the medication needs to be given (diagnosis), possible side effects, and termination date.
  - From, the parent/guardian, who will request and authorize the school to dispense the medication in the dosage prescribed by the physician.
- The medication must be in the original prescription container.
- The medication authorization form must be updated at the beginning of each school year or when there is a change in dosage.
- Certain medications (i.e. inhalers) may need to be kept with the student for emergency use. In this case, co-signatures of the principal with the parent/guardian on the Medication Authorization Form is required.
**Short-Term Medication:** Over-the-counter or prescribed less than two weeks.
- A written statement will be required from the parent/guardian giving permission to give the medication in school. The statement must include the name of the medication, reason for medication, route, dosage, and time and date the medication is to be given.
- Parents/guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student’s name, name of the prescribing physician, and the date the medication was obtained.

**Storage of Medication**
- Medication will be stored in a locked drawer or cabinet.
- Medication requiring refrigeration will be refrigerated in a secure place.

**FIELD TRIPS**
- All students going on field trips must have completed the Parental Agreement form.
- All field trips must be approved through the Central Office at least one month in advance of departure.

**SAFETY DRILLS**

**FIRE DRILL PROCEDURES**
Each school holds a fire drill twice during the first twenty (20) days of each session. Each school holds at least two additional fire drills during the remainder of the school session. No fire drills are conducted during periods of mandatory testing required by Board of Education.

**LOCK-DOWN DRILLS**
Each school has a lock-down drill at least twice during the first twenty (20) school days of each session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

**SCHOOL BUS EMERGENCY DRILLS**
Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

**TORNADO DRILLS**
There is at least one tornado drill every school year in every school.
HALL PASSES
Students should be in the halls only at the beginning and close of school and while moving from one
class to another unless they have special permission. Students in the halls during class time must have a
hall pass and ID. Students will have three (3) passes per nine weeks per class to leave class. No
student is allowed in hallways after school hours without permission. Students are not allowed to leave
class during the first and last 15 minutes of class time unless called out of class by school personnel

IN-SCHOOL INTERVENTION (ISI)
In-school Intervention will be held during the regular school day in room B207 according to the Halifax
County Schools Code of Student Conduct. Cell phones are not permitted in ISI and students must work
on classroom material, study, or read while in ISI. Misbehavior in ISI will result in Out of School
Suspension or placement in the STOP program.

LOCKERS
- The school assumes no responsibility for articles or books taken from lockers.
- Students will provide their own locks.
- A student may request a locker through Mr. Lawter’s office located in the Main Office.
- Student lockers are subject to be searched by school officials whenever the administration
deems it is necessary.
- The student to whom the locker is assigned is responsible for its contents.

LOST AND FOUND
- Anyone finding lost articles must bring them to Mr. Davis’ office C202
- Lost books are turned into any administrator’s office
- Students losing books or other articles should check by the offices as soon as possible after the
discovery of the loss,

OTHER SCHOOLS
No student shall go into another school building or on its grounds during school hours without proper
authorization.

PHOTO-IDENTIFICATION BADGES (ID’S)
- Photo-Identification badges will be worn by students, faculty, and staff at the high school.
- The ID must be worn between the neck and mid-chest with picture showing.
- Students will be required to wear their ID’s in order to check in or out of school, check out
library materials, participate in school lunch program, and attend certain school activities.
- ID’s will be prepared during the first week of school.
• Duplicate ID’s may be purchased in the lobby beginning at 8:20 A.M. at a cost of $4.00.

SEARCH AND SEIZURE
School administrators reserve the right to search lockers, desks, or facilities as well as individuals and their belongings, when there is reasonable suspicion for believing that items which violate the law or school policy or which may be harmful to the community will be found. School administrators may use metal detectors for both random and reasonable suspicion searches. Surveillance cameras may be used on buses, in school facilities, and on school ground in order to monitor and maintain order, discipline, and school safety. In an effort to ensure that each school maintains a safe learning environment, police dogs may be brought onto school property to search. Any articles that violate the law or school rules may be confiscated and appropriate disciplinary/legal action taken.

SURVEILLANCE/BODY CAMERA USAGE
Surveillance and body cameras may be used to record audio and video on buses, in school facilities, and on school grounds in order to monitor and maintain order, discipline, and school safety. Cameras will not be used in locker rooms or restrooms when occupied.

Video Storage
Saved videos will be stored for a minimum of one (1) school year on the administrator’s computer at his/her discretion.

Instances in Which Body Cameras May be Used:
(As listed in the Halifax County Public Schools Code of Conduct, pages 4 and 11-19)

• Search and Seizure
• Disruptive Conduct
• Profane, Obscene, Abusive Language or Pornographic Material
• Threats or Intimidation
• Fighting
• Assault/Battery
• Bullying
• Use and/or Possession of Alcohol, Tobacco, and other Drugs
• Possession, Distribution or Sale of Illegal Drugs or Distribution with Intent to Sell
• Vandalism
• Defiance of Authority or Disrespect of School Personnel
• Theft
• Behavior on School Bus
• Trespass
• Gang Activity
• Harassment
Students may be given the opportunity to speak confidentially to school administrators in any given instance/situation.

SEXUAL HARASSMENT
Sexual harassment is unwanted and unwelcomed behavior of sexual nature which interferes with a student’s right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Sexual harassment is illegal and prohibited in school settings. Any student who believes that he or she has been subjected to sexual harassment should immediately file a written complaint of the alleged act with a school administrator.

SEXUAL MISCONDUCT
Confirmed instances of sexual misconduct will result in a recommendation for long term suspension and a recommendation for alternative placement. The appropriate authorities will be notified in all cases.

SKATEBOARDS
Skateboards are prohibited on school grounds at all times.

SMOKING/TOBACCO
Effective July 1, 2013, smoking, chewing or any other use/possession of any tobacco products or e-cigarettes/vapes by staff, students, and visitors is prohibited on school property.

For purposes of this policy,

1. “School property” means:
   a. All portions of any building or other structure and the land thereon owned by the Halifax County School Board which is used for instruction, administration, support services, maintenance, or storage.
   b. Any facility or portion of such facility and the land thereon owned or pleased or contracted for the Halifax County School Board and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services.
   c. All vehicles used by the division for transporting students, staff, visitors, or other persons.
   d. All outdoor athletic facilities.

2. “Tobacco” includes cigarettes, cigars, pipe tobacco, sniff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. “Tobacco” includes cloves or any other product packaged for smoking.
3. “Smoking” means the possession of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, cigarette or e-cigarette/vape of any kind.
4. Possession of any of the products listed above also violate school policy and is subject to disciplinary action.

STUDENT DRESS CODE

Student dress and grooming shall be neat, clean, and appropriate for school. Dress and appearance shall not disrupt, interfere with, disturb, or distract from school activities. To achieve this, the following guidelines will be used:

1. Any clothing and/or item disruptive to the educational process is prohibited and may be confiscated.
2. **Belts must be buckled at the waist**, sashes tied, and buttons buttoned except at the neck.
3. **Tank tops must be two inches wide at the shoulders.** Tank tops with large openings at the arms are not allowed.
4. **Tube tops, spaghetti straps, tops that expose cleavage, and strapless attire are not to be worn to school.**
5. **Jeans with unpatched holes above the knee may not be worn to school.** Trousers/slacks must be worn at the reasonable waistline in a manner that does not reveal the buttocks or undergarments.
6. Hats, hoodies, or any kind of head cover that covers the face are not permitted while inside the building.
7. Students must wear shoes at all times in the building; bedroom shoes are not allowed.
8. Combs, except for barrette style combs, hair curlers, and picks may not be worn in the hair during school hours.
9. **Blouses will cover the entire torso at all times even in movement.** Bare midriffs are not allowed.
10. **Skirts, dresses, and shorts must reach the top of the knee even when worn with leggings.** Splits in skirts or dresses must be no higher than the extended fingertips.
11. **When leggings/jeggings/spandex are worn with blouses/skirts, the blouse/shirt must reach the mid-thigh at all times.**
12. Any garment displaying gang symbols, patches, letterings, or advertisements that may be considered obscene, offensive, illegal, or lewd is prohibited. This includes any garment or accessory with any drug emblem, sexual message, vulgar language, weapons, or any type of alcoholic beverage advertisement.
   a. Students are not allowed to display, distribute, or sell any clothing or symbols that have been identified by the Halifax County Gang Task Force as being commonly identified with gangs. Garments, jewelry, body art, and tattoos that communicate gang allegiance are not to be worn to school, and no item may be worn in a manner that communicates gang affiliation.
   b. Gang related attire includes but is not limited to the following: students rolling up one pant leg, long, bulky chains and necklaces, gang styled buckles, oversized pendants on necklaces and chains, bandanas, altering clothing from its original form to change the
names and/or intended marking on the clothing, sweatbands, armbands, and/or hand bands, and draping of articles of clothing, towels, or other objects out of pant pockets or over the shoulder neck attire.
c. This rule is subject to updates as additional wearing apparel becomes identified as gang related or disruptive.

Physical education classes, athletic program participants, and other situations requiring special dress will have standards set by the school as deemed necessary. The student will be expected to follow these regulations. Students in physical education are expected to wear white t-shirts and navy or dark colored gym shorts.

Teachers are required to check student dress as the roll is called in first block each morning. Students not dressed in accordance with the dress code are to be sent to the nearest administrator’s office with a hall pass and ID when a violation cannot be corrected immediately. Students violating the dress code will be assigned to ISI until the violation is corrected.

SUSPENSIONS/EXPULSIONS
1. Any student who disrupts the mission of the school may be removed/suspended or recommended for expulsion.
2. Students who are suspended from school may not participate in any school activity or be on school property without permission from the principal.
3. Unless a student is suspended from school immediately following the issuance of a discipline notice, the suspension begins at 3:16 P.M. the day the discipline notice is processed. The stated suspension ends when the student returns to school and receives an admission slip from an administrator or the student’s first (1st) block teacher.
4. Long-term suspension is defined as removal of a student from the school campus and exclusion from all school-sponsored activities for more than ten days by the superintendent or his designee(s). Long-term suspension ends when the student is re-enrolled at Halifax County High School.
5. Expulsion is defined as removal of a student from school permanently with an annual review. The expulsion must be approved by the school board.

TELEPHONE
1. Unless the call is an emergency, as student should not ask to be excused from class to make a telephone call.
2. A student may receive a call from the Main Office only when it is an emergency call from his or her parent/designee.
3. Students are not to be excused for tardiness due to making personal calls.
4. The elevator phone has no outside access and is used only when an elevator emergency exists and the switchboard needs to be alerted.
TEXTBOOKS
All adopted textbooks are issued to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay for lost or damaged textbooks. The student should write his/her name and the book condition on the label if issued to the student.

VISITORS
1. Parents and visitors must sign in at the Attendance desk in the lobby and receive a visitor’s pass before reporting to the main office.
2. Persons on school grounds without permission are subject to trespassing laws and must leave the premises immediately when advised to do so.

WEAPONS/DANGEROUS OBJECTS
1. A student shall not supply, possess, handle, or use a weapon as defined by the Code of Virginia (18.2-308 and 18.2-308.1) or any other object used or threatened to be used to inflict bodily injury or place another in fear of his/her safety on school property, on his/her way to or from school, or at any school function, activity, or event away from school. **Look-alike weapons (including toys, laser pointers, and pocket knives) brought on school property but not used or threatened to be used to inflict bodily injury will result in suspension from school.**
2. Students violating this policy will be suspended from school, recommended for expulsion, and the sheriff’s department will be notified of violations of the *Code of Virginia.*
3. Students attending the high school will be subject to search for weapons/dangerous objects whenever deemed necessary by the school administration.

WORK RELEASE
Early release from school at 1:40 P.M. is open to work co-op students in the marketing programs. Exceptions must be approved by the administration.
V. STUDENT ACTIVITIES

Halifax County High School colors are Columbia Blue and White, and the school nickname is COMETS. Our athletic teams are members of the Piedmont District of the Virginia High School League. Students are encouraged to participate in extracurricular Activities.

SCA ELECTIONS
Candidates for the office of president or vice-president must have an average of 88 and other offices must have an average of 85. Any student desiring to seek election must have been a student at Halifax County High School for the semester preceding the election. The offices of president and treasurer will be held by seniors and the offices of vice-president and secretary will be held by juniors. Other offices may be held by any member of the student body that’s meets the qualifications. Students seeking election must complete and submit a petition which must contain the names of fifteen percent of the student body. SCA officers may not hold class office.

STUDENT COUNCIL ASSOCIATION OFFICERS 2018-2019
SCA Contact April Miller
SCA President Tylicia Rice
SCA Vice President Taylor Crews
SCA Secretary J’Asha Lee

CLASS ELECTIONS
Candidates for class president must have an 85 average or better and all other officers must have an 81 average or better. Candidates shall not have been suspended in the two semesters preceding the election. Persons seeking election shall complete a petition for candidacy. This petition must contain names of 15% of the class to which the candidate belongs. Petitions will be reviewed for authenticity by the SCA Qualifications Committee. Voting will be by secret ballot. A run-off election will be held if no candidate receives a plurality.

VHSL INTERSCHOLASTIC TEAMS
- Academic Competition Team
- Baseball
- Basketball – Boys and Girls
- Cheerleading – Boys and Girls
- Cross Country – Boys and Girls
- Football
- Golf
- Indoor Track – Boys and Girls
Soccer – Boys and Girls
Softball
Swimming – Boys and Girls
Tennis – Boys and Girls
Theater One Act Play
Track – Boys and Girls
Volleyball
Wrestling

SCHOOL CLUBS
• Art
• Book Club
• Distributive Education Club (DECA)
• Dynasty Step Team
• Ecology and Envirothon Team
• Future Business Leaders of America (FBLA)
• Future Farmers of America (FFA)
• Family, Career, and Community Leaders of America (FCCLA)
• Health Occupation of Students of America (HOSA)
• JROTC
• National Honor Society
• Spanish Club
• Student Council Association (SCA)
• Vocational Industrial Clubs of America (VICA)
• Yearbook

NATIONAL HONOR SOCIETY
Membership in the National Honor Society is based on scholarship, leadership, service, and character. Based on a student’s academic average and using un-weighted grades, members of the junior class with a cumulative GPA of 92.5 or higher at the end of the first semester and no discipline issues are considered eligible for membership. The cumulative GPA is based upon courses taken for high school credit. Students must have taken at least one College Prep, honors or Dual Enrollment class each semester since the freshman year.

Students cannot have taken English classes below CP to be eligible for candidacy. Students with a GPA below 92.5 are not eligible for candidacy. The Faculty Honor Council reviews applications to determine if students have met the NHS required standards including leadership, service, and character. Faculty input will be considered as part of the application review process. Students who qualify in all areas are chosen for membership in the National Honor Society. Inductions are held annually in the spring with a formal evening ceremony for faculty, family, and friends. Once inducted students must maintain the standards for scholarship, leadership, service, and character as well as make a contribution to a service projects that benefit the school and community.
Appeals of the Honor Council will be sent to the Principal or the Principal’s Designee for review. Upon the review, the decision of the Principal/Designee will be final.

**SCHEDULING ACTIVITIES**
All school activities must be scheduled and approved by the principal. In certain instances, school board approval is required.

**HALISCOPE**
The *Haliscope*, recognized as one of the top yearbooks in the nation, is published by a staff composed of students. Financed by advertising and student subscription, the yearbook is distributed in the fall so that a full year’s activities can be included.

**CLASS ACTIVITIES**
SOPHOMORES – Class rings ordered in the fall are delivered in the spring to those tenth graders who have ordered them. The Ring Ceremony is scheduled for March 26, 2019 at 6:00 P.M.

JUNIORS – The Junior-Senior Prom is planned by the eleventh grade class and is scheduled for April 27, 2019.

SENIORS – Class Day, graduation, and other activities involving twelfth graders are planned by the members of the senior class and faculty advisors.

**CLASS DAY/GRADUATION**
Students are required to dress appropriately for Class Day and Graduation. Ladies are required to wear dress shoes and white attire (dresses, skirts, blouses, pants). Men are required to wear white collared dress shirts, dress slacks, and dress shoes. *Senior participants must adhere to the dress code.*
VI. AWARDS, HONORS, AND INCENTIVES

AWARDS
School letters and awards in athletic, academic, and vocational competitive events are presented throughout the school year.

PERFECT ATTENDANCE
Certificates are available to students having perfect attendance for the school year.

HONOR ROLL
Students must have an accumulative average of 88 or above in course work taken during the grading period with no incompletes or failing grades. A student must not have any discipline notices for cheating or any that resulted in OSS, ISI, or ASI in order to make the Distinction List.

ACADEMIC INCENTIVES
1. Underclassmen with a course average of “A” and three or fewer absences in the class will be exempt from the course exam (except Dual Enrollment classes).
2. Seniors who are scheduled to graduate in 2019 with an “A” or “B” course average and three or fewer absences will be exempt from the course exam (except Dual Enrollment classes).
3. Students passing the course and the end of course SOL test will be exempt from the course exam (except Dual Enrollment classes).
4. Exam exemption will be based on course average, period attendance, and SOL test score (if applicable).

COURSE ABSENCES
1. Students who miss more than five periods in a course (SOL tested or non-SOL tested) are required to make up class time or course credit will be forfeited.
2. To be eligible for exam exemption in a SOL class, all make-up work must be completed prior to the first exam review.
3. Students that miss more than 17 days in a course will not receive credit for that course and will be assigned a maximum grade of 69 for the course.

SPECIAL SENIOR AWARDS AND SCHOLARSHIPS
Special senior awards and scholarships are given each year at Awards Night. Scholarships and Awards are awarded by various departments in the school to honor outstanding students from their departments and local organizations. Various corporations make available awards in the form of scholarships for children of their employees. Many of students have received National Merit and National Achievements recognition which carry scholarship awards.
VII. STUDENT FEES

FEE LIST
2018 – 2019

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Fee</td>
<td>$20.00</td>
<td>Parking lot maintenance</td>
</tr>
<tr>
<td>Art</td>
<td>$10.00</td>
<td>Materials; collected by art teacher</td>
</tr>
<tr>
<td>Band/Choral</td>
<td>$12.00</td>
<td>For maintenance of uniforms, purchasing sheet music, and all other music supplies; collected by Band/Choral teacher</td>
</tr>
<tr>
<td>Driver Education Behind the Wheel</td>
<td>$130.00</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Other costs such as workbooks will be required in some classes. These fees will be announced by individual teachers.

**Scholastic Insurance and Dental Insurance**
Student insurance information will be available to students at the beginning of school. Insurance premiums are paid directly by the individual student directly to the insurance company; rates are announced by the insurance company.
VIII. EVACUATION INSTRUCTIONS

EVACUATION INSTRUCTIONS ARE POSTED IN EACH CLASSROOM AND SHOULD BE FOLLOWED IN CASES OF EMERGENCY.
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