



**Alleghany High School**

**2023-2024  
Parent-Student Handbook**

# Alleghany High School

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 Covington, Virginia 24426  
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## Office Hours

Office Hours: 8:00 am--4:30 pm (Monday through Friday)

## WELCOME FROM THE ADMINISTRATION

Welcome to Alleghany High School, home of the Cougars!

We are thrilled to embark on our first year as the newly merged Alleghany High School Cougars. This exciting journey brings together two great schools, and we are eager to embrace the rich traditions and create new ones as we move forward together.

At Alleghany High School, we believe in providing our students with a well-rounded education that extends beyond the classroom. We are excited about the expanded opportunities that await our students in both academic and extracurricular pursuits. From a wide range of courses to engaging clubs, sports teams, and performing arts programs, there is something for everyone to explore and excel in.

Our ultimate goal is to empower every student to have all options at the table as they approach graduation. Whether our students aspire to attend a four-year college, pursue trade school, enroll in community college, or enter directly into the workforce, we are committed to equipping them with the skills, knowledge, and experiences needed for success in their chosen path.

Together, as a dedicated administrative staff, teachers, parents, and community members, we can achieve academic excellence at Alleghany High School. By fostering a supportive and inclusive learning environment, we will help our students reach their full potential and prepare them for the challenges and opportunities that lie ahead.

We look forward to a year filled with growth, discovery, and accomplishment. Together, let us inspire and guide our students towards a bright and promising future.

Welcome to Alleghany High School, where together we can achieve academic excellence!

Derek Cantrell, Principal

Charity Hale, Assistant Principal

Jennifer Taylor, Assistant Principal

Timothy Cochran, Assistant Principal

Thomas "Ty" Dobbs, Athletics & Activities Director

## HANDBOOK

This Parent-Student Handbook is designed to provide both parents and students with the policies and procedures which are necessary for the day-to-day operation of Alleghany High School. This handbook, along with the Alleghany Highlands Public Schools' division handbook, should be kept for future reference regarding all aspects of the school operation. We recommend that students and parents read and review this handbook thoroughly. Parents and students are also encouraged to keep up to date with AHS by visiting the school's website listed above.

We encourage all students to strive to be the best they can be. For students to reach their potential, they will have to be dedicated to work hard and have a commitment to apply themselves at the highest level on a daily basis.

Students must demonstrate good character, show respect, and make smart decisions to achieve this goal.

Post-secondary institutions and employers seek people who possess good communication skills, are flexible, can work as a cooperative team member, are versatile problem solvers, and are critical thinkers. A strong partnership between home and school, with an open and honest line of communication, will help facilitate meeting the needs of each student as well as promoting the positive development of the individual learner.

## MISSION STATEMENT

The mission of Alleghany High School is to reach academic excellence by 1) providing a safe environment in which we engage students in the learning process, (2) instilling in students a sense of pride in their school and communities, and (3) equipping them with the necessary tools to become productive members of society.

## ALLEGHANY HIGH SCHOOL BELIEFS

- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when they are **actively engaged** in the **learning process**.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

## PHILOSOPHY

The educational process attempts to satisfy the intellectual, recreational, and emotional needs of the student body. Through curricular and extracurricular activities, students are provided with opportunities to function in a democratic and pluralistic society. Continued evaluation of the school's philosophy is necessary to make periodic adjustments that reflect changing expectations.

To assure student progress, Alleghany High School is implementing the state's requirements regarding the Standards of Learning and has designed a curriculum to accommodate the types of diplomas recommended by the State Department of Education. Occupational trends, as directed by the community's culture, industry, and growth, are considered essential in preparing students for a career.

The home, school, and community share the obligation of assisting students to develop an appreciation of individual worth, a knowledge of local traditional values, and an awareness of the standards of ethical behavior. These are reflected in the total school program. To ensure the success of this educational program, it is also essential that the community furnish desirable resources. The success of the school program is dependent on a positive relationship among educators, students, and parents. Maintaining consistent communication with all levels of school personnel and the home is necessary to achieve the desired goals of the educational program.

## GOALS

- Furnish an atmosphere suitable for a productive educational experience.
- Guide students in developing skills which will enable them to establish realistic goals relative to career choices and advanced education.
- Provide practice in critical thinking and problem solving so that students can prepare themselves for changes which may occur in a democratic society.
- Offer a diverse and comprehensive academic curriculum including courses in programs for those varying ability levels and those possessing specific needs and problems.

- Provide a broad extra-curricular program that permits students to pursue experiences that will cultivate an appreciation for athletic values and cultural opportunities.
- Develop an awareness of the importance of achieving total mental, physical, and emotional health for each individual.
- Provide channels of communication among the staff, the students, and the patrons concerning suitable program and activities.
- Encourage continuous professional growth of each staff member.
- Provide quality educational experiences that will meet or exceed the guidelines of the State and Federal Boards of Education.
- Strive to develop independence, self-worth, and the knowledge that there is joy in reaching for excellence.

## **OBJECTIVES**

- Continue to establish better communications among students, parents, teachers, and administrators.
- Develop a positive school atmosphere where all will seek to do their best.
- Continue to evaluate our curriculum to meet the needs of our students and community as they relate to the Standards of Learning.
- Continue to improve state SOL scores and to seek 100% pass rates.
- Promote good work ethic.
- Seek a 100% graduation rate.
- Improve attendance.

## **STATEMENT OF EDUCATIONAL OPPORTUNITIES**

### **Non-Discrimination Statement**

The Alleghany Highlands School Board and Alleghany Highlands Public Schools do not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, pregnancy, childbirth or related medical conditions, political affiliation, gender, gender identity, marital status, genetic information, disability, age, or military status in its programs and activities. The following has been designated as the contacts regarding compliance issues associated with this non-discrimination policy and compliance with Title IX: Fred C. Vaughan, Director of Human Resources and Pupil Personnel and Shannon L. Fuhrman, Director of Accountability and Technology. For questions and compliance with Section 504 and ADA, contact Dr. Jason B. Conaway, Director of Special Education. Alleghany Highlands School Board Office, 100 Central Circle/P.O. Drawer 140, Low Moor, Virginia 24457. 540-863-1800.

The Alleghany Highlands Public Schools Title IX Coordinators are Fred C. Vaughan, Director of Human Resources and Pupil Personnel, 540-863-1800, fred.vaughan@ahps.k12.va.us and Shannon L. Fuhrman, Director of Accountability and Technology, 540-863-1800, shannon.fuhrman@ahps.k12.va.us. The Title IX Coordinators offices are located at 100 Central Circle, Low Moor, Virginia 24457.

## **ACTIVITIES, ATHLETICS, AWARDS AND DANCES**

### **ACTIVITY BUSES**

Alleghany High School offers activity buses for students involved in after-school activities. The activity buses follow a general route throughout the school division's jurisdiction. Students who abuse this special service may lose their privilege to ride the activity bus. Activity buses run Monday through Thursday. They depart from the front of the high school at 6:30 P.M. A bell will ring to notify buses the time to leave. Activity bus schedules may be obtained from athletic coaches and the main office.

### **CLASS DUES**

Class dues are collected by the class sponsors. Dues are used to help defray the cost of class sponsored activities, such as the Junior/Senior Prom. Senior dues will cover such expenses as Homecoming, Spirit Day, Senior Picnic, and Graduation. Students who do not pay class dues will be excluded from class sponsored activities, including the Junior/Senior Prom. Class dues must be paid before a student is allowed to attend any major dances or activities.

Freshman Dues — \$ 10.00

Sophomore Dues	—	\$ 10.00
Junior Dues	—	\$ 20.00
Senior Dues	—	\$ 20.00

## CONDUCT AT ATHLETIC EVENTS & SCHOOL ACTIVITIES

Students are expected to demonstrate good sportsmanship at all athletic events, both home and away. If a student is removed from a game for inappropriate behavior, the student(s) will meet with administration and may or may not be permitted to attend any future athletic events and/or activities and is subject to permanent restriction from all extra-curricular events/activities. A student removed from an athletic event or activity may also be subject to other school discipline and/or charges by law enforcement.

## DANCES

AHS students in good standing may attend dances and invite guests provided that all class dues are paid. The age limit for out of school dates is 20 years of age. Out of school dates must be signed up in the office and be approved with the appropriate form. Students will not be permitted to buy tickets for any student or date who was not signed up within the allotted time frame. Students should not attempt to buy tickets for those out of school guests until they have been notified that the guest has been approved. No tickets will be sold at the door. Those students or guests who do not follow all AHS guidelines or whose behavior is inappropriate at the dance will be asked to leave and will not receive a refund. If a student is asked to leave a dance, that student will not be permitted to attend the next dance sponsored by any AHS organization. A current AHS ID # is required for students to be admitted to a dance. Guests of AHS students must have a current picture ID to enter the dance. No entry will be permitted after one hour past the posted start time of the dance.

All dancing must be face to face. There should also be no straddling of one's dance partner. Anyone dancing in an inappropriate manner will be asked to leave the dance.

Homecoming is a dress-up/semi-formal event, while Prom is a formal event. Please see the dress code guidelines. If you are uncertain about your outfit, please seek administrative approval prior to purchasing or renting your clothing item(s). ***Students and their guests who arrive and do not meet the dress code guidelines are subject to being excluded from the event and no refund will be provided as agreement is provided on the dance memorandum. We want everyone to enjoy a night of sophistication and fun. Please consider your attire.***

***For Homecoming, students are expected to dress in dress-up/semi-formal clothing, such as dress pants, collared shirts or dresses.***

- Dresses and dress pants must be worn appropriately. No sagging. NO JEANS.
- Collared shirts with sleeves. Shirts must remain on for the entire dance.
- Dresses cannot be shorter than fingertip length with arms fully extended.
- Dress slits may not be higher than fingertip length with arms fully extended.
- Plunging necklines are not allowed.
- Two piece top/skirt outfits are allowed but must sit at the natural waistline and not show more than two inches of skin all the way around the body.
- The back of the dress may not be lower than the natural waistline, or have see-through fabric below the natural waistline.
- Cut outs and see-through fabric cannot expose excessive cleavage, thighs or more than two inches of skin at the midriff.
- No bandanas, chains or canes.

***For Prom, students are expected to dress in formal attire, either a suit, tuxedo or dress that meets the following criteria:***

- Dress, tuxedo or formal pants must be worn appropriately. No sagging. NO JEANS.
- Collared dress shirt with sleeves, worn with a tie/bow tie (exception: tux shirt with a decorative button). Shirts must remain on and tucked in for the entire dance.
- Jackets or blazers.
- Formal dresses cannot be shorter than fingertip length with arms fully extended.
- Dress slits may not be higher than fingertip length with arms fully extended.
- Plunging necklines are not allowed.
- Two piece top/skirt outfits are allowed but must sit at the natural waistline and not show more than two

inches of skin all the way around the body.

- The back of the dress may not be lower than the natural waistline, or have see-through fabric below the natural waistline.
- Cut outs and see-through fabric cannot expose excessive cleavage, thighs or more than two inches of skin at the midriff.
- No bandanas, chains or canes.

## **JUNIOR/SENIOR PROM**

Only students assigned to a junior or senior homeroom at the beginning of the school year may attend the Junior/Senior Prom, provided they have paid dues every year and are not under activity restriction. Students who are invited as guests must be at least a **junior or senior** at another high school or a high school graduate 20 years old or younger. They must be in good standing at both their current school and within the community. A valid picture ID must be presented at the door. All guests will be approved in advance by the administration. Prom table sign-ups will begin the week before the prom. Students must be signed up at a table in order to be admitted.

## **FUNDRAISERS**

All clubs, organizations, co-curricular, and extra-curricular groups may conduct fund raising projects at AHS, providing Mrs. Hale has approved them. Each group may conduct one fundraiser per semester. Athletic groups may have two fundraisers per season unless otherwise approved by the administration. No student may sell any food item during school hours. All money and/or any unsold products must be returned to the sponsor. All fundraisers must be paid for ahead of time. Any organization who wishes to have a fundraiser should see Mrs. Hale for an application and further information.

## **ATHLETICS/ACTIVITIES**

There is a great deal of pride within the school and community for our athletic/activity programs at AHS. Any eligible student meeting VHSL requirements may try out and participate for junior varsity and varsity teams. Refer to the VHSL website: <http://www.vhsl.org/> for specific eligibility requirements including academic requirements and limitations, physicals, and concussion training. All student-athletes and their parents/guardians interested in trying out must read and sign the athletic pledge and participate in all preseason training, including concussion awareness training. Student-athletes wishing to participate must also have a completed VHSL physical on file dated after May 1 2023.

Questions about athletic eligibility should be posed before the semester of planned participation. Coaches, administrators, and school counselors may be of assistance in planning for athletic eligibility. Transfer students should consult their school counselor and/or the athletic director upon enrolling to determine the status of athletic eligibility.

Students wishing to secure voluntary accident insurance coverage may complete an online application with the division's approved insurance company. Participation is voluntary, and the school division assumes no cost or obligation.

Students interested in athletics/activities at AHS may pick up an athletic handbook at any time outlining important information.

## **BAND**

8th grade band students will only be permitted to participate in high school band in special circumstances.

## **SENIORS**

Students wishing to participate in athletics at the college level will need to discuss eligibility qualifications, including the NCAA Clearinghouse, with their school counselor and/or athletic director.

## **ATHLETIC AND ORGANIZATIONAL AWARDS**

At the conclusion of each season, teams or organizations will conduct individual year-end recognition activities. At this time, letters, pins, and acknowledgements are awarded along with designated award winners. These award winners are chosen at the coaches discretion.

## **ADDRESS CHANGES**

Students who change their residence, mailing address, or home/work/cell telephone numbers after enrolling in the school division must report the change promptly to the attendance office and guidance office so that records can be

corrected and kept current. Changes in addresses outside of Alleghany Highlands Public School's residency will require a non-resident form being completed and approved.

## ANNOUNCEMENTS

Announcements are read each morning at the beginning of second block and in the afternoon at the beginning of fourth block. Announcements must be written legibly on a form obtained in the office and signed by a teacher or administrator. Students are expected to remain quiet and attentive during the reading of announcements. Announcements will also be posted on a Google slides presentation weekly.

## ARRIVAL TO AND DEPARTURE FROM SCHOOL

When students arrive at school, they may not loiter in the parking lot. Students must report directly to the school building. When leaving, students must immediately leave school grounds without re-entering the building.

## ASSESSMENT

Students will earn numeric averages based on the division's scale for **Grades 6<sup>th</sup> - 12<sup>th</sup>**:

All classes

10 point Grading Scale		GPA	Weighted GPA
100-90	A	4.00	5.00
89-80	B	3.00	4.00
79-70	C	2.00	3.00
69-60	D	1.00	2.00
59-0	F	0.00	0.00

Therapeutic special education (VAAP Students), remediation, and computer lab courses will receive:

P	Pass
F	Fail

1. Transcripts will display letter grades only. Transcript will also display overall grade point averages and their equivalent points relative to the weighted four-point scale only.
2. Report cards will display letter grades only. Report cards will reflect no grade lower than 40 (F) for the first 9 weeks of a course. Midterms may reflect the most appropriate measure of the student's performance after four and a half weeks. The 5 point add-on to final grade for passing the SOL assessment/career credentialing exam has been eliminated starting with the 2019-2020 school year. Any student working below grade level will be recommended for intervention/remediation.
3. All dual enrollment courses that the given college defines as "academic college transfer credits" shall be considered for weighted grade status. Before he/she is allowed to enroll in a dual enrollment course, the student must secure acceptance from the given college program and prior approval from the principal. DE courses may use the 10 point grading scale per VCCS policy. Students enrolled in a dual enrollment or AP course will be placed on the weighted GPA scale.
4. When students transfer credits from other schools, correspondence course programs, distance learning programs and/or dual enrollment programs, their letter grades will be accepted in accordance with the grading scale applied by the "sending institution." For example, if the student earned a "B" in a course taken with the sending institution, then the transfer credit will be received as a "B" for GPA and class rank purposes at Alleghany High School. Numeric averages associated with letter grades earned at sending institutions will not serve as justification for altering letter grades associated with transfer credit.
5. Students may not earn in excess of 100 points in a given course, and no average in a non-weighted course will convert to any equivalent total above a 4.00. No average in a weighted course will convert to an equivalent above a 5.00.
6. Students will qualify for Honor Graduate status if they maintain at least a 3.55 average on a weighted four-point

scale, have completed all course and state testing requirements for graduation.

7. The Allegheny Highlands Public Schools recognizes the distinctions of “valedictorian” and/or “salutatorian” based solely on the highest statistical grade point averages. The Valedictorian, Salutatorian, and Honor Grad status will be determined after the first semester of the senior year.
8. All high school students enrolled in courses will have an end of course exam which shall count 20% of the final grade. Students in English 12 will complete a portfolio regardless of exemption status. Courses taken at JRTC may have additional requirements for credential certification.

Final Exam/Assessment by semester for grades 9-12 (year-long courses if applicable) is not required if the student:

1. Is passing the class and missed 5 days or less in each individual block class or 10 days or less in a year-long class for any reason, excused or unexcused including tardies;
2. Is required to take the SOL/Credential est for the class and is passing the class;
3. Students who are exempt from taking the exam but choose to take the exam will only have the exam count if it benefits their final grade.

## ATTENDANCE POLICY

Students are expected to be in school, in class, and ready for instruction. Daily and punctual attendance is essential to each student's academic success. Absence from school is detrimental to student achievement. The value of the experiences and benefits of classroom instruction may not be measured completely by tests and assignments. Therefore, students who fail to attend school (or given classes) may be denied credit for their respective class(es) or grade level. Chronic absence from school is defined as missing at least 10 percent of school days in a year **for any reason, excused or unexcused**.

As required by law, each parent/guardian is responsible for regular and punctual attendance of any child in his or her charge within the compulsory age for school attendance. Emancipated students are responsible for their own regular and punctual attendance. Parents and emancipated students are expected to work cooperatively with school personnel to correct attendance problems, including meetings with teachers, counselors, or administrators.

Each member of a school's faculty is expected to avoid causing a student to be tardy or absent from a colleague's class. If a student is tardy or absent because of being detained by a faculty member, he/she will be considered excused and the absence will not be included in the count for excessive absences.

Students shall not be in an unauthorized area of a school without prior permission and shall not leave a classroom, building, or assigned area without proper permission. Students who do not comply with this section will be subject to disciplinary action in accordance with the Standards of Student Conduct.

### A. Absence Defined

A student who does not report to school during the school day hours will be counted absent for that respective school day. Excessive tardies or early releases from any class will be compiled and included in the count for excessive absences. Six tardies and/or checkouts will constitute one day of absence.

At the high school, absences are computed for each class in addition to the daily attendance report. More than three tardies and/or early releases from any class shall be compiled and included in the count for excessive absences.

### B. Excused Absences

Personal illness, illness, or death in the family, exposure to contagious disease, medical appointments, recognized religious holidays, required court appearances, or school sponsored/related activities shall be considered legitimate excuses for a student's absence. The parent or legal guardian shall provide written notice within two days to the school of the reason for the absence or tardiness.

**Excuses must be submitted within two (2) days of an absence.**

**Notes from home must contain the following:**

- student name
- grade
- today's date
- parent's signature
- date(s) of absence



### **C. Unexcused Absence**

Absences for reasons other than those listed above.

### **D. Parent/Guardian Notification of Absences**

If the parent/guardian does not acknowledge and assume responsibility for student attendance and all intervention strategies pursued by the school are unsuccessful, the principal may refer the student to the Truancy Officer to consider initial proceedings as specified in the Code of Virginia. Procedures for compliance with this statute are found in Alleghany Highlands School Board Policy JED.

### **E. Excessive Absences**

#### **1. Definition**

All excused and unexcused absences will be included in computing excessive absences except as follows:

- School-sponsored/related activities
- Authorized visits of students with school personnel
- Recognized religious holidays

In the high school, students in split block classes having more than eighteen (18) absences (excused or unexcused) within a given year shall be considered as having excessive absences.

In the high school, students in block classes having nine (9) absences (excused or unexcused) within a given semester shall be considered as having excessive absences.

#### **2. Resulting Actions**

A. When a student's absences equal 10% of the number for excessive absences, the school will notify the parent in writing of the number of absences and will be responsible for working with the student and the parent in developing a plan of corrective action as appropriate. Such intervention may include, but is not limited to:

- Parent/guardian conference with school administrator, teacher and/or school counselor;
- Referral of student to school counselor;
- Referral of student to the truancy officer;
- Denial of student privileges, such as participation in extracurricular activities, pending improvement in student's attendance;
- Referral to the school nurse for possible development of an individualized health plan in collaboration with the student's physician;
- Referral of student to the school based intervention team
- Referral of student for possible placement in alternative education program.

B. The principal, or his designee, will advise the parent/guardian of the appropriate following action:

Students having excessive absences will participate in a corrective action plan with strategies to improve attendance. At the end of the year, students who continue to have excessive absences may be considered for grade retention.

C. In high school and middle school courses, students having excessive absences will participate in a corrective action plan with strategies to improve attendance.

#### **3. Waiver of Grade Retention**

A parent/guardian may request a waiver of the attendance regulation for extenuating circumstances beyond their control and/or the student's control. Each school shall have the Alleghany Highlands Public Schools' Attendance Waiver Request Form available in the main office and/or guidance office.

A parent/guardian may submit a waiver request to the principal prior to the close of a semester or school year, but no later than ten (10) calendar days after the close of the semester or school year.

Teachers or administrators will provide attendance records and documentation of absences to the principal for review in response to a waiver request. A parent/guardian may provide additional documentation in conjunction with the waiver request.

Each waiver will be considered on an individual basis taking into consideration documentation provided and extenuating circumstances beyond the control of the parent/guardian and/or student. The principal may request additional documentation from a medical professional when absences due to illness are excessive and/or a pattern appears to exist.

The principal shall act upon a waiver request and the parent/guardian shall be notified of the decision in writing within fifteen (15) business days after it has been received.

#### **4. Appeal of Waiver Decision**

A parent/guardian may appeal the decision of the principal by submitting a written appeal to the superintendent's designee within five (5) days of receipt of the decision from the principal. The superintendent's designee shall act upon a waiver request and the parent/guardian shall be notified of the decision in writing within fifteen (15) business days after it has been received. The decision of the Superintendent's designee is final.

#### **G. Suspension**

Absence required due to an administrative decision to suspend a student for violation of the Standards of Student Conduct and in accordance with discipline guidelines.

#### **H. Recordkeeping for Absences**

Each principal is responsible for establishing a recordkeeping system for all student absences which complements the school division's system for state reporting purposes.

Excused absences for school sponsored/related activities, authorized visits of students with school-personnel, school-directed out-of-school suspensions, and recognized religious holidays should be noted as such.

All absences require written confirmation from the parent/guardian. All absence notes will be preserved until the close of the academic school year. When a signature is in question, the principal will be the judge of its validity.

#### **I. Make-up work**

Refer to Alleghany Highlands School Board Policy JGE and Alleghany Highlands School Board Regulation JGE-R.

### **CHECKING IN OR OUT**

1. All students and visitors who are checking in or out or visiting will report and leave via the entrance door that is located to the left of the main lobby doors. This entrance and exit door channel visitors through the main office. All visitors will need to check in and check out through this door during the school day along with showing their driver's license or I.D. card. Any visitors going beyond the main office will be required to sign in and leave their driver's license or I.D. card until they return to check out. The parent or guardian's identification will cover minor children. If a visitor does not have a driver's license or ID card, then the visitor must be screened by a member of the AHS Administration and/or the School Resource Officer and accompanied by a staff member to and from their destination.
2. Any student arriving late or leaving early must have a note from a parent/guardian. Notes will be classified in accordance with the attendance policy and must include the date and specific reason for leaving. To leave early, a student must present a note to the attendance office prior to 8:20 in the morning. Parents are asked to send notes in the morning for all anticipated early dismissals. Students who check out are required to sign out in the main office and leave school property immediately unless they are waiting for transportation. Students waiting for transportation should wait in the office. Failure to do so will result in disciplinary action.
3. Students checking in late must report to the attendance secretary first before going to class, even if it is a JRTC class.
4. Students reporting to school after 8:25 AM must check in at the attendance office to be counted present for the remainder of the school day. Students who do not follow proper check-in or check-out procedures will be given an unexcused absence and will be processed for skipping school.
5. Those students who do not properly check in or out will be considered skipping school and will be assigned an unexcused absence for class periods missed.
6. Students are not allowed to leave school to have lunch or permitted to leave grounds, to purchase lunch, and to return.
7. AHS students taking classes at Mountain Gateway Community College or Senior Mentorship must check in at the Attendance Office immediately upon arriving in order to be counted present. Students need to wait in the lobby until the bell rings after signing in to school.
8. Students must be present at least 60 minutes of each block and 30 minutes of each split block to be counted present. Those students attending school-sponsored activities will be counted present in each class.
9. Any student wishing to inquire about his/her attendance record must make an appointment with the attendance office.
10. Students may leave grounds temporarily only when a parent or guardian accompanies them. An administrator will grant exceptions only on an emergency basis.
11. Students that wish to stay after school for an activity must be present for at least two (2) blocks. The absence may only be for a doctor, dentist, or professional appointment.
12. Athletes cannot check out and check back in and participate in a sporting event, unless they have a doctor,

dentist, court, or professional appointment. Students are expected to return in a reasonable amount of time.

14. Students that check out and want to check back in must have a note from a parent, doctor, dentist, court, or other professional appointment.
15. Regarding phone calls: **In cases of emergency, report to the main office for assistance.**
16. The school reserves the right to ask for identification from any person checking out a student.
17. It is the responsibility of parents to ensure that their student does not ride home with undesignated individuals.
18. Each student must present written verification to the attendance secretary with whom they will ride.
19. **Students aged 18 or older shall comply with all attendance regulations, including check in and check out procedures.**

## **PERFECT ATTENDANCE**

Students who are on time and present for the entire day each day during the school year will earn perfect attendance honors. The only exception is if the student is absent due to a school related activity or field trip.

## **ATTENDANCE AT AFTER SCHOOL ACTIVITIES**

A student must be present at school on the day of an after school activity (i.e. sporting event) in order to attend the event that evening. The only exception is if the student is absent due to a school related activity or field trip.

## **REPORT FOR SUSPENSION OF DRIVER'S LICENSE**

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age and has 10 or more unexcused absences from school on consecutive school days, the principal or his/her designee may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

## **BUS TRANSPORTATION**

Students loading and unloading from buses must stay in the pedestrian zone. The entire front sidewalk borders this zone. Do not step into the road.

Students walking to the parking lot may not cross in front of the bus lane. Do not walk between school buses!

Students riding buses are not allowed to go to the parking lot before boarding their buses.

Students are under the direct authority of the bus driver while on the bus. The driver is to control student conduct and report behavior problems to the principal and/or his/her designee. The principal and/or his/her designee shall be responsible for disciplinary action. Failure on the part of any student to follow the rules and regulations dealing with school bus operation may result in termination of the privilege to ride the school bus in addition to other appropriate disciplinary measures.

In the event of an accident, transportation arrangements of affected students to school or home will be determined by the Director of Transportation and/or his/her designee. All students to be transported will be done so by an Alleghany Highlands School Board employee with a valid driver's license.

## **BUS PASSES**

Any student may request to get off a bus at a regular stop. No new stops may be created. All notes for bus passes must be placed in the bus pass box (located on the counter in the main office) **before 10:00 am to be honored**. The passes may be picked up during lunch or during class changes.

Notes for bus passes must indicate:

- Student's name
- Bus number
- Name of bus stop
- Parent's or guardian's phone number, signature, and date
- Reason

## CHECK POLICY

Due to the large number of checks that are written to Alleghany High School, **an additional \$35.00 charge** will be assessed for any returned check.

## CHROMEBOOKS

**Why does AHPS issue Chromebooks?** - As part of our vision for the future, Alleghany Highlands Public Schools is transitioning to a student centered, technology enriched, and project and/or problem based learning environment. The use of technology and technology resources in instruction enhances individual learning, student engagement, and results in students developing a personal motivation to learn. As such, Chromebooks are an essential tool for teaching and learning in AHPS.

### Requirements for Receiving a Student Chromebook

1. Complete parent training (details below)
2. Return the signed invoice form

**Parent Training Requirements** - Training is required for parents who have never had Chromebook training in the past. If you have completed Chromebook training during a previous school year and/or are an AHPS teacher and your information has been verified then, your parent training obligation will be fulfilled. If you need to complete parent training, please explore the 2 options listed below.

**Option 1: Video Training** - Parents can complete training by watching a video recording of the live training. Visit the AHS School Counseling office during school hours and you may watch the video version of training. Be sure to sign the training form in order to receive credit for training.

**Option 2: Live Training** - See the school's website for the dates of upcoming sessions or call the main office at 540-863-1700. If you attend a session at a school that your child does not attend, please make sure to check-in with the presenter so that he/she knows to communicate your information to AHS.

## CLUBS AND ORGANIZATIONS

Students are encouraged to take an active part in the many clubs and organizations that are sponsored at Alleghany High School. Students may be a member of any club, except BETA and National Honor Society. Students must be selected for these honor clubs. To be eligible to attend club meetings, a student must be on a club's active roster and considered a student in good standing.

Clubs will meet during the last 30 minutes of the sponsor's planning block. Students involved in more than one (1) club that meets during the same block may only attend one (1) club meeting. It is the student's responsibility to inform the club sponsor if he/she is not attending a club meeting. If a student does not attend the club meeting and is not on the absentee sheet, he/she will be dropped from the club roster. Dues will not be refunded.

**ALLEGHANY HIGH SCHOOL SPONSORS THE FOLLOWING CLUBS AND ORGANIZATIONS. STUDENTS ARE RESPONSIBLE FOR GATHERING MEMBERSHIP QUALIFICATIONS FOR ANY CLUB OR ORGANIZATION FROM THE STAFF SPONSOR.** Dues are determined and announced by the club sponsor.

<b>Art Club</b>	Interested in Art/ Art instruction
<b>*BETA Club</b>	Academic Honor Organization
<b>Chess Club</b>	Interested in the strategic, analytical, and fundamentals of chess
<b>Cougar Crazies Club</b>	Promotion of School Spirit, Sports, Activities, and Dance
<b>Expressions, Etcetera</b>	Promoting Literature & School Magazine
<b>FCCLA</b>	Interest in Home Economics
<b>Foreign Language Club</b>	Interest in Spanish, French and other world languages
<b>Future Business Leaders of America (FBLA)</b>	

	Promoting business education while preparing students for careers in business
<b>Future Farmers of America (FFA)</b>	Interest in Agriculture and Forestry
<b>Key Club</b>	Service to the Community and School
<b>*National Honor Society</b>	Academic Honor Organization – Qualifications Listed Below
<b>Noteworthy Club</b>	For those with a love of music and love of the community
<b>Outdoor Club</b>	Interest in Outdoor Activities (Hunting, Fishing)
<b>*Robotics Club</b>	Robotics and STEM Competition
<b>*Student Senate/SCA</b>	Student leaders from grade levels, all clubs, and major activities
<b>Students for Christ/ FCA</b>	All students interested in doing God's work
<b>YOVASO (SADD)</b>	Students Against Destructive Decisions
<b>YStreet Club</b>	Y Street is the Virginia Foundation for Healthy Youth award-winning volunteer initiative for high school students.
<b>Youth-In-Government</b>	Model General Assembly
<b>*Admission to these organizations requires special qualifications. Those interested must consult the club sponsor.</b>	
<b>*Additional clubs may be sponsored this year, and students/families will be updated as club information becomes available.</b>	

*National Honor Society Qualifications: The qualifications for admittance to this organization are published to the school's website each year in the beginning weeks of September, after Faculty Council review.*

## CODE OF CONDUCT

Alleghany High School students and faculty together maintain a positive learning environment through mutual respect and courtesy. AHS students are expected to show maturity and pride in themselves by conducting themselves in an acceptable manner.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct himself/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and
- off school property, when the acts lead to: (1) notification pursuant to Va. Code § 16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260, (2) a charge that would be a felony if committed by an adult, or (3) disruption of the learning environment.

A student with behavior problems or with questions concerning general school matters will, in most cases, be referred to the Assistant Principal who is the Dean of the respective graduating class.

### **CLASS DEANS:**

Dean of Class of 2024 (12th grade)  
Dean of Class of 2025 (11th grade)  
Dean of Class of 2026 (10th grade)

Timothy Cochran  
Charity Hale  
Jennifer Taylor

Dean of Class of 2027 (9th grade)

Timothy Cochran

## DESCRIPTION OF AHS REGULATIONS

In addition to the regulations concerning student conduct set by the Alleghany Highlands School Board, Alleghany High School provides additional guidelines for student management. The behaviors listed below are unacceptable at AHS. Many are against the law; none will be tolerated. Administration may take disciplinary action for other good and just causes.

**Authority**—Each employee at Alleghany High School and the SRO's have the obligation to exercise authority over students regarding conduct. This obligation is not limited to particular classrooms, areas, or times. Students are expected to respond positively to discipline by any teacher or school employee including giving staff members their name. Continued failure to do so will result in suspension.

**Bullying**—This is any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

**Cell phones and other electronic devices**—Student Cell Phone Expectations - Grades 6-12:

Students in grades 6-12 in Alleghany Highlands Public Schools are allowed to be in possession of a personal cell phone device. However, no student is allowed to use that device within a classroom instructional setting during instructional time. The only exception to this is during a deemed emergency situation when the safety of self or others is in danger.

### **Cell phones in the classroom:**

Phones must be out of sight for the entire instructional period, from bell to bell.

Phones must be set to silent mode with vibration off. Do Not Disturb mode is best.

Phones cannot be used outside the classroom during the instructional period, including when going to the restroom, fountain, nurse, or any other location outside the classroom.

Headphones, earbuds, AirPods, Bluetooth headphones, and other accessories connected to cell phones cannot be used by students during the instructional class and/or period. At the teacher's discretion, headphones, earbuds, AirPods, and Bluetooth headphones can be connected to school-issued chromebooks, and only for instructional purposes.

### **Allowed cell phone use:**

Phones may be used on the bus, before and after school, between class periods, and during lunch.

Note: Headphones, earbuds, AirPods, Bluetooth headphones should not be used in the hallway, as this presents a safety issue during travel.

### **Restricted Areas:**

Cell phones can never be used in bathrooms, locker rooms, health clinics, state testing situations, most career and technical education classes, many work-based learning opportunities, or other areas and situations where student privacy and/or safety may be violated by the use of a cell phone.

### **Disciplinary Actions:**

1st Offense: Verbal warning by the teacher

2nd Offense: Referral to school administration and assignment of After-School Detention. Parents and/or guardians will be notified.

3rd Offense (and beyond): Referral to school administration, confiscation of phone until the end of the day, and assignment of Saturday School or two After-School Detention sessions.

Failure to turn over phone to administration upon 3rd offense and beyond: discipline administered for insubordination.

**Dishonesty**—No student will lie to any school employee. No student will take, or attempt to take, any property, including money, which does not rightfully belong to him/her.

#### **Dress Code - Regulations for student dress**

School is a place of business; therefore, student dress should reflect the serious intent of one who is going to work with an important job to do. Student dress should support a business-like atmosphere, comfortable but not overly casual. The following guidelines provide standards for student dress that should be considered by students and parents prior to coming to school. These standards will be enforced by the teachers and the administrators in our school.

1. Students should be appropriately covered from the shoulders to the fingertips when standing straight up. All shirts must cover the midriff; no belly button or skin is allowed to be showing.
2. Clothing and accessories that may be interpreted as vulgar, suggestive, derogatory, offensive, violent, or gang-related, or items which may cause a disruption within the school environment are prohibited.
3. Sleeveless tops must have shoulder straps that are at least three inches wide. No spaghetti strap, strapless, or backless shirts or dresses. Most tank tops do not fit this rule.
4. Mesh clothing, sheer clothing, or tops with necklines that are lower than the straight line from the top of the underarm across to the opposite underarm, front and back, are prohibited.
5. Pants, shorts, or skirts should not be worn low on the hip so as to reveal underwear or skin. Clothing must cover undergarments at all times.
6. Dresses, skirts, and shorts must be no shorter than the finger tips when standing up straight.
7. Holes in clothing must comply with rule 1, and must not reveal skin or undergarments from the shoulders to the fingertips when standing straight up.
8. Shoes must be appropriate for the educational setting.
9. Hoods may not be worn in the building due to safety concerns.
10. Sunglasses or permanently tinted dark glasses are prohibited.
11. Any item that is considered dangerous or could be used as a weapon is prohibited. Examples would include but are not limited to spikes, chains, connected chains, fish hooks.
12. Bandanas are not allowed to be worn in the school building.

The administration maintains the right to demand that clothing be appropriate and not distract from the educational environment. Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the administration. Items initially deemed inappropriate will be invited to the student's/parent's attention for corrective action. Subsequent violations of the dress code will subject the student to a suspension from school. Additionally, the school administration reserves the right to modify the dress code as trends change or circumstances warrant with notification to students and parents. Thus, no rule or regulation can adequately address changes in style or other inappropriate wearing of apparel. The administration will utilize its discretion in dealing with circumstances not specifically addressed.

**Excessive Display of Affection** – Excessive displays of affection on school property may result in disciplinary action.

**Honor Code** – “On my honor I will neither give nor receive any unauthorized help with any assigned school work.”

**Incorrigible Behavior** – Students shall abide by all School Board Policies and Regulations and school rules while on school property or at school sponsored activities. Continued violations of these rules may result in recommendations of long-term suspensions up to and including expulsion from school. Administrators may consider long-term sanctions in response to any number of accumulated incidents. An accumulation of 10 or more disciplinary referrals shall result in a high likelihood of long-term suspension out of school, subject to the facts associated with each case.

**Out-of-Bounds** – Electronic hall passes are required of all students in the halls or other areas considered out-of-bounds. During the lunch periods, students are permitted in the cafeteria or outside area available on the sidewalk in front of the school near the cafeteria doors. Out-of-bound areas include, but are not limited to the parking lots, athletic fields, the riverbank, non-supervised classrooms, locker rooms, and the roof. During lunch, the following areas are also out-of-bounds: the second floor academic hall, the first floor above room 123 including the lobby, the vocational wing, the front steps area, all sidewalks and grass areas that border classrooms, and the hallway between music room doors and front parking lot exit. Only three students are allowed in the lunchroom area bathrooms at one time during lunch periods.

**Morning Areas** - For the continued safety of all AHS students, students are required to report to and remain in designated areas in the school from 7:50 to 8:20 am.

The four areas are:

- 1) the cafeteria for those electing to eat breakfast
- 2) the library for those electing to receive tutoring and/or for those needing a quiet place to study
- 3) the gymnasium (auditorium if gym is unavailable) for those that do not want to eat breakfast or be tutored or study. Students will use the main lobby doors to access the gym and library and use the lower doors near the band room to access the cafeteria.
- 4) various classrooms or counseling office with note from teacher, counselor, or administrator and chaperoned while in these added locations by staff member

**\*\*Students may use the hallway between the cafeteria and gym to move from location to location in the morning; however, students should not loiter in this hallway before school.\*\***

For those students in the building prior to 7:50 am, a bell will ring at 7:55 am to remind students that they need to report to one of the designated areas with a tardy bell ringing at 8:20 am. First block will begin at 8:25 am. Students found in the hallways between 7:50 am and 8:20 am, without a signed note by a teacher or administrator, will be considered out of bounds and result in a discipline referral for General Misconduct and assignment to After School Detention or Saturday School.

**Plagiarism/Cheating** – No student will present academic work for credit which is not the original work of the student. Please see the article “What is Plagiarism?” included on pages 34 of the handbook.

**Skipping** – Students who do not properly check in or out of school through the attendance office, those who leave a class without the teacher’s permission, and those in the hall without a valid electronic hall pass will be considered skipping. Those who leave the grounds without proper authorization will also be considered skipping.

**Trespass** –The principal, or his designee, has complete control over the use of school grounds and property by any persons and is authorized to control conduct of people while on school property. When the presence or conduct of any person is detrimental to the orderly operation of the school, the person in charge is authorized to request such person to leave school property; and if he/she fails to comply, advise him/her that he/she is trespassing. If he/she fails to leave immediately, a warrant can be obtained for his/her arrest.

**Twilight Zone** – Any student who remains at school past 3:55 pm must be under the **direct supervision** of his/her teacher, coach, or sponsor until his/her transportation arrives. A student waiting for a ride must be seated in the lobby until that ride arrives. The school will be locked down at 4:30.

**Dismissal Bells** – For the continued safety of all AHS students, there will be two release bells at the end of the day. The first bell, at 3:40 pm, will dismiss students who drive or ride with someone, who ride first wave buses, or that participate in sports or activities that are practicing/playing/competing on that day. First bell dismissal students **MUST** report directly to the parking lot; to the locker room, field or classroom; or to their buses. Students are not allowed to loiter in any area inside or outside the building in between the 1<sup>st</sup> release bell or 2<sup>nd</sup> release bell. Students caught loitering in the hallways between the two release bells will be considered out of bounds and result in a discipline referral for General Misconduct and assignment to after school detention or Saturday school. The 2<sup>nd</sup> release bell will ring at approximately 3:55 pm for all students riding buses in the second wave, attending tutoring, or attending after school detention. Second bell dismissal students should report immediately to the bus loop to board their buses, the front lobby for detention, or the designated classroom for tutoring. Students leaving on the first dismissal bell without cause will receive a discipline referral that may result in an out of school suspension. JRTC students that ride the 2nd wave of buses at Alleghany High School will report to the designated location established by Alleghany High School’s principal or designee. After JRTC’s dismissal bell.

**Unexcused Tardies** – All AHS students are required to be inside the classroom when the tardy bell rings. Students are expected to follow each teacher’s policy on tardiness once inside the classroom. It is against school regulations for students to loiter in the hall. Students must be on their way to class or in a classroom.

**Vandalism** – No student will maliciously or willfully injure, damage, or destroy school property or personal property of others. Each pupil will be asked to reimburse the appropriate party/parties for any breakage or willful destruction of property.

**Areas of Alleghany High School are monitored by surveillance video cameras. Be advised that cameras are not constantly monitored.**



**Note: Consequences** (for the above offenses) – depending upon the severity of the offense and circumstances involved, the administration will use a continuum of disciplinary reasons ranging from verbal warning through recommendations for long term suspensions up to and including expulsion from school.

## **DEFINITION OF CONSEQUENCES**

**Verbal Warning** – Discussion of inappropriate behavior with indication of future consequences.

**Detention** – This is an assignment to a specific area monitored by a staff member. May occur in the morning, lunch, or after school. After school detention will be on Tuesdays and Thursdays from 4:00- 6:00 p.m. Students may ride the activity bus home. If a student's ride has not shown up by 6:10, the student will ride the activity bus home. Failure to attend will result in one day of OSS which will count towards the attendance policy plus the requirement to make up the missed detention.

### **In-School Suspension (ISS) Guidelines**

A student may be assigned to In-School Suspension (ISS) by an administrator for behavior which interferes with the education of others, prevents the orderly operation of the school, threatens any individual's physical well-being, or violates a school rule. The student is assigned to a specific room monitored by a staff member during the school day. Class work will be assigned and graded. A student having more than one full day may not participate in extracurricular activities until ISS is completed.

1. The minimum ISS assignment will be one block per class. Additional behavioral problems will result in Out-of-School Suspension. Parental notification will be made upon each ISS assignment.
2. The student will be provided with assignments from his/her classes. The student is responsible for any additional assignments made during the classes missed. Students will receive credit for completed assignments.
3. Failure to adhere to the policies and/or regulations of ISS will result in OSS.
4. If suspended while in ISS, the remaining time will be completed upon the student's return to school.
5. A student who is absent from school while assigned to ISS must complete the ISS assignment when he/she returns to school.

**Out-of-School Suspension (OSS)** – Students are restricted from all AHPS property and all activities until suspension is completed. Students will be required to complete class assignments and turn them in upon return to school. When a student receives OSS, a parental conference with a principal may be required before the student is readmitted. Students returning to school grounds prior to suspension being completed may be charged with trespassing and suspension days extended.

Assignments may be picked up in the office by someone other than the suspended student by 9:00 a.m. the next day. Assignments are due the day of a student's return to school. Tests and quizzes missed during the suspension must be taken the day of return unless a student's teacher gives him or her permission to take them at a later time (no more than five days).

**Saturday School** – This is an alternative assignment that may be assigned as a means of discipline. All Saturday school assignments will start at 8:00 AM. Students arriving late will not be admitted. Failure to attend Saturday school will result in one (1) day out of school suspension immediately following the assigned Saturday school. This day will count towards the attendance policy. Students unable to attend Saturday school due to an emergency that developed Friday evening or Saturday morning (i.e. illness) must call 863-1700 prior to 8:00 a.m. and leave a message stating why he/she is unable to attend Saturday school. Any message left after 8:00 a.m. will not be accepted as an excuse to miss Saturday school. There will be no Saturday school if there is no school on the Friday immediately before it, however exceptions are sometimes made.

**Restriction from Extra-Curricular Activities** – Students and visitors may be restricted from participating, attending, and/or being involved in any way in extra-curricular and school related activities for any suspendable offense that may occur during an extracurricular activity. This may be in addition to school suspension.

**Activity Restriction** – Students owing money (fines, restitution, fees, dues), having obligations to the school,

demonstrating poor attendance, or under disciplinary action may be placed on an activity restriction list. Students on this list will be removed from the activity restriction list upon restitution. Students may not participate in any extra-curricular and school related activities until their name has been removed from the list.

## **DELIVERIES (FLOWERS, BALLOONS, FOOD, ETC.)**

No deliveries, such as flowers, balloons, food, etc., should be delivered to school for students. No C.O.D. deliveries accepted. No balloons may be taken on the buses.

## **EARLY COLLEGE SCHOLARS**

An early college program that will provide an opportunity for Alleghany High School students to graduate with an associate degree from Mountain Gateway Community College has been developed by a team led by Alleghany Highlands Public Schools Superintendent Eugene Kotulka and MGCC President Dr. John Rainone. For information on this program, please see a school counselor for more details.

## **FAMILY LIFE EDUCATION CURRICULUM**

All printed materials and descriptions of audio-visual materials used in the Family Life Education Curriculum are available for parents' review during school hours. Parents may choose to opt-out their child.

## **GED TESTING POLICY**

All applicants for testing must be eighteen (18) years of age or older or meet specific circumstances as defined by the Virginia Department of Education. Refer to Regulations Governing General Education Development Certificates (8 VAC 20-360-10, et. seq.)

## **GRADUATION REQUIREMENTS**

The Virginia Department of Education sets all graduation requirements. For the most up to date expectations, visit the following website: <http://www.doe.virginia.gov/instruction/graduation/index.shtml>. Parents/guardians and students need to visit this website to fully understand the graduation requirements outlined by the State of Virginia.

## **HONOR ROLLS**

The A Honor Roll and A/B Honor Roll for each nine weeks grading period will be sent to local media for publication one week after report cards are issued. A student with an "I" (incomplete) will not be printed on the honor roll. Teachers, students, or parents must bring any and all grade changes to the attention of the guidance office within this one-week period. After this time, corrections or additions will only be made in the newspaper due to guidance error or misprint by the newspaper.

In order to qualify for the A Honor Roll, a student must have all A's for the grading period. In order to qualify for the A/B Honor Roll, a student must have A's and B's for the grading period. If a student makes a C, D, or F, the student cannot make the Honor Roll.

## **INSURANCE**

Students wishing to secure voluntary accident insurance coverage may complete an online application with the division's approved insurance company. Participation is voluntary and the school division assumes no cost or obligation.

## **JACKSON RIVER TECHNICAL CENTER**

The bell schedules of AHS and JRTC have been designed to allow students enough time to travel back and forth for classes. However, there is not enough time to socialize between classes. Students are expected to be on time at both

schools. JRTC students may not go to our parking lot on their way to or from the Center without permission of an administrator from AHS. Students who skip JRTC classes will be sent to JRTC after checking in at Alleghany High School. Students will also be subject to truancy referrals for excessive absences from JRTC. JRTC students that ride the 2nd wave of buses at Alleghany High school will report to the designated location established by Alleghany High School's principal or designee after JRTC's dismissal bell.

## **JOB SHADOWING**

Alleghany High School has an exciting program of career awareness that few other high schools offer. Tenth graders have the opportunity to shadow career professionals three times a year and actually see for themselves what the job is all about. These professionals talk to the students about grades, courses, career opportunities, and social skills needed for their particular profession. What could be better than to see for yourself what a certain career is "really" about? If you meet the criteria for a job shadowing position, visit the counseling office to pick up an application.

### **Criteria**

- The student must be a sophomore;
- The student must not have missed more than 12 days of school in the previous year;
- The student may be excluded based upon a disciplinary record; and
- The student must be passing all classes the first six (6) weeks of school;

## **LAW ENFORCEMENT**

### **SCHOOL RESOURCE OFFICER (SRO)**

Alleghany High School has two School Resource Officers (SRO) who represent the Sheriff's Department of Alleghany County. The primary purpose of the SRO is to work with the administration and teachers of AHS to assure that the education of our students is conducted in an orderly and safe manner. Duties that may be performed include the following:

- Monitoring the halls and grounds of AHS
- Presentation of information to classes relative to legal and safety issues
- Timely resolution of conflicts between students
- Surveillance of the parking lot and roads leading to and from AHS

Illegal acts that are committed by any student during the school day are subject to both disciplinary actions by the administration of AHS and prosecution by the Sheriff's Department of Alleghany County.

Police dog searches may be used to promote safety, order, and discipline in the school.

### **INVESTIGATIONS BY LAW ENFORCEMENT OFFICERS AT SCHOOL**

When it becomes necessary for any law enforcement officer to interrogate a student on school premises, the principal shall be contacted immediately. The principal, or his designee, shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal, or his designee, shall be present throughout the interrogation. (POLICY-KNAJ)

## **LIBRARY**

The library, located on the second floor of the building, is open from 7:50 am - 3:40 pm daily. A flexible schedule and adequate space and seating allow for the accommodation of class research, small group projects, independent individual use, and leisure reading activities. The library contains approximately 20,000 volumes and subscribes to various magazines and periodicals as well as two newspapers. Numerous sets of reference books and audiovisual materials are available for student use. The library also houses several computers which are available for student use.

Individual students or small groups of students with passes may visit the library at any time. During lunches, individual students must use the lobby entrance and NO FOOD or DRINKS are permitted in the library. The library is not to be used as a social gathering place during lunch. Any student with legitimate library work is welcome, but students must help maintain a quiet atmosphere that is appropriate for thought and concentration. Books can be

checked out for 10 student school days and then renewed for the same period of time if necessary. Reference materials may be checked out for overnight use. Newspapers and magazines should be used in the library.

Overdue notices are sent to remind students of overdue materials. Students are strongly urged to accept responsibility for returning materials on time. Students will be placed on activity restriction for overdue materials. A master list of students having overdue materials is prepared. If materials are lost, the student will be charged the purchase price or a reasonable cost for these materials. Calculators for use in math class are also available for student check-out. They are available on a first-come, first served basis. In order to check out a calculator, a contract must be signed by both the student and a parent/guardian accepting guidelines for such a loan. If the student fails to return the same calculator he/she checks out, a replacement fee will be assessed. No refunds will be issued for lost books and/or calculators found after payment has been submitted to the school.

## LOCALLY VERIFIED CREDIT

Effective MAY 9, 2018, all students are eligible to be considered for locally-awarded verified credits in English, mathematics, science, and history/social science in accordance with the board of education's regulations and guidance. Please be aware the number of locally-awarded verified credits and the diplomas to which they may be applied are different for students that entered the ninth grade prior to the 2018-2019 school year, and for those that enter in 2018-2019 and thereafter, as explained in this memorandum.

for students that entered the ninth grade for the first time prior to the 2018-2019 school year, locally-awarded verified credits were previously available to students only for science and history/social science. Those students may now be awarded a total of three locally-awarded verified credits in English, mathematics, science, and history/social science. these changes were adopted by the board of

education and approved by governor northam through emergency changes to the regulations establishing standards for accrediting public schools in virginia (standards of accreditation or SOA) and the board's guidance governing the use of locally-awarded verified credits.

first-time ninth graders beginning with the 2018-2019 school year will be able to earn no more than one locally awarded verified credit in English, mathematics, science, and history/social science. These changes were adopted by the Board of Education through the comprehensive revisions to the SOA that will become effective in the 2018-2019 school year.

The criteria for the award of locally-awarded verified credit is summarized below:

- To qualify for locally-awarded verified credits, a student must:
  - o Pass the high school course;
  - o Score within a 375-399 scale score range on any administration of the Standards of Learning test after taking the test at least twice; and
  - o Demonstrate achievement in the academic content through an appeal process administered at the local level (see Guidance Governing the Use of Locally-Awarded Verified Credits for details).
    - Students with credit accommodations are not subject to the limit on the number of locally-awarded verified credits.
    - Local school boards must have policies governing procedures used to award locally-awarded verified credit, including the use of a review panel to consider evidence of the student's achievement.
    - For students entering the ninth grade for the first time prior to the 2018-2019 academic year:
      - o No more than three locally-awarded verified credits may be awarded.
      - o Locally-awarded verified credits cannot be applied toward an Advanced Studies diploma.
      - o Students that are no longer in school who would now be eligible for a locally-awarded verified credit in English or mathematics may now earn a locally-awarded verified credit, provided that all criteria is met.
    - For students entering the ninth grade for the first time in the 2018-2019 academic year and beyond:
      - o No more than one locally-awarded verified credit may be awarded.
      - o Locally-awarded verified credits can be applied toward either a Standard or an Advanced Studies diploma.

## LOCKERS

All students may request a locker through the attendance office. Lockers are school property and may be searched at any time by any school official when the administration has reasonable suspicion to do so. Locker combinations for used lockers are changed each year and are issued during school business days. It is imperative that combinations are kept confidential.

Students will be responsible for the contents found in lockers assigned to them. Lockers should not be shared or switched without office approval.

## LOST AND FOUND

Found items are to be turned into the office. Anyone who has lost something should inquire in the office. Disposal of lost items will be in accordance with School Board Regulation DN-R.

## MAKE UP WORK

All students who are absent for any reason, i.e. excused, unexcused, or suspension, will be permitted to make up missed assignments and receive credit for graded work in accordance with regulations developed by the division superintendent. The principal will control the implementation of this policy and applicable guidelines in his/her school. (Policy-JGE)

The following guidelines shall be followed when implementing Policy JGE for make-up work by students with excused absences, unexcused absences, and absences due to suspension.

- The student or parent/guardian is responsible for initiating contact with a school official to make up work.
- For students who make up work following an excused absence, full credit will be available to the student upon successful completion of the work. Students will be given a reasonable amount of time to complete make-up work, generally one day for each day of absence.
- For students who make up work due to an unexcused absence or suspension, all work is due upon the student's return to school. Assignments completed after that date may reflect a grade reduction. Alternate assignments will be available for performance-based classes and labs.
- In-school procedures for handling requests for make-up work will be the same/similar as those used for other absences.
- The student's teacher(s) is (are) not obligated to teach or reteach the student material missed during a suspension. (Policy JGE-R)

All incomplete grades must be made up within one week from the end of the six weeks, or the grade will be an "F" on all incomplete assignments. A student may appeal a failure due to incomplete grades. Students must see their school counselor. Students who do not wish to make up their work due to absences must sign a release stating this. A parent's/guardian's signature must also be obtained.

## PARKING

Since there is limited parking available for students at Alleghany High School, students are required to obtain parking permits from designated school personnel. The administrator in charge of parking is Mr. Dobbs. Students must display a parking permit at all times and abide by parking lot rules. Students may park in marked spots only.

- **Freshmen** - Parking permits **will not** be issued to freshmen.
- **Sophomores** - Parking permits may be sold to sophomores in special circumstances (this will depend on space available after parking permits are sold to juniors and seniors).
- **Juniors and Seniors** - All juniors and seniors are eligible for a parking permit.

Anyone granted permission to park on AHS property must have a valid driver's license. (Learner's permits will **NOT** be honored.) No one without a parking pass will be allowed to park on school property. (The strip of land on the far side of the road from the back of the tennis court area and land connecting both sides of the road behind the school are school property.) Students without permission to park their vehicle on school property may not have their vehicle parked on school property during school hours by anyone. If a vehicle needs to be removed, parents will be notified and given an hour to remove it. Otherwise, vehicles will be towed at the owner's expense.

Parking in the front parking lot will be for faculty and for seniors on a first come, first serve basis. NO students are allowed to park in the designated parking spots for faculty, visitors, and etc. Once parking spaces have been given out in the front lot, seniors and juniors wishing to drive will park in the top parking lot(s). Students are reminded of the traffic flow pattern with two entrance lanes in the middle and far right lanes and one exit lane closest to the bus entry lanes. Entry to the building should be via the crosswalk at the end of the lot. Students may not park in spaces marked faculty, visitor, handicapped, or school car. The speed limit is five (5) MPH. Any student who drives recklessly may lose parking privileges permanently. All cars must pull into spaces with the front of the car towards the centerline. The cars exiting and entering the school must give the right-of-way to the buses. Under no circumstances may a car breach the line of buses as they exit the school in the afternoon. Violators will lose their parking privileges on AHS property.

- Any student transporting other passengers to and from school must list those students on the parking permit and obtain written permission from the student's parents (even if the student is a sibling);

- Any student leaving school property without permission may lose their driving privileges and receive disciplinary action for skipping school;
- Alleghany High School is not responsible for accidents or traffic violations on school property. Violations may result in loss of parking privileges; and
- All vehicles parked on school property may be subject to a visual screening by law officials and administrators, which may lead to a search of the vehicle. This is to promote safety, order, and discipline in the school.
- For a complete list of regulations see the AHS General Parking Information and/or application forms available in the administrative offices.

## POSTING OF SIGNS AND ANNOUNCEMENTS

The administration and/or team coach, club sponsor/mentor must approve all posters, signs or announcements. Postings must be attached to designated bulletin boards only. All signs must be removed within **24 hours after the completion** of the event. No signs or posters from outside organizations will be permitted without the prior approval of the administration.

## POWERSCHOOL PARENT PORTAL

Parents may access student grades and attendance information on the internet at <https://ahps.powerschool.com/public/>. A username and password are required. (See a computer lab teacher or counselor or administrator for assistance).

## RECORDS AND TRANSCRIPTS

Alleghany High School students have on file in the counseling department a scholastic or educational record. These records are directly related to the student and are maintained in accordance with FERPA guidelines. The content of the record is limited to data needed by the school to assist the student in his or her personal, social, educational, and career development. For further information consult Alleghany Highlands School Board Policy JO. Regulation JO-R designates directory information. Transcripts may be obtained through the counseling office by filling out and submitting a transcript request form.

Virginia state law requires that new transfer students sign an affidavit as to their disciplinary status at their previous school. Falsification of this information or failure to sign such an affidavit is now a class three felony. It also requires that a school include a copy of the disciplinary record when a student transfers from one school system to another.

## RELEASE OF INFORMATION

It is the Policy of Alleghany High School to release, from time to time, directory information to organizations or businesses that have a legitimate educational need for this information. Directory information includes a student's name and address. For students participating in athletics; name, height, weight, grade level, and jersey number are also included. Parents may request in writing to have a student excluded from this list. These requests should be directed to the guidance office and must be received within thirty (30) days of the opening of school. For more detailed information concerning disclosure of educational records and related information, please consult Policy-JO.

## SCHEDULING

It is the philosophy of the Counseling department that the parent has the final choice when selecting a schedule. Teacher recommendations are valuable and should be given careful consideration by parents and students alike. To override a course not recommended by staff, a student and parent/guardian must complete the override form which includes a plan for the student's success.

The following are basic scheduling policies according to the Program of Studies bulletin at Alleghany High School:

1. A student normally shall be assigned to elective classes by grade level as indicated in the curriculum guide. Exceptions may be made in extenuating circumstances.
2. With elective courses, a student of a higher-grade level, in "good standing" will be assigned prior to a student of a lower grade level, except for Jackson River Technical Center courses.
3. Certain high school subjects taken by an eighth grade student will count as high school requirements and high school credits will be granted.
4. A student shall take English 9, 10, 11, and 12 in numerical sequence. A student may take two English classes simultaneously when necessary to enable the student to graduate during the current school year. **This requires administrative approval.**
5. All grade 9 students are required to take English/Agency Composition unless enrolled in Honors English 9
6. A student shall take Health and Physical Education 9 and 10 in numerical sequence and may take two physical education classes simultaneously only when necessary to enable the student to graduate during the current school year.. This requires administrative approval.

7. A student shall take World Geography or World History 1 in grade 9; World Geography or World History 1 or 2, in Grade 10; U.S. History during Grade 11; U.S. Government during Grade 12, unless special circumstances dictate otherwise.
8. Students are required to take courses recommended by the state at the appropriate grade level
9. A student must be auditioned by the choir teacher to be assigned to treble or concert choir
10. A student must be auditioned by the band teacher to be assigned to the wind ensemble.

## **SCHEDULE AND LEVEL CHANGE POLICIES**

### **ALLEGHANY HIGH SCHOOL DROP POLICY**

Students may change a schedule within the first five school days of the 1<sup>st</sup> semester. If an administrator decides a change or drop is necessary in a student's schedule after this period, no credit will be awarded for that course. If a drop is deemed necessary in a full year course (i.e., Band or Choir), that awards 1 credit for a full year, no partial credit will be awarded. If any course is dropped, a grade of 59 will be recorded if the student is passing. If the student is failing, the numerical grade will be recorded.

### **GENERAL CHANGE POLICY RULES**

There will be no schedule changes made after the first five school days of the 1<sup>st</sup> semester unless the following special circumstances occur:

- A change is necessary due to the failure of a prerequisite course.
- A change is necessary due to successful attendance of Summer School.
- An administrator approves a change. Any change initiated by an administrator must be handled through the Counseling Department. When an administrator deems a change necessary, he/she must contact the appropriate school counselor who will make the change.
- Schedule changes may be made due to schedule conflicts and overloads.

All students must be enrolled in four (4) classes each semester. The exception to this rule is at the principal's discretion.

A change in an elective course will be unlikely due to the configuration of the master schedule and the student's original requests and alternative elective requests.

Level changes may be considered prior to the conclusion of the first six weeks of a class.

### **GRADE LEVEL PLACEMENT**

Students are placed in grade level homerooms based on the number of credits earned at the end of the school year:

Grade	9	0–4 ½ Credits
	10	5–10 Credits
	11	11–14 Credits and scheduled to graduate in two years
	12	15 Credits and scheduled to graduate for the current school year

## **SCHOOL COUNSELOR INFORMATION**

The Alleghany High School Guidance Department is located on the first floor, next to the main office.

Last Name A-He Ms. Sonya Howell

Last Name Hi-P Ms. Vicki Dooley

Last Name Q-Z Ms. Erin Hiser

During the course of the year, each counselor will do his/her best to help students on their way toward graduation or with any problem that they may encounter.

If you have a concern with a schedule, school, class, or a personal issue that you would like to discuss, please make an appointment to see your school counselor.

## **SENIOR PRIVILEGES/GRADUATION PARTICIPATION**

Senior privileges will be approved prior to the beginning of the year with the school administration and senior class officers.

Students are advised that certain expectations are required prior to participation in the graduation ceremony including within one credit of diploma requirements. Graduates have the right to receive a diploma, but it is a privilege to participate in the ceremony. Therefore, school officials have the right to restrict access to the ceremony when participants fail to meet requirements for dress and behavior. Graduation rehearsal will be held a day or two before the graduation ceremony in the morning and will last approximately 3 hours. Students must attend graduation

practice in order to participate in the ceremony. At the completion of graduation rehearsal, each student will receive tickets to graduation as long as they don't owe anything to the high school. This includes lunch fees, library materials/fines, textbooks, Chromebook fees/fines, senior class dues, and/or other miscellaneous items. The number of tickets each graduate receives will depend upon the size of the graduating class and seating availability. Additional tickets may be distributed at the end of graduation rehearsal.

### **SENIOR FOURTH BLOCK RELEASE/MENTORSHIP**

Students properly scheduled for 4th block release are expected to sign out and be off school grounds by the start of fourth block. Students must have administrative approval to remain on school property. Once a student leaves school property, he/she may not return that day, unless he/she has a doctor, dentist, or professional appointment. Students must have a note to check back into school. This includes senior athletes.

### **SENIOR MENTORSHIP PROGRAM**

Alleghany High School's Mentorship Program is to provide opportunities for students to do concentrated research or project development in a specialized field under the leadership and direction of highly trained and experienced experts. This is a way to allow the student to have a unique and exciting learning experience and a real opportunity to uncover the world of work from another viewpoint other than the classroom. Seniors who are interested are to see their counselor in the guidance department.

### **SICK STUDENTS/MEDICATIONS**

The school clinic, staffed by our school nurse(s), will be open each day from 9:00 AM to 3:00 PM, unless there is an emergency. All medicines, whether prescribed or over the counter, **must** be delivered to the school nurse or guidance office by a parent or guardian prior to school. These medications should be in the original bottle and labeled with the student's name.

### **SOFT DRINK MACHINES**

Soft drinks are available to students after school. Water and fruit drink machines will be available during lunch and after school. Glass bottles are not permitted in the school at any time. No food or drinks will be allowed in the gym. All soft drinks and food must be in backpacks at all times prior to 3:40 p.m. Students may not bring open containers, non-resealable containers, and etc. into the school at any time. Tea, coffee, water and/or sports drinks will be permitted as long as they are not in a glass container or spillable container and have a resealable lid/top. Glass containers, fast food/ convenience store cups, and cans are prohibited.

### **STANDARDIZED TESTING**

The Virginia General Assembly through the Standards of Quality for Public Schools in Virginia requires each local school board to assess the educational progress of students as individuals and as groups. Students, therefore, take a variety of standardized tests that are required by either the Virginia Department of Education or the local school division. Additionally, these tests are used to help provide each student with a course of study that best meets his or her interests, needs, and abilities.

### **STANDARDS OF LEARNING AND CAREER AND TECHNICAL EDUCATION INCENTIVE**

Starting with the 2019-2020 school year students will no longer receive five (5) points added to their final grade for passing any end-of-course SOL or CTE test. All Alleghany High School students will take a final exam counting 20% of the students final grade with the exception of the exemptions listed previously.

### **STANDARDS OF LEARNING OR CAREER AND TECHNICAL EDUCATION TESTS**

Students enrolled in a class that has an end of course SOL or CTE test and need the verified credit and course for graduation purposes must take the test. Students enrolled in biology must take the end of course SOL, and students must take and pass at least one end of course SOL in each of the core subject areas. Students who fail the test may be required to continue to retake the test each time it is given.

### **TELEPHONE**

Office phones are for official school business and emergency use only. Students must use the telephones in the office



or clinic to call home due to illness. Parents or guardians should call the school to get messages to students or staff.

## TRANSFER STUDENTS

Students transferring to Alleghany High School from any non-accredited school are bound by Alleghany Highlands School Board Policy LB.

## VISITORS

In keeping with Alleghany High School's policy to provide maximum assurance for the health and safety of our students, no one will be allowed to visit with students at Alleghany High School unless on official business. All students and visitors who are checking in or out or visiting will report and leave via the entrance door that is located to the left of the main lobby doors. This entrance and exit door channel visitors through the main office. All visitors will need to check in and check out through this door during the school day along with leaving their driver's license or I.D. card. If a visitor does not have a driver's license or ID card, then the visitor must be screened by a member of the AHS Administration and/or the School Resource Officer(s).

## WEBSITE INFORMATION

**PowerSchool Student/Parent Portal:** <https://ahps.powerschool.com/public/>

**Alleghany Highlands Public Schools:** [www.ahps.k12.va.us](http://www.ahps.k12.va.us)

**Alleghany High School:** [www.ahs.ahps.k12.va.us](http://www.ahs.ahps.k12.va.us)

**Three Rivers District Schools' Sports Information:** <http://www.threeriversdistrictva.org>

**Virginia Department of Education:** <https://www.doe.virginia.gov/home>

**Virginia Department of Education School Quality Profile:** <http://schoolquality.virginia.gov/>

**\*\*\*Everyone is reminded to visit the Alleghany Highlands Public Schools website often for the most up-to-date information and forms related to the ever-changing policies, practices, and procedures to navigate continuously changing world events. \*\*\***

## WEIGHTING AND CLASS RANK

### WEIGHTING

Grades will be weighted in all approved academic college level classes, including some dual enrollment and the AP classes for purposes of GPA. (A student's grade will be raised by the equivalent of one letter grade, i.e., one quality point on a 4-point scale. The added points figure into the GPA. If you take an AP course, you must take the AP test in order to receive the AP weighted credit. You will receive neither the advanced placement credit nor the weighted grade if you do not take the AP test. Students are responsible for AP test fees.

### CONTRACT FOR DUAL ENROLLMENT COURSES


In order for an Alleghany High School student to be enrolled in a dual enrollment course, the following requirements must be understood and accepted by the student and the student's parents/guardians:

1. The student must be 16 years old or a junior or a senior at Alleghany High School.
2. The student must be in good academic standing to take a dual enrollment course.
3. The student understands that the letter grade from the college course is the grade that appears on the transcript. The letter grade appears on the college transcript. If a student passes according to the college grading scale, then that student also passes at AHS.
4. Each semester course of dual enrollment is equal to one half of a high school credit. In order to gain full credit for such courses as English 12, a student must take English 111 and English 112. This is also true for the U. S. Government and many other courses. Be certain that this information is checked out very carefully before a course is taken. If a student should fail the first part of a two-part course, the high school credit would not be awarded. This failure of one part of a two-part course could affect eligibility for sports under the VHSL guidelines and could result in the student not graduating.
5. A student may not enroll in a MGCC dual enrollment class for high school credit if that class is offered on the AHS campus, unless special circumstances and principal approval are granted.
6. Students must qualify for a dual enrollment course either through achieving a benchmark score on their ACT or SAT or on MGCC placement test.
7. All costs associated with a dual enrollment course taken on the MGCC campus is the responsibility of the student. The student must have AHS approval prior to registering for a dual enrollment class.

## Regular Bell Schedule 2023- 2024

Block	Start Time	End Time		Start Time	End Time
Report to Areas Café, Gym, Library. Class with note	7:55 AM				
Café, Gym, Library. Class with note	8:00 AM tardy bell to Areas	8:20 AM Report to Class			
TA's Not on Morning Duty Arrive By 8:10 AM; Teachers with Morning Duty Arrive By 7:50 AM; Teachers with no Morning Duty Arrive By 8:10 AM					
1	8:25 AM	10:00 AM (95)			
2	10:05 AM	11:41 AM (96)			
3A Lunch			A Lunch	11:41 AM	12:11 PM (30)
3A Lunch	12:16 PM	1:57 PM (101)			
3B Lunch	11:46 AM	1:57 PM			
3B Lunch			B LUNCH	12:16 PM	12:46 PM (30)
3B Lunch	12:51 PM	1:57 PM (66)			
3C Lunch	11:46 AM	1:57 PM			
3C Lunch			C LUNCH	12:51 PM	1:21 PM (30)
4	2:02 PM	3:40 PM (98) 1st Wave Buses, Vehicles, Athletes, & Activities Only	SPLIT BELL	2:48 PM (46)	Tardy bell 2:53 PM (47)
1st Wave Buses, Vehicles, Athletes, & Activities only	3:40 PM Loading Begins	3:50 PM Buses Depart (5)	1st Wave Buses Depart AHS Approximately 3:50 PM		
2nd Wave Buses, ASD, and Tutoring	4:00 PM 2nd Wave students released	Buses are Loaded and Depart As Soon As Possible (5)	2nd Wave Buses Depart AHS Approximately 4:05 PM		
Teachers Not On Afternoon Duty Leave at 3:50 PM					

Activities/Pep Rallies: Last 30 minutes of 4th block. Lockdown Bell at 4:30 PM. Activity Bus Leave time 6:15 PM.

 Lunch Schedule 23-24- Based on 3rd Block.


Club Day Schedule 2023-2024					
Block	Start Time	End Time		Start Time	End Time
Report to Areas: Café, Gym, Library. Class with note	7:55 AM				
Café, Gym, Library. Class with note	8:00 AM Tardy bell to Areas	8:20 AM Report to Class			
TA's Not on Morning Duty Arrive By 8:10 AM; Teachers with Morning Duty Arrive By 7:50 AM; Teachers with no Morning Duty Arrive By 8:10 AM					
	8:20 AM				
1	8:25 AM	10:00 AM	CLUB 1	9:30 AM	10:00 AM
2	10:05 AM	11:41 AM	CLUB 2	11:11 AM	11:41 AM
3A	12:16PM	1:57PM	A LUNCH	11:41 AM	12:11 PM (30)
3B	11:46 AM	1:57 PM	B LUNCH	12:16 PM	12:46 PM (30)
3C	12:51 PM	1:57 PM	C LUNCH	12:51 PM	1:21 PM (30)
			CLUB 3	1:27 PM	1:57 PM
4	2:02 PM	3:40 PM 1st Wave Buses, Vehicles, Athletes, & Activities Only	SPLIT BELL	2:48 PM	Tardy bell 2:53 PM
			CLUB 4	3:08 PM	3:40 PM
1st Wave Buses, Vehicles, Athletes, & Activities only	3:40 PM Loading Begins	3:50 PM Buses Depart	1st Wave Buses Depart AHS Approximately 3:50 PM		
2nd Wave Buses, ASD, and Tutoring	4:00 PM 2nd Wave students released	Buses are Loaded and Depart As Soon As Possible	2nd Wave Buses Depart AHS Approximately 4:05 PM		

Activities/Pep Rallies: Last 30 minutes of 4th block. Lockdown Bell at 4:30 PM. Activity Bus Leave time 6:15 PM.

 Lunch Schedule 23-24- Based on 2nd Block.

<b>2-Hour Delay Schedule 2023 - 2024</b>					
Block	Start Time	End Time		Start Time	End Time
Report to Areas Café, Gym, Library. Class with note	9:55 AM				
Café, Gym, Library. Class with note	10:00 AM tardy bell to Areas	10:20 AM Report to Class			
1	10:25 AM	11:29 AM			
2A Lunch			A LUNCH	11:34 AM	12:03 PM (29)
2A Lunch	12:09 PM	1:11 PM			
2B Lunch	11:34 AM	1:11 PM			
2B Lunch			B LUNCH	12:08 PM	12:37 PM (29)
2C Lunch	11:34 AM	1:11 PM			
2C Lunch			C LUNCH	12:42 PM	1:11 PM (29)
3	01:16 PM	02:26 PM			
4	02:31 PM	3:40 PM 1 <sup>st</sup> Wave Buses, Vehicles, Athletes, & Activities Only	SPLIT BELL	03:02 PM	Tardy bell 3:07 PM
1 <sup>st</sup> Wave Buses, Vehicles, Athletes, & Activities only	3:40 PM	1 <sup>st</sup> Wave Buses Depart AHS Approximately 3:43PM			
2 <sup>nd</sup> Wave Buses, ASD, and Tutoring	4:00 PM	2 <sup>nd</sup> Wave Buses Depart AHS Approximately 4:05 PM			

Activities/Pep Rallies: Last 30 minutes of 4th block. Lockdown Bell at 4:30. Activity Bus Leave time 6:15PM.

 Lunch Schedule 23-24 - Based on 2nd block.

Normal 2-Hour Early Release Schedule 2023 - 2024					
Block	Start Time	End Time		Start Time	End Time
Report to Areas Café, Gym, Library. Class with note.	7:55 AM				
Café, Gym, Library. Class with note.	8:00 AM Tardy Bell to Areas	8:20 AM Report to Class			
1	8:25 AM	9:30 AM			
2	9:35 AM	10:43 AM			
3A Lunch			A Lunch	10:48 AM	11:17 AM
3A Lunch	11:22 AM	12:25 PM			
3B Lunch	10:48 AM	12:25 PM			
3B Lunch			B Lunch	11:22 AM	11:52 AM
3C Lunch	10:48 AM	12:25 PM			
3C Lunch			C Lunch	11:57 AM	12:25 PM
4	12:30 PM	1:40 PM			
1 <sup>st</sup> Wave Buses, Vehicles, Athletes, & Activities only	1:40 PM	1 <sup>st</sup> Wave Buses Depart AHS Approximately 1:50 PM			
2 <sup>nd</sup> Wave Buses, ASD, and Tutoring	2:00 PM	2 <sup>nd</sup> Wave Buses Depart AHS Approximately 2:05 PM			

Activities/Pep Rallies: Last 30 minutes of 4th block. Lockdown Bell at 4:30 PM. Activity Bus Leave time 6:15 PM.

 Lunch Schedule 23-24- Based on 3rd Block.

## Alleghany High School 2023-2024

### Discipline Chart

<u><b>Infraction</b></u>	<u><b>Definition</b></u>	<u><b>1st Offense</b></u>	<u><b>2nd Offense</b></u>	<u><b>3rd Offense</b></u>
<b>Bus Misconduct</b>	Violation of AHPS Bus Rules	1 day ASD and/or 1-10 days bus suspension. May result in loss of privilege to ride the bus.	2 days ASD and/or 1-10 days bus suspension. May result in loss of privilege to ride the bus.	1-10 days bus suspension. May result in loss of privilege to ride the bus.
<b>Bomb Threats or Bomb Facsimile, Possession, False Fire Alarm</b>	Bomb threats or false information concerning the placement of explosives or destructive substances.	10 days OSS. Recommendation of expulsion.	10 days OSS. Recommendation of expulsion.	10 days OSS. Recommendation of expulsion.
<b>Cell Phones, Other Electronic Devices such as MP3 players, PSP players, Laser pointers, etc.</b>	Unauthorized display and/or use on school property. Personal electronic devices can be used before school, during the student's lunch period in the cafeteria or picnic area only, after school.	Verbal warning by any staff member.	Referral to school administration and assignment of 1 day ASD. Parents and/or guardians will be notified.	3rd + offense = Referral to school administration, confiscation of phone until the end of the day, and assignment of Saturday School or two ASD sessions. Failure to turn over phone to administration upon 3rd offense and beyond = discipline administered for insubordination
<b>Cheating on homework, assignment, or classwork including quizzes</b>	Copying another's work or answers, giving or receiving unauthorized information, plagiarism, copyright violation.	1 day ISS. "0" on assignment. Parent/Guardian notification.	1 day Saturday School. "0" on assignment. Parent/Guardian notification.	1 day OSS. "0" on assignment. Parent/Guardian notification.
<b>Cheating on test, paper, or project</b>	Copying another's work or test answers, cheat sheets, giving or receiving information during a test, plagiarism, copyright violation.	3 days OSS. Parent/Guardian notification. "0" on assignment	4 days OSS. Parent/Guardian notification. "0" on assignment	5 days OSS. Parent/Guardian notification. "0" on assignment
<b>Disrespect and/or insubordination; defiance to teacher, administration, or other school employee</b>	Refusal to carry out a request by any staff member. Failure to report to administrator upon referral from teacher, lying to teacher or administrator.	3 days OSS. Parent/Guardian notification.	5 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification.
<b>Disruptive Behavior and Minor Misconduct</b>	Running, shouting, other minor misconduct.	1 Block ISS. Parent/Guardian notification	1 day ISS. Parent/Guardian notification	1 day Saturday School. Parent/Guardian notification
<b>Dress Code Violation</b>	Failure to adhere to Dress Code Policy.	Request change of clothing. Parent/Guardian Notification.	Request change of clothing. May result in 1 day ASD. Parent/Guardian Notification.	Request change of clothing. May result in further disciplinary action. Parent/Guardian Notification.
<b>Driving/Parking Violation</b>	Speeding or failure to observe safe driving practices on school property and/or parking violations.	1 day ASD. May result in loss of parking privileges. Parent/Guardian notification.	1 day Saturday School. May result in loss of parking privileges. Parent/Guardian notification.	2 days Saturday School. May result in loss of parking privileges. Parent/Guardian notification.

<b>Drugs in School: alcohol, controlled substance, imitation controlled substance or marijuana or drug paraphernalia</b>	Violation of AHPS Policy JFCF	10 days OSS. Recommendation of expulsion.	10 days OSS. Recommendation of expulsion.	10 days OSS. Recommendation of expulsion.
<b>Failure to attend an assigned ASD or Saturday School</b>	Not reporting to an assigned ASD or Saturday School	Student will be placed on activity restriction until restitution.	Student will be placed on activity restriction until restitution. 1 day Saturday School.	Student will be placed on activity restriction until 2 days of ASD and 1 day Saturday School.
<b>Fireworks, stink bombs, etc.</b>	Possession or use of fireworks, facsimiles, etc.	3 days OSS. Parent/Guardian notification.	5 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification.
<b>Forgery</b>	Signing notes or use of forged or altered documents.	3 days OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a result.	5 days OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a result.	10 days OSS. Parent/Guardian notification.
<b>General Misconduct</b>	Examples include but are not limited to: failure to work in class, sleeping in class, gambling, spreading rumors, horseplay, minor insubordination, throwing items, use of zip ties, possession of lighter or other non-school items, In undesignated areas inside the building before school and between dismissal bells.	1 day ASD. Parent/Guardian notification.	1 day Saturday School. Parent/Guardian notification.	2 days Saturday School. Parent/Guardian notification.
<b>Incorrigible Behavior</b>	Continued violation of the AHPS Student Code of Conduct	Refer to Division Discipline Hearing Officer. Parent/Guardian notification.	Refer to Division Discipline Hearing Officer. Parent/Guardian notification.	Refer to Division Discipline Hearing Officer. Parent/Guardian notification.
<b>Lewd Behavior</b>	Any behavior deemed to be inappropriate, obscene, or indecent.	3 days OSS. Parent/Guardian notification.	5 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification.
<b>Medication Policy Violation</b>	Carrying in one's possession non-prescription medication, prescription medication for self	1 day ASD. Parent/Guardian notification.	1 day Saturday School. Parent/Guardian notification.	3-5 days OSS. Parent/Guardian notification.
<b>Out of Bounds</b>	Being in an area without permission or an area that is off-limits.	1 day OSS. Parent/Guardian notification.	1 day OSS. Parent/Guardian notification.	3-5 days OSS. Parent/Guardian notification.
<b>Public Displays of Affection</b>	Any excessive display of affection.	1 day ASD. Parent/Guardian notification.	2 days ASD. Parent/Guardian notification.	1 day Saturday School. Parent/Guardian notification.
<b>Profanity and/or obscenity (indirect use)</b>	Use of inappropriate language and/or material.	1 day ASD. Parent/Guardian notification.	1 day Saturday School. Parent/Guardian notification.	3-5 days OSS. Parent/Guardian notification.

<b>Profanity and/or obscenity (direct use)</b>	Use of inappropriate language, obscene gestures, and/or material directed toward another person.	3 days OSS. Parent/Guardian notification.	5 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification.
<b>Sexual/Racial Harassment</b>	Unwanted and/or unwelcome behavior as defined by AHPS Policy JFHA	Responses may range from mediation and/or counseling to recommendation of expulsion.	Responses may range from mediation and/or counseling to recommendation of expulsion.	Responses may range from mediation and/or counseling to recommendation of expulsion.
<b>Skippping Class</b>	Not reporting to class, leaving class without permission, not returning to class from lunch, clubs, etc.	1 day ASD. Parent/Guardian notification	1 day Saturday School. Parent/Guardian notification.	2 days Saturday School. Parent/Guardian notification.
<b>Skippping School</b>	Failure to report to school, failure to immediately leave school grounds upon checking out, or leaving school property without permission.	1 day Saturday School. Parent/Guardian notification.	2 days Saturday School. Parent/Guardian notification.	3-5 days OSS at CLASS. Parent/ Guardian notification.
<b>Tardies (per semester)</b>	Student is not in the classroom when the bell rings and does not have an excuse for being tardy.	5th tardy = Parent/Guardian notification, letter sent home, student meeting with administration. Implementation of AHPS Policy JED.	6th tardy = Lunch detention assigned by staff member, Parent/Guardian notification. Implementation of AHPS Policy JED.	7th + tardy = Lunch detention assigned by staff member. Parent/Guardian notification. Failure to attend lunch detention = 1 day ASD. Failure to attend ASD = activity restriction as listed in the handbook. Implementation of AHPS Policy JED.
<b>Technology Violation</b>	Inappropriate conduct and misuse of computer technology as described in AHPS Policy IIBEA and Regulation IIBEA-R.	1 day ISS. Parent/Guardian notification. Temporary loss of privileges.	1 day OSS. Parent/Guardian notification. Extended loss of privileges.	1-3 days OSS. Parent/Guardian notification. Extended loss of privileges.
<b>Theft</b>	Stealing property belonging to another person or school.	3 days OSS. Parent/Guardian notification.	5 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification.
<b>Tobacco/Vaping</b>	The use and/or possession of tobacco or vapor products in and on school property is prohibited as described by AHPS Policy JFCH.	1 day ISS and 1 day Saturday School with Alleghany Highlands CSB Prevention Services. Saturday from 8:00 am - noon at AHS. Failure to attend will result in the student being referred for further disciplinary action by administration and/or being placed on activity restriction.	2 days ISS and 1 day Saturday School with CSB Tobacco Prevention Services and/or activity restriction. Saturday school is from 8:00 am - noon at AHS. Failure to attend will result in the student being referred for further disciplinary action by administration.	5 days OSS at CLASS (Clifton Academy) and/or activity restriction. Failure to attend could result in the student being referred to a case manager provided through CSB and further disciplinary action by administration.



<b>Vandalism</b>	The willful destruction or defacement of school property.	1-3 days OSS. Parent/Guardian notification. Restitution as necessary.	3-5 days OSS. Parent/Guardian notification. Restitution as necessary.	5-10 days OSS. Parent/Guardian notification. Restitution as necessary.
<b>Verbal Confrontation</b>	Verbal confrontation without the use of profanity.	1 day Saturday School. Parent/Guardian notification	3-5 days OSS. Parent/Guardian notification	5-10 days OSS. Parent/Guardian notification
<b>Violence: Fighting, Stalking</b>	Participating in, instigating, or aiding in a fight.	5-10 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification.. Recommendation of expulsion.
<b>Violence: Fighting, Failure to cease upon employee direction and/or injury to an employee.</b>	Participating in, instigating, or aiding in a fight. Failure to cease upon employee direction and/or injury to an employee.	10 days OSS. Parent/Guardian notification. Recommendation of expulsion.	10 days OSS. Parent/Guardian notification. Recommendation of expulsion.	10 days OSS. Parent/Guardian notification.. Recommendation of expulsion.
<b>Violence: Physical Abuse or Attack</b>	Physically assaulting or abusing any person on school grounds or in conjunction with a school activity.	10 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification. Recommendation of expulsion.	10 days OSS. Parent/Guardian notification. Recommendation of expulsion.
<b>Violence: Verbal/Electronic Abuse and/or Threat, Bullying, Hazing, Cyberbullying, etc.</b>	Threatening, insulting, or in any other manner verbally abusing another person	3-5 days OSS. Parent/Guardian notification	5-10 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification. Recommendation of suspension for the year..
<b>Violence: Premeditated Violent Physical Attack; Threatening a school employee</b>	Premeditated violently attacking any student or staff member in a violent manner.	10 days OSS. Recommendation of expulsion.	10 days OSS. Recommendation of expulsion.	10 days OSS. Recommendation of expulsion.

**Administration may take disciplinary action for other good and just cause to preserve academic integrity and school safety.**  
**Alternative disciplinary methods (restorative practices, community service, etc.) may be used by administration when appropriate.**  
**School Administration will refer any cases to law enforcement as required by the Code of Virginia.**

**What is Plagiarism?**  
**Published May 18, 2017**

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

**According to the Merriam-Webster online dictionary, to "plagiarize" means:**

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

**But can words and ideas really be stolen?**

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

**All of the following are considered plagiarism:**

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

**What about images, videos, and music?**

Using an image, video or piece of music in a work you have produced without receiving proper permission or providing appropriate citation is plagiarism. The following activities are very common in today's society. Despite their popularity, they still count as plagiarism.

- Copying media (especially images) from other websites to paste them into your own papers or websites.
- Making a video using footage from others' videos or using copyrighted music as part of the soundtrack.
- Performing another person's copyrighted music (i.e., playing a cover).
- Composing a piece of music that borrows heavily from another composition.

Certainly, these media pose situations in which it can be challenging to determine whether or not the copyrights of a work are being violated. For example: A photograph or scan of a copyrighted image (for example: using a photograph of a book cover to represent that book on one's website)

- Recording audio or video in which copyrighted music or video is playing in the background.
- Re-creating a visual work in the same medium. (for example: shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- Re-creating a visual work in a different medium (for example: making a painting that closely resembles another person's photograph).
- Re-mixing or altering copyrighted images, video or audio, even if done so in an original way.

The legality of these situations, and others, would be dependent upon the intent and context within which they are produced. The two safest approaches to take in regards to these situations is: 1) Avoid them altogether or 2) Confirm the works' usage permissions and cite them properly.

**The above is from Plagiarism.org and is cited below:**What is Plagiarism? (2017, May 18). Retrieved July 14, 2020, from <https://www.plagiarism.org/article/what-is-plagiarism>

**Alleghany Highlands Public Schools  
2023-2024 School Calendar**

July	4	Tues	Holiday (All Schools and Administrative Offices Closed)
August	15	Tues	New Employees Report (Professional Development)
August	16	Wed	All Teachers Report (Home School)
August	17	Thurs	All Teachers Report (Convocation)
August	18	Fri	All Teachers Report (Home School)
August	21	Mon	All Teachers Report (Open House 11am-6pm)
August	22	Tues	All Teachers Report (Home School)
August	23	Wed	School Opens (Begin First Nine Weeks)
September	4	Mon	Holiday (All Schools and Administrative Offices Closed)
September	25	Mon	Interim Reports Issued
October	2	Mon	Parent/Teacher Conferences 11:00 a.m. – 6:00 p.m./No School for Students
October	9	Mon	Holiday (All Schools and Administrative Offices Closed)
October	27	Mon	Early Release PD, End 1 <sup>st</sup> Nine Weeks (45 days)
November	3	Fri	Report Cards Issued
November	10	Fri	Holiday (All Schools and Administrative Offices Closed)
November	22	Wed	Holiday (All Schools and Administrative Offices Closed)
November	23	Thurs	Holiday (All Schools and Administrative Offices Closed)
November	24	Fri	Holiday (All Schools and Administrative Offices Closed)
December	5	Fri	Interim Reports Issued
December	21	Thurs	Holiday (No School for Students/ 12 Month Employees Report*)
December	22	Fri	Holiday (No School for Students/ 12 Month Employees Report*)
December	25	Mon	Holiday (All Schools and Administrative Offices Closed)
December	26	Tues	Holiday (All Schools and Administrative Offices Closed)
December	27	Wed	Holiday (All Schools and Administrative Offices Closed)
December	28	Thurs	Holiday (No School for Students/ 12 Month Employees Report*)
December	29	Fri	Holiday (No School for Students/ 12 Month Employees Report*)
January	1	Mon	Holiday (All Schools and Administrative Offices Closed)
January	2	Tues	Holiday (All Schools and Administrative Offices Closed)
January	3	Wed	School Reopens
January	15	Mon	Holiday (All Schools and Administrative Offices Closed )
January	19	Fri	Teacher Workday
January	22	Mon	Professional Development Day-Elem and Middle, Workday High School (no school for students), End of 1 <sup>st</sup> Semester, 90 days
January	26	Fri	Report Cards Issued
February	22	Thurs	Interim Reports Issued
February	26	Mon	Parent/Teacher Conferences 11:00 a.m. – 6:00 p.m./No School for Students K-8; Prof Development Day for High School
March	7	Thurs	#Spring Break/12 month Employees Report*
March	8	Fri	#Spring Break/12 month Employees Report*
March	28	Thurs	Early Release PD, End 3 <sup>rd</sup> Nine Weeks (45 days)
March	29	Fri	Holiday (All Schools and Administrative Offices Closed)
April	1	Mon	Holiday (All Schools and Administrative Offices Closed)
April	2	Tues	Holiday (All Schools and Administrative Offices Closed)
April	8	Mon	Report Cards Issued
May	3	Fri	Interim Reports Issued
May	27	Mon	Holiday (All Schools and Administrative Offices Closed)
June	1	Sat	Alleghany High School Graduation 10:00am
June	5	Wed	**Anticipated End of Fourth Nine Weeks (45 Days) / Second Semester (90 Days) / School Year (180 Days)/Early Release
June	6	Thurs	Workday
June	19	Wed	Holiday (All Schools and Administrative Offices Closed)

\*\* The last day of the first semester and the last day of school are subject to change in order to maintain 90 days in each semester in order to meet state mandates for instructional time.

A certain amount of bank time will be available each semester to account for school closures due to weather or other emergencies. Other assignments of bank days not utilized will be left to the discretion of the board.

\*12 month employee report work days may be adjusted throughout the year

# These holidays may become regular school days. Please refrain from making plans that cannot be changed.